

My Availability

Overview

The **My Availability** feature allows employees to define when they are available or unavailable to work. Employees can set specific working hours for selected days and submit their availability to their manager for review.

Keeping availability up to date helps managers create schedules based on employee availability, reduce scheduling conflicts, and improve workforce planning.

My Availability Screen

The **My Availability** screen displays the employee's saved availability for each day. Each entry shows the availability type, working hours, and current status.

Key Information

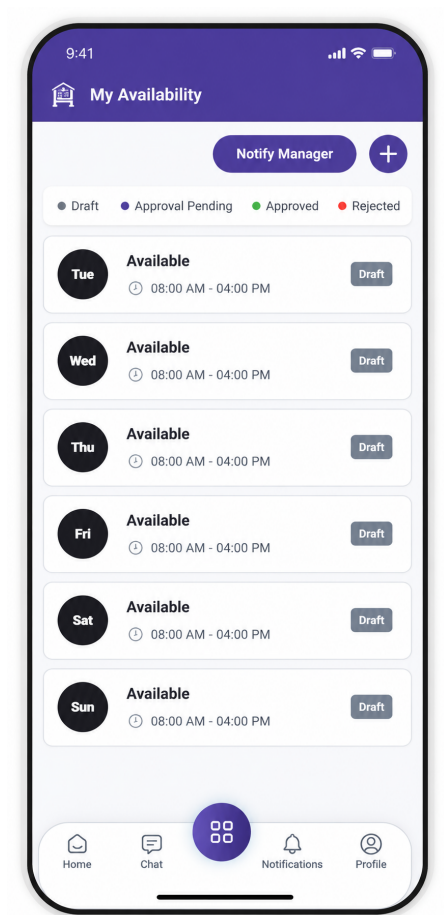
- **Day** — The day for which availability is configured.
- **Availability Type** — Shows whether the employee is Available or Unavailable.
- **Working Hours** — Displays the configured start and end time.
- **Status** — Shows the current status of the availability.

Availability Status

Status	Meaning
Draft	Availability has been created but has not been submitted to the manager.
Approval Pending	Availability has been submitted and is waiting for manager review.
Approved	The manager has approved the availability.
Rejected	The manager has rejected the availability.

My Availability List

The availability list allows employees to review their configured availability and check the current status of each entry.

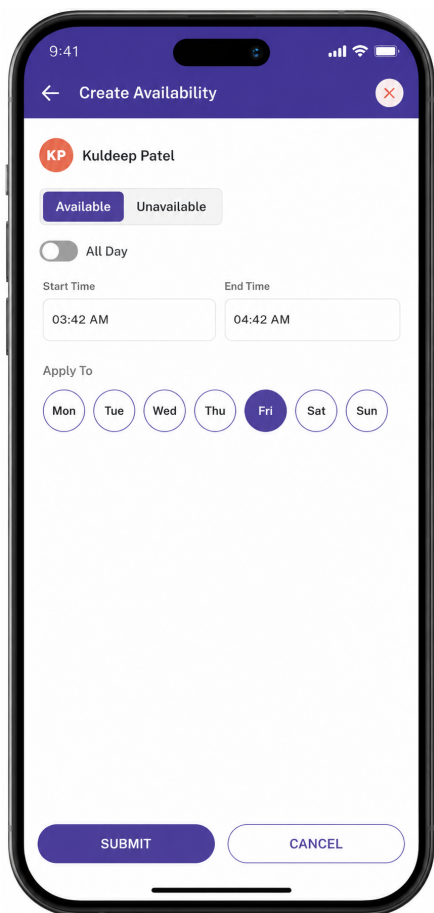


Create Availability

Employees can create a new availability entry by selecting the + button on the My Availability screen.

Steps

1. Select the + button.
2. Select **Available** or **Unavailable**.
3. Enable **All Day** if the availability applies to the entire day.
4. If **All Day** is disabled, enter the **Start Time** and **End Time**.
5. Select the applicable days under **Apply To**.
6. Select **Submit**.



Availability Options

Available

Indicates that the employee is available to work during the selected day and time.

Unavailable

Indicates that the employee is not available to work during the selected day and time.

All Day

When enabled, the availability applies to the entire selected day instead of a specific time range.

Review Availability

After creating an availability entry, employees can return to the **My Availability** screen to review the saved information.

Employees can verify:

- Selected days
- Available or unavailable status
- Start and end times

- Current approval status

Newly created availability is initially shown as **Draft** until it is submitted to the manager.

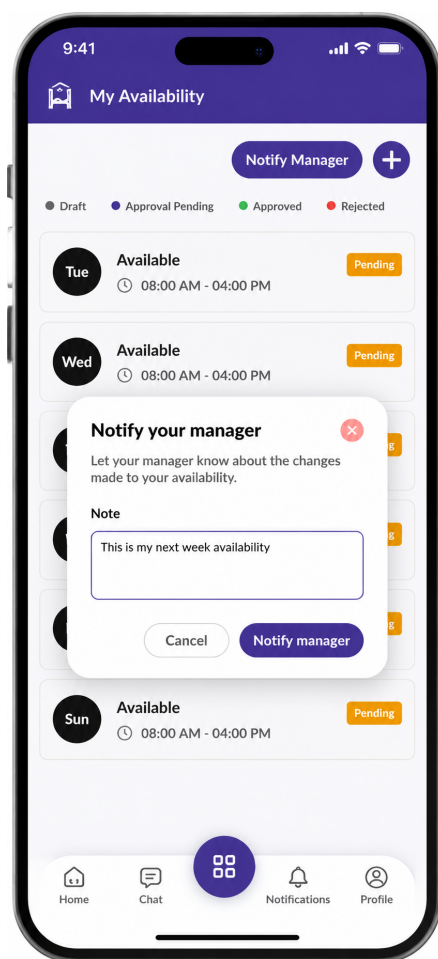
Notify Manager

After creating or updating availability, employees can select **Notify Manager** to send their availability changes to their manager for review.

Employees can also add an optional note to provide additional information about the change.

Steps

1. Select **Notify Manager**.
2. Enter an optional note.
3. Review the information.
4. Select **Notify Manager** to submit the notification.



Example Note

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This is my next week availability.

After the notification is submitted, the availability moves from **Draft** to **Approval Pending**.

Manager Review

Once the availability is submitted, the manager reviews the request.

The manager can:

- **Approve** the availability.
- **Reject** the availability.

Approved

When the manager approves the request, the availability status changes to **Approved** and can be considered when creating employee schedules.

Rejected

When the manager rejects the request, the availability status changes to **Rejected**. The employee can review the request and make the necessary changes before submitting it again.

Availability Workflow

The complete availability workflow is:

Create Availability → Draft → Notify Manager → Approval Pending → Manager Review → Approved / Rejected

Approved Flow

Create → Notify Manager → Approval Pending → Manager Approves → Approved → Used for Scheduling

Rejected Flow

Important Notes

- Keep your availability accurate and up to date.
- Availability does not automatically create a work shift.
- Availability is used by managers when creating employee schedules.
- Notify your manager after making changes that require approval.
- Approval is required before submitted availability is treated as approved for scheduling purposes.
- **Weekly Availability** — Once an availability schedule is set for a week, it remains effective for the applicable weeks until the employee updates or changes their availability.
- If an employee does not make any changes, the existing availability continues to apply to future scheduling periods.

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