

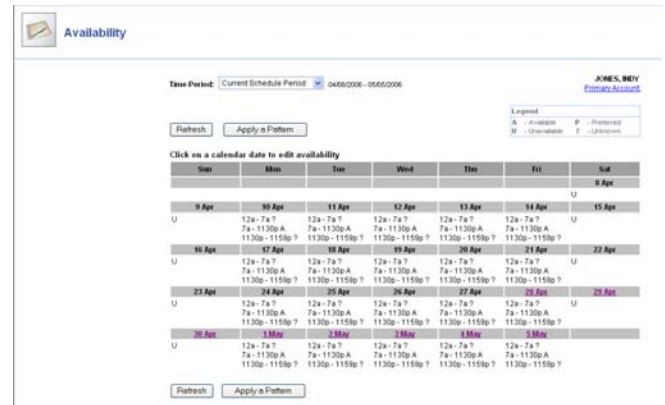
# Employee Kronos Self-Service – Creating and Managing Availability

## Creating Availability

### Viewing your availability:

To view your current availability, click on the **Availability** menu item.

You will see a calendar view. This is where you will enter your availability preferences.



**Selecting an availability template:** When you select an availability template, you are entering your schedule preferences or your ability to be available for extra shifts.

1. Click on the **Availability** menu.
2. Click **Apply a Pattern**.
3. Select the pattern from the available list.
4. In **Availability Start Date** enter the date on which you want the pattern to start.
5. In **Availability End Date** enter the date you want the pattern to end or select **Forever**.
6. Click **Save and Close**.



#### Patterns:

**24h Available: Global 24 hour availability**  
All Days - preferred: Day Shifts Preferred - everything else Available  
Avail M-F 7a-1130p, Un S-S: Avail M-F 7a-1130p, Un S-S

#### Availability Start Date:

4/01/2006  
(M/dd/yyyy)

#### Availability End Date:

Forever  
 End Date:   
(M/dd/yyyy)

Save and Close

Cancel

**Editing your availability pattern:** You can edit your availability for a specific day or a range of dates.

1. Click on the **Availability** menu item. The **Edit Availability** box opens. Your current availability for the selected day appears on the right.
2. Select the date you need to modify.
3. In the **Start Time** and **End Time** enter the times on which your edit starts and ends.
4. Select the **Type** of availability from the drop down box.
5. If you only want the change to affect the specific day, click **Save**.
6. If you want this change to repeat for several consecutive days, enter the end date in the Repeat your current availability until box and click **Repeat & Save**.
7. Click **Close**.
8. Click **Refresh** on the **Availability** page to see the updates to your availability.

