

How to Submit an Availability Change Request from My Schedule

- Employees can enter and request availability changes to let their employers know when they are available or not for work. The availability changes can be for a one-time event, for one or more days, or they can be made to the long-term schedule.
 ****A request to "Change my Availability" is not the same as a "Time Off Request". ****
- To submit requests from Manage My Schedule to change your availability:
- From the Home Screen using the Manage My Schedule tile:





• To submit a request from My Schedule, click **Request** then select **Availability**.

ב ۵ טוגק MyCalendar © ۵								
♦ Sep 2024 Sep 2							Image: Time-off	Hide List Location Schedule
You can request open shifts from 9/09/2024 to 9/08/2025.							Swap	×
You can submit your self-schedule request for the period 9/09/2024 to 9/08/2025.							Request To Cover	×
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Open Shift	
Open Shift [4]	l Open Shift [4] ► Labor Day	2 Open Shift [4]	3 Open Shift [4]	4 Open Shift (4)	5 Open Shift [4]	6 [Open Shift [4]	Self-Schedule Availability Change Urvoursour Provide Amr JRAD TECH Open Shift [4]	7:30 PM [12.50]
Open Shift (4)	8 Open Shift (4) 7:00 am - 7:30 pm	9 0000 5hift (5) 0000 5hift (5) 000 (12.50)	1 [Open Shift [4]	1 Open Shift [4]	2 Open Shift [4]	13 Open Shift [4] 17:00 am - 7:30 pm	14 PTO [12.50] / 7:00 AM Open Shift [5] 11 Wednesday Open Shift [4]	- 7:30 PM
Louis Chille (4)			l Comercia da				10 Terradari	I

• Click the day or days on which to change your schedule. To select two or more contiguous days, drag the mouse pointer over the days you want.







- Click Next.
- Set your availability, as follows:
 - o In Status, select one of the following: Unavailable, Available,
 - Enter the **Start Time** or **End Time**.
- Click Review.
 - Toggle between **Show List** and **Show Calendar** to view your requests in different formats and detail. Clicking on a day in the calendar displays a summary of the availability configured for that day.
 - In either view, edit your request, submit it, or cancel it. Days can be added using the calendar. Click **Add Days** in the list view to display the calendar.
- (Optional) Click **Comments** to add comments and notes to the request.
- Click **Submit** to submit your requests.

