Kronos Scheduler: Employee Availability Guide V8.1

Purpose

Part of the process of supporting employee work requests includes tracking employee availability. Kronos provides an opportunity for employee for communicate when they are open for extra shifts or prefer not to get more work hours. The Availability tool could be useful for:

- ➤ Creating schedule for an upcoming schedule period
- ➤ Staffing the current schedule period
- ➤ Managing employee availability status changes

An employee's availability to work at a given time can be represented at one of the five different statuses:

Indicator	Description
Dark Green	**Preferred** time to work
Green	**Available** to work
Purple	**Unavailable** to work
Pink	Prefers not to work (**Preferred Time Off**)
White	**Unknown** whether the employee is available

There are two features to make availability entry and maintenance easier for the manager:

- ➤ Availability patterns that can apply to an employee, a department, or the organization as a whole
- ➤ Employee self service in which employees can maintain their own availability information

	Steps to Employee changing Availability	Description
1	From the **Home Workspace or** navigate to **My Information** workspace, then on **My Calendar** widget from the related items pane	
2	Availably Request can be made by selecting the Request Change Availability Button.	
3	In the **Request Period** drop down list, select a specific time period. If you select "Range of Dates", a pop-up will display	

Insert Availability shifts for the day using the '+'

You will need to click the "**Apply to All**" button before Submitting.

Request Availability Change

Request Period: Current Pay Period | Type: Availability

Applied Availability | Copy/Paste

	Sunday 12:00AM	Monday 12:00AM	Tuesday 12:00AM	Wednesday 12:00AM	Thursday 12:00AM	Friday 12:00AM	Saturday 12:00AM
2/09/2020							
2/16/2020							
2/23/2020							

2/27/2020 | Apply

			Start Time	End Time	All Day	Availability
1	+	×	12:00AM	8:00AM		Unknown
2	+	×	8:00AM	5:00PM		Available
3	+	×	5:00PM	12:00AM		Available

Cancel | Submit

Each row will have a drop down on the right to indicate the type

If the color does not show on the Calendar, you will need to activate the Visibility Filter for **Employee Availability**

4	The Calendar now reflects the request. These are auto approved. But can be modified by Supervisors.	

Request Availability Change

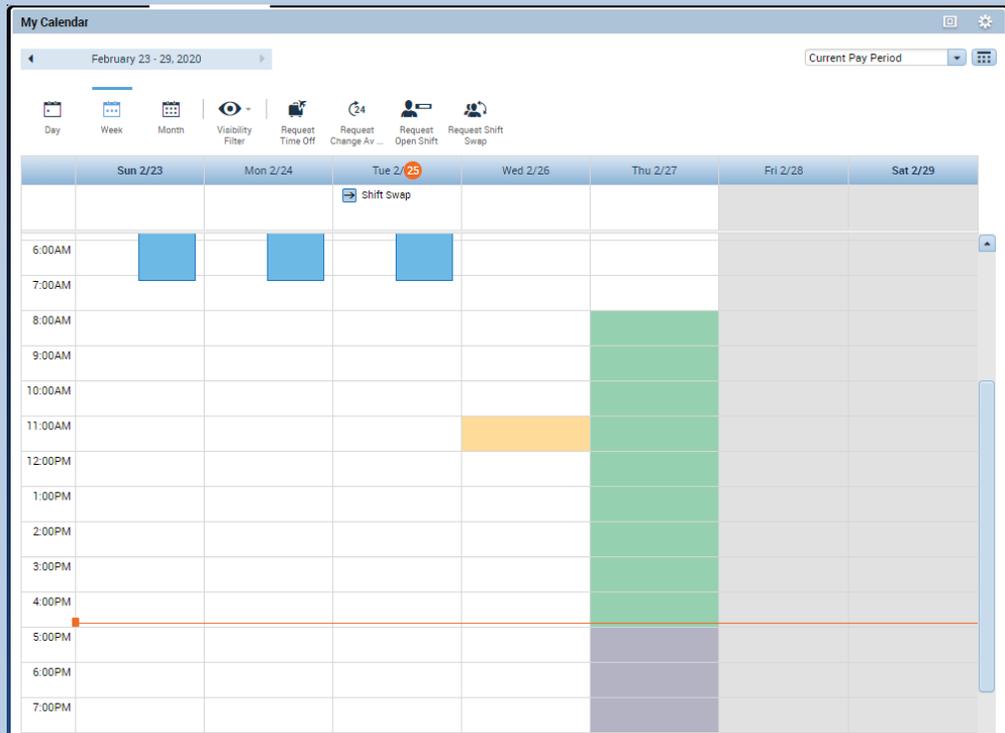Request Period: Current Schedule Period Type: Availability

Applied Availability Copy/Paste

	Sunday 12:00AM	Monday 12:00AM	Tuesday 12:00AM	Wednesday 12:00AM	Thursday 12:00AM	Friday 12:00AM	Saturday 12:00AM
2/16/2020							
2/23/2020							

2/27/2020 Apply

			Start Time	End Time	All Day	Availability
1	+	×	12:00AM	8:00AM		Unknown
2	+	×	8:00AM	5:00PM		Available
3	+	×	5:00PM	12:00AM		Unavailable

Cancel Submit

My Calendar

February 23 - 29, 2020 Current Pay Period

Day | Week | Month | Visibility Filter | Request Time Off | Request Change Av... | Request Open Shift | Request Shift Swap

	Sun 2/23	Mon 2/24	Tue 2/25	Wed 2/26	Thu 2/27	Fri 2/28	Sat 2/29

Shift Swap

5	The picture to the right is an example of how availablity looks on the **My Calendar** page.	