








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

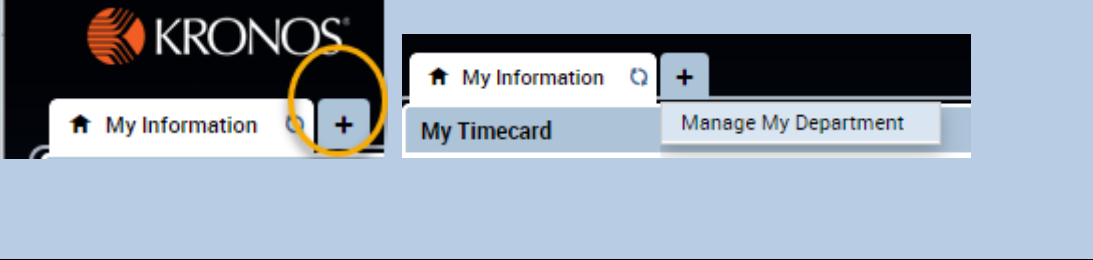

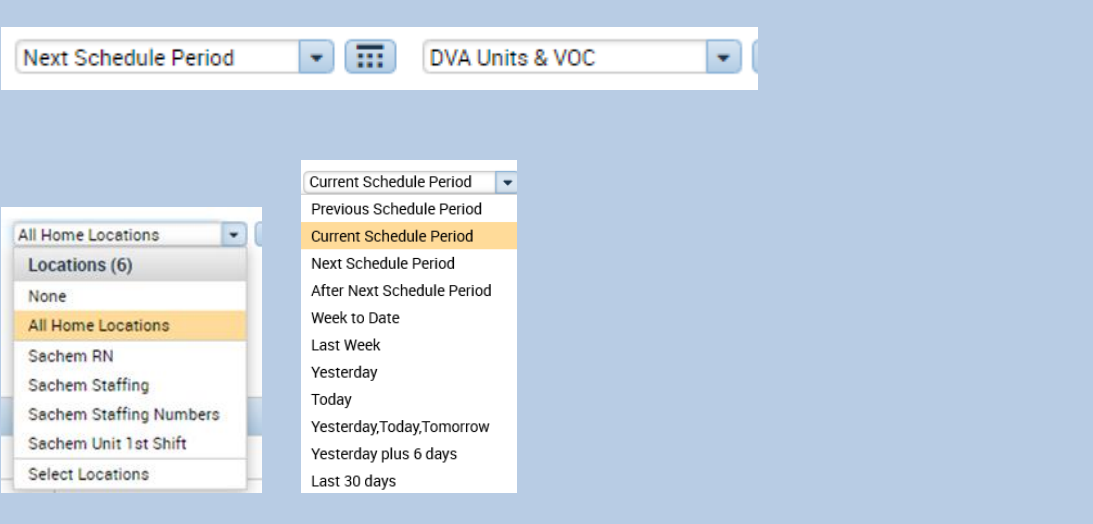
There are two ways for schedulers to update employee availability:

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



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Availability

Steps to change Employee's Availability		
1	From the Home Page, click the Plus "+" next to the My Information Tab. Next select <i>Manage My Department</i>	
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	

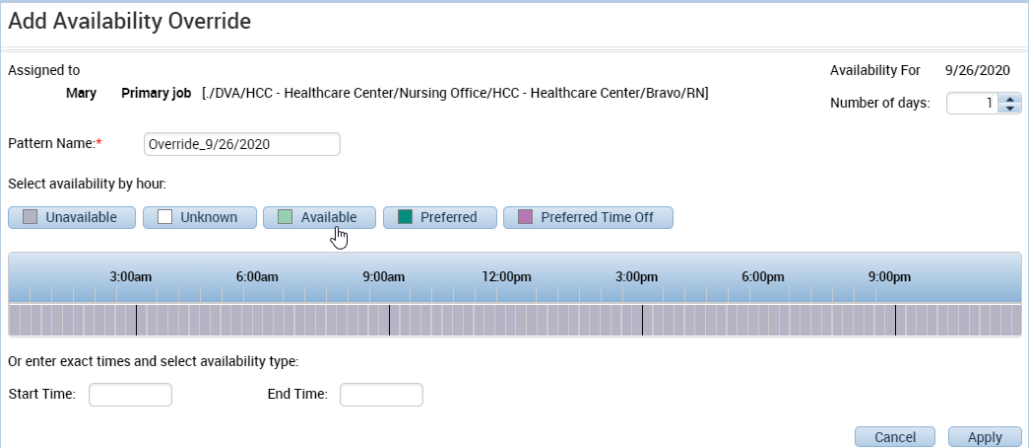


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<p>4</p>	<p>In the Time Period drop down list, select a specific schedule period. Or Select the Start and End Dates. Click OK. Click Apply.</p>																																																																																																																									
<p>5</p>	<p>To view current Availability for employees, click the Gantt View Button</p>	<table border="1"> <thead> <tr> <th colspan="7">By Employee</th> <th colspan="3">9/25 - 10/01</th> </tr> <tr> <th>Name</th> <th>Perso...</th> <th>Sc... Ho...</th> <th>Pay R...</th> <th>Wo... Type</th> <th>L...</th> <th>J...</th> <th>S... F...</th> <th>Shift</th> <th>S G</th> <th>Fri 9/25</th> <th>Sat 9/26</th> <th>Sun 9/27</th> </tr> </thead> <tbody> <tr> <td colspan="10">Open Shifts[201]</td> <td>14</td> <td>14</td> <td>14</td> </tr> <tr> <td>Mary P</td> <td>1323...</td> <td>96...</td> <td>11 FT...</td> <td>Full...</td> <td>...</td> <td>o</td> <td>RN</td> <td>8...</td> <td>1</td> <td>F</td> <td>6:45AM - 3:15PM</td> <td>6:45AM - 3:15PM (x)</td> <td></td> </tr> <tr> <td>. Ag...</td> <td>8742...</td> <td>48...</td> <td>11 PT...</td> <td>Per...</td> <td>...</td> <td>o</td> <td>RN</td> <td>1...</td> <td>2</td> <td>S</td> <td></td> <td>2:45PM - 11:15PM</td> <td>2:45PM - 11:15PM</td> </tr> <tr> <td>Maris...</td> <td>1876...</td> <td>76...</td> <td>Test</td> <td>Par...</td> <td>...</td> <td>o</td> <td>C...</td> <td>7...</td> <td>1</td> <td>F</td> <td>2:45PM - 11:15PM</td> <td></td> <td></td> </tr> <tr> <td>Nivan...</td> <td>0690...</td> <td>80...</td> <td>10 PT...</td> <td>Per...</td> <td>...</td> <td>o</td> <td>L...</td> <td>1...</td> <td>1</td> <td>F</td> <td>6:45AM - 3:15PM</td> <td></td> <td></td> </tr> <tr> <td>DVA Pool Nurs...</td> <td>DVAP...</td> <td>17...</td> <td>Test</td> <td>Full...</td> <td>...</td> <td>o</td> <td>RN</td> <td></td> <td></td> <td>F</td> <td></td> <td>6:45AM - 3:15PM (x)</td> <td></td> </tr> <tr> <td>Jodi L</td> <td>5016...</td> <td>80...</td> <td>10 FT...</td> <td>Full...</td> <td>...</td> <td>o</td> <td>C...</td> <td>1...</td> <td>2</td> <td>S</td> <td>2:45PM - 11:15PM</td> <td></td> <td></td> </tr> </tbody> </table>	By Employee							9/25 - 10/01			Name	Perso...	Sc... Ho...	Pay R...	Wo... Type	L...	J...	S... F...	Shift	S G	Fri 9/25	Sat 9/26	Sun 9/27	Open Shifts[201]										14	14	14	Mary P	1323...	96...	11 FT...	Full...	...	o	RN	8...	1	F	6:45AM - 3:15PM	6:45AM - 3:15PM (x)		. Ag...	8742...	48...	11 PT...	Per...	...	o	RN	1...	2	S		2:45PM - 11:15PM	2:45PM - 11:15PM	Maris...	1876...	76...	Test	Par...	...	o	C...	7...	1	F	2:45PM - 11:15PM			Nivan...	0690...	80...	10 PT...	Per...	...	o	L...	1...	1	F	6:45AM - 3:15PM			DVA Pool Nurs...	DVAP...	17...	Test	Full...	...	o	RN			F		6:45AM - 3:15PM (x)		Jodi L	5016...	80...	10 FT...	Full...	...	o	C...	1...	2	S	2:45PM - 11:15PM		
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<p>7</p>	<p>Employee Override — Temporarily overrides base employee availability during a time period.</p> <p>Right click on a day for the desired Employee</p>	
<p>8</p>	<p>Methods to define an override</p> <p>Define or modify a recurring override pattern.</p> <p>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.</p> <p>Create a pattern to override availability for a longer time period.</p>	



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Changes are reflected in the dialog

Click **Apply**

Add Availability Override

Assigned to: **Mary P Primary job** [/DVA/HCC - Healthcare Center/Nursing Office/HCC - Healthcare Center/Bravo/RN] Availability For: 9/26/2020

Number of days:

Pattern Name: *

Select availability by hour:

Unavailable
 Unknown
 Available
 Preferred
 Preferred Time Off

Or enter exact times and select availability type:

Start Time: End Time:

10

Friday's Availability is modified

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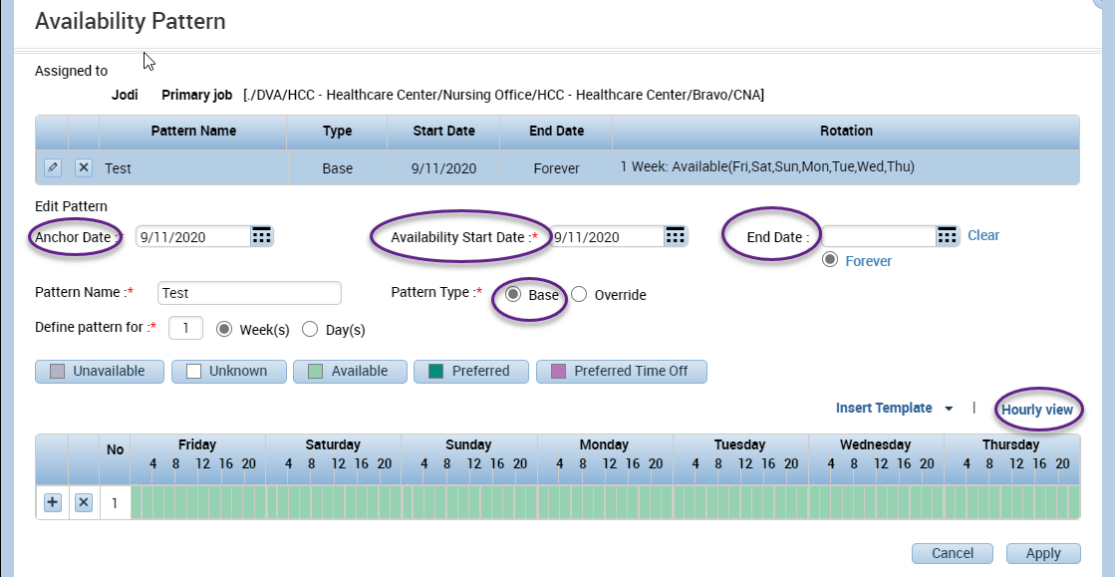


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Steps to change Employee's Availability Base Pattern	
<p>1 To change the Employee' Base or Override Availability long term, right click on the employees name</p>	
<p>2 Choose Availability</p>	
<p>3 Click the pencil to modify an existing Pattern or click Add Pattern to create a new one</p>	
<p>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.</p>	



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