



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



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	Steps to Employee changing Availability	Description																																		
<p>1 From the Home Workspace or navigate to My Information workspace, then on My Calendar widget from the related items pane</p>		<p>My Calendar</p>																																		
<p>2 Availably Request can be made by selecting the Request Change Availability Button.</p>		<p>Request Change Av ...</p>																																		
<p>3 In the Request Period drop down list, select a specific time period.</p> <p>If you select "Range of Dates", a pop-up will display</p>		<p>Request Availability Change</p> <p>Request Period: Current Schedule Period Type: Availability</p> <p>Applied Availability</p> <table border="1"> <thead> <tr> <th></th> <th>Sunday</th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> </tr> <tr> <th></th> <th>12:00AM</th> <th>12:00AM</th> <th>12:00AM</th> <th>12:00AM</th> <th>12:00AM</th> <th>12:00AM</th> <th>12:00AM</th> </tr> </thead> <tbody> <tr> <td>2/23/2020</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>2/25/2020</p> <table border="1"> <thead> <tr> <th></th> <th>Start Time</th> <th>End Time</th> <th>All Day</th> <th>Availability</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12:00AM</td> <td>12:00AM</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/> Unknown</td> </tr> </tbody> </table> <p>Cancel Submit</p>		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		12:00AM	2/23/2020									Start Time	End Time	All Day	Availability	1	12:00AM	12:00AM	<input type="checkbox"/>	<input type="checkbox"/> Unknown						
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Insert Availability shifts for the day using the '+'

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

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**

Request Availability Change

Request Period: Current Pay Period Type: Availability

Applied Availability Copy/Paste

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

2/27/2020 Apply

	Start Time	End Time	All Day	Availability
1	12:00AM	8:00AM	<input type="checkbox"/>	<input type="checkbox"/> Unknown
2	8:00AM	5:00PM	<input type="checkbox"/>	<input checked="" type="checkbox"/> Available
3	5:00PM	12:00AM	<input type="checkbox"/>	<input checked="" type="checkbox"/> Available

Cancel Submit

Apply to All

Availability

- Unknown
- Available
- Preferred Time Off
- Unavailable
- Preferred

Visibility Filter Request Time Off Request Change Av... Request Open Shift Request Shift Swap

- ✓ Availability requests
- ✓ Available open shifts
- Employee Availability
 - Unavailable
 - Available
 - Preferred
 - Preferred Time Off
- ✓ Holiday
- ✓ Open Shift Requests
- ✓ Requests to cover
- ✓ Scheduled pay codes
- ✓ Scheduled shifts

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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 ▾

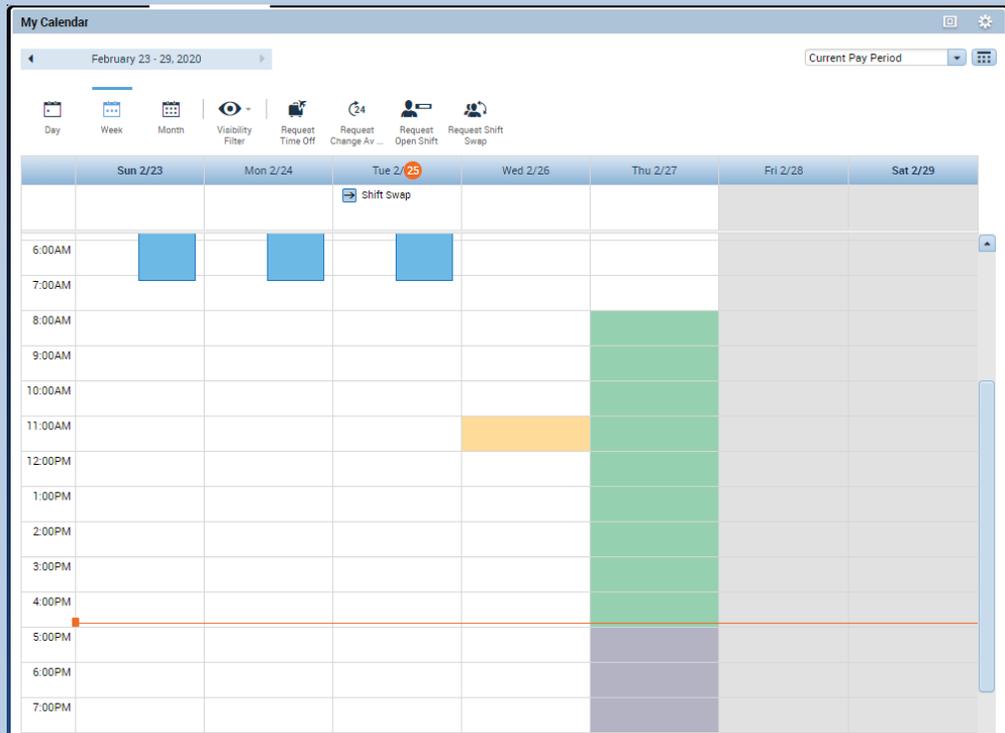
Applied Availability Copy/Paste

	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	+	x	12:00AM	8:00AM	<input type="checkbox"/>	<input type="checkbox"/> Unknown
2	+	x	8:00AM	5:00PM	<input type="checkbox"/>	<input checked="" type="checkbox"/> Available
3	+	x	5:00PM	12:00AM	<input type="checkbox"/>	<input type="checkbox"/> Unavailable

Cancel Submit





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

	Sun 3/01	Mon 3/02	Tue 3/03	Wed 3/04	Thu 3/05
	<input checked="" type="checkbox"/> Availability				
12:00AM	11:10... [8.00 h]	11:10... [8.00 h]	11:10... [8.00 h]	11:10... [8.00 h]	
1:00AM	Regular ./DCF-D	Regular ./DCF-D	Regular ./DCF-D		
2:00AM	CF9100 0/Solnit	CF9100 0/Solnit	CF9100 0/Solnit		
3:00AM	N/Custo dy/Spru ce/Spru ce/CSW 2	N/Custo dy/Spru ce/Spru ce/CSW 2	N/Custo dy/Spru ce/Spru ce/CSW 2		
4:00AM					
5:00AM					
6:00AM					
7:00AM					
8:00AM					
9:00AM	Unknown	Availability	Unavailable	Preferred Time Off	Preferred
10:00AM					