Kronos Scheduler: Scheduler Availability Changes 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 Extra Shifts for future schedule periods
- Managing employee availability status changes

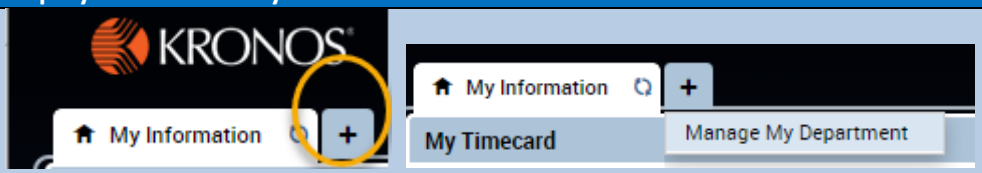
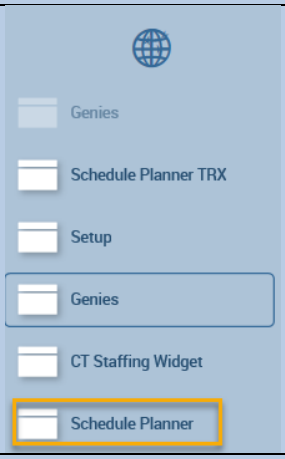
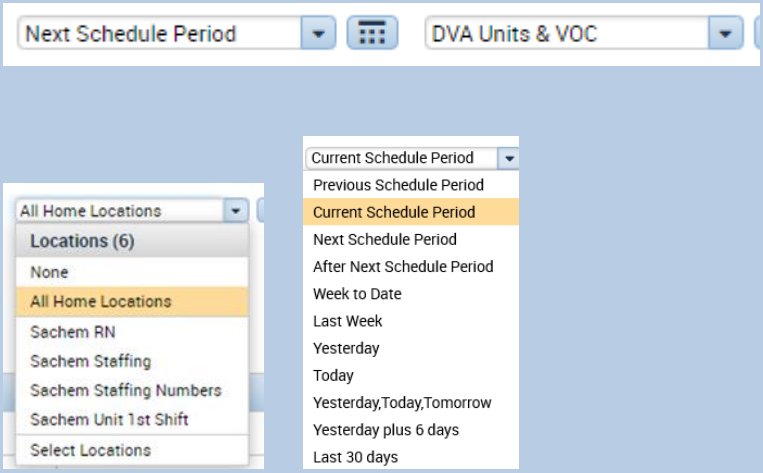
An employee's availability to work at a given time can be represented at one of the five different statuses:

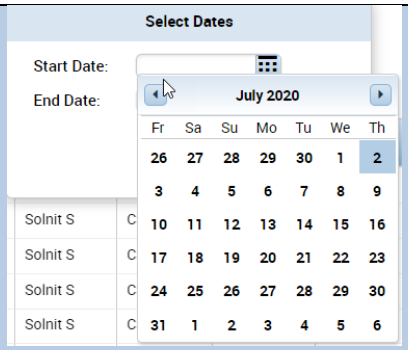
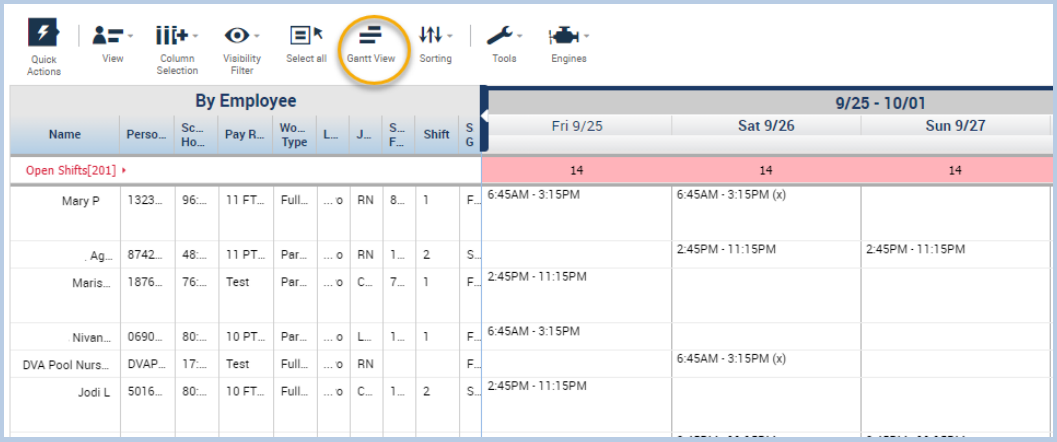
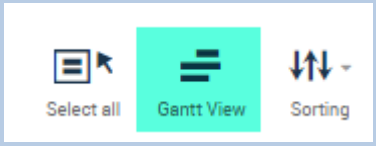
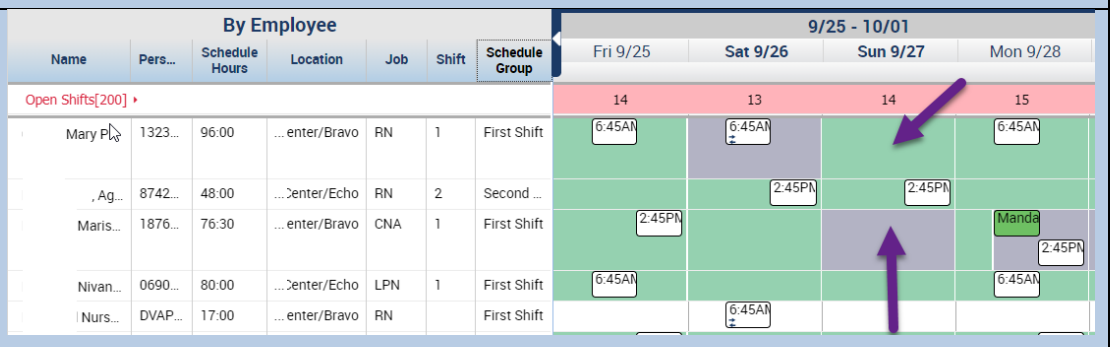
Indicator	Description
Dark Green	**Preferred** time to work
Green	**Available** to work
Purple	**Unavailable** to work
Pink	Prefers not to work (**Preferred Time Off**)
White	**Unknown** whether the employee is available

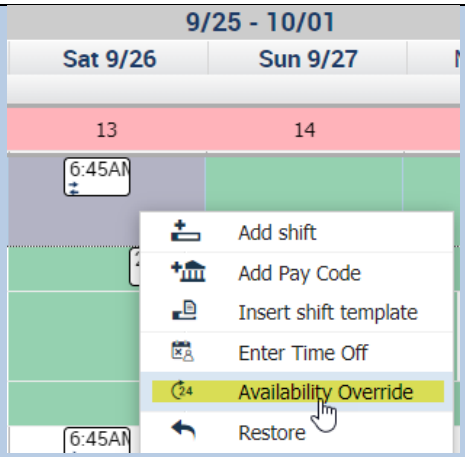
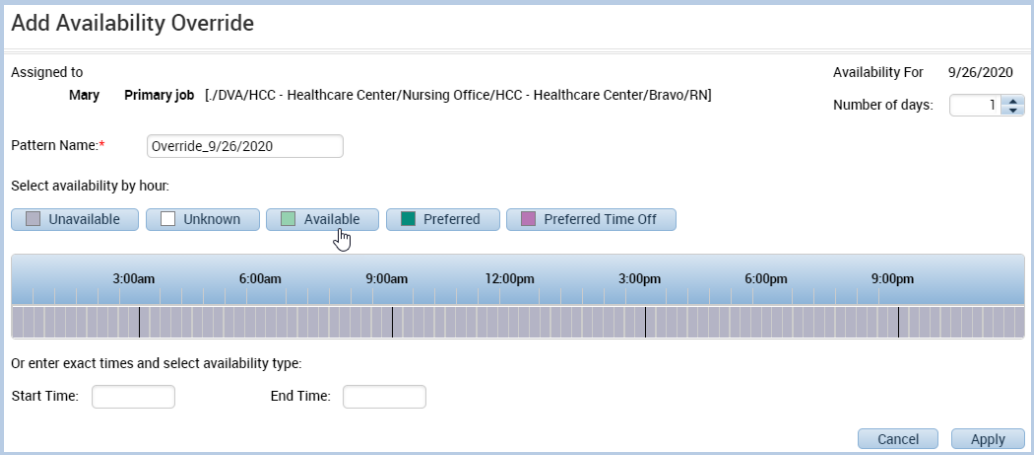
There are two ways for schedulers to update employee availability:

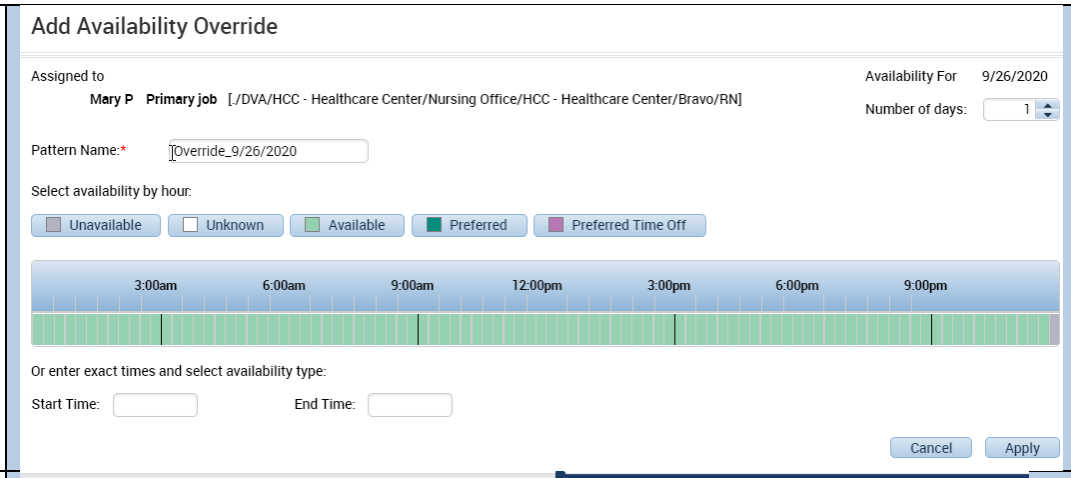
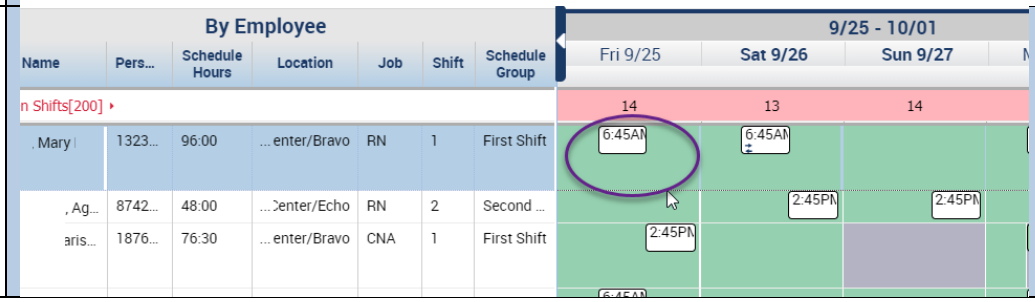
- Override single Days
- Establish an Availably Pattern for a week or more

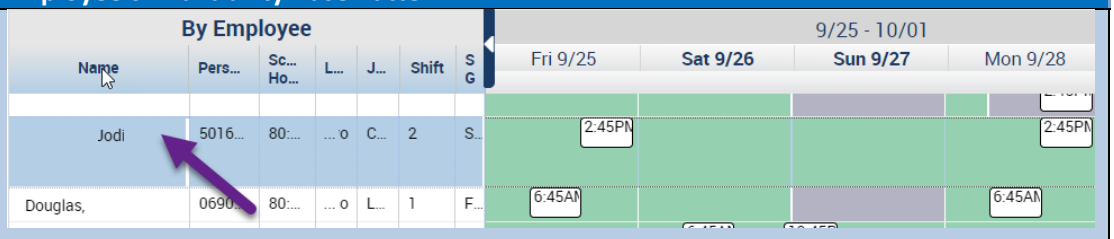
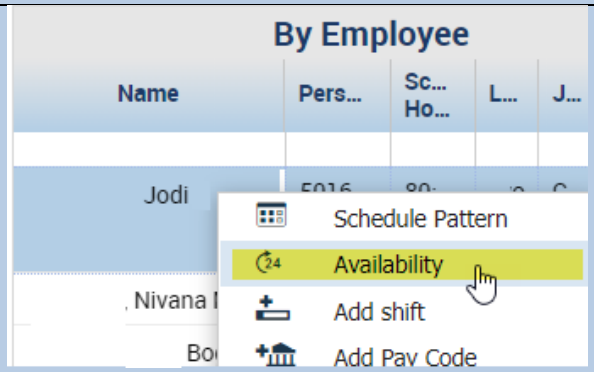
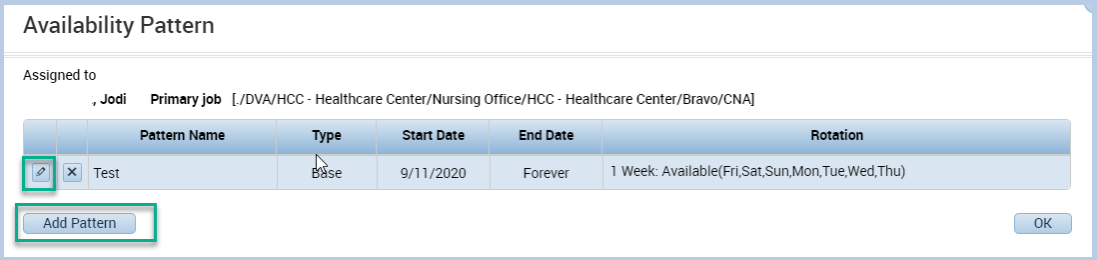
Availability

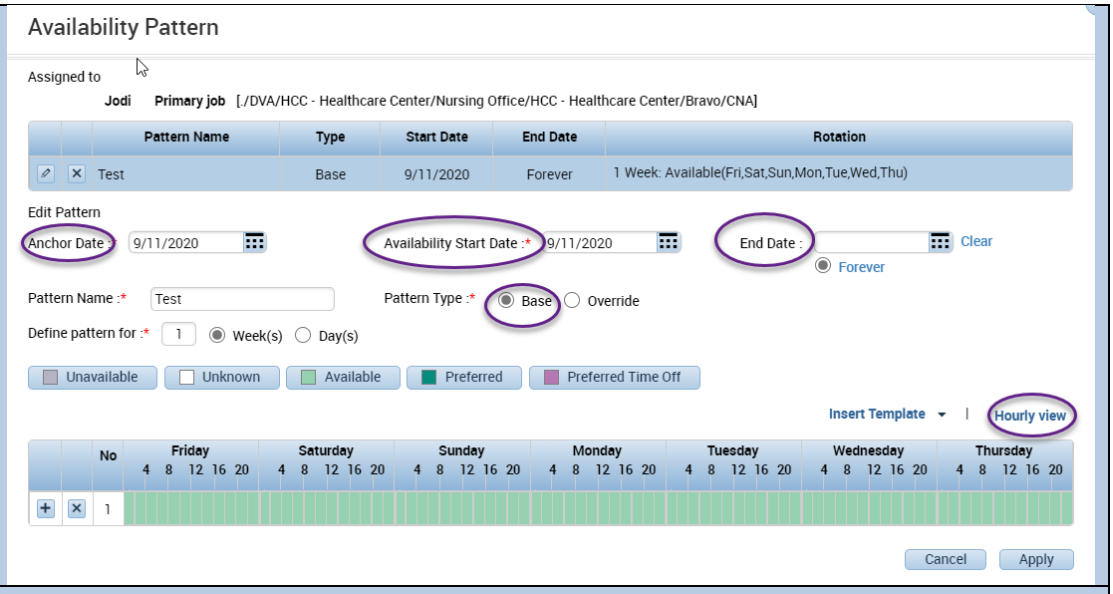
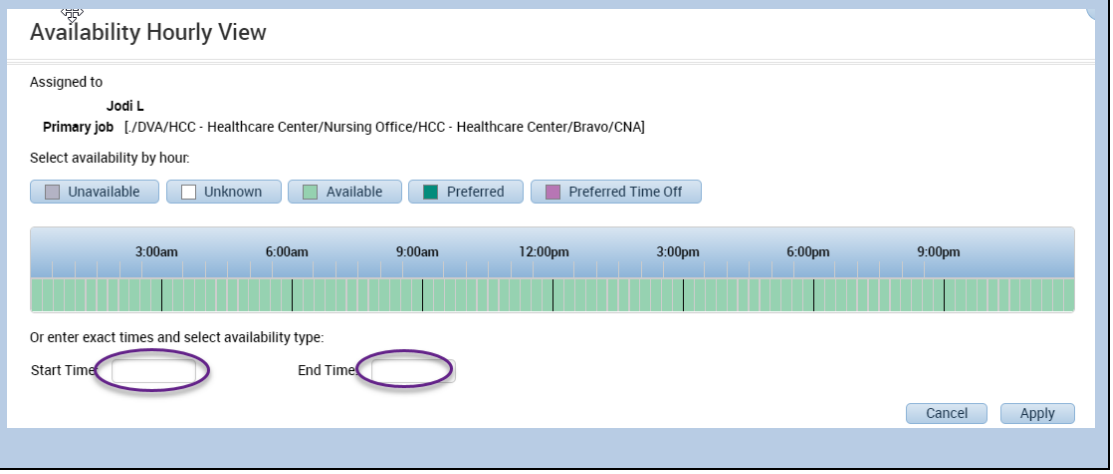
	Steps to change Employee's Availability	
1	From the Home Page, click the Plus "+" next to the My Information Tab. Next select *Manage My Department*	
2	From the Related items list, click **Scheduler Planner**. When you want to view a normal Primary Job list	
3	In the Location Show drop-down list, select a buildings and Job from the Organization Map which will display employees for you to view. In the screen shot used a Location Query that contains all DVA Units	

4	In the **Time Period** drop down list, select a specific **schedule period**. Or Select the Start and End Dates. Click OK. Click Apply.	
5	To view current Availability for employees, click the Gantt View Button	 
6		

7	**Employee Override** — Temporarily overrides base employee availability during a time period. Right click on a day for the desired Employee	
8	**Methods to define an override** Define or modify a recurring override pattern. Override availability temporarily for a single period that does not repeat, for a period as short as one day, or that repeats without any pattern. Create a pattern to override availability for a longer time period.	

9	Changes are reflected in the dialog Click **Apply**	
10	Friday's Availability is modified	

Steps to change Employee's Availability Base Pattern		
1	To change the Employee' Base or Override Availability long term, **right click** on the employees name	
2	Choose **Availability**	
3	Click the pencil to modify an existing Pattern or click Add Pattern to create a new one	
4	The **Anchor Date** should be a Friday Start of Pay Period in the past. **Availability Start Date** can be any date you wish starting today or in the future.	

	If you are setting up Availability for full day, just highlight the days and press the appropriate Availability Button. Click **Apply**.	
5	If you need to indicate Availability by a Range of Hours, click the Hourly View link. Click the Day(s) and enter Start and End Times Click **Apply**.