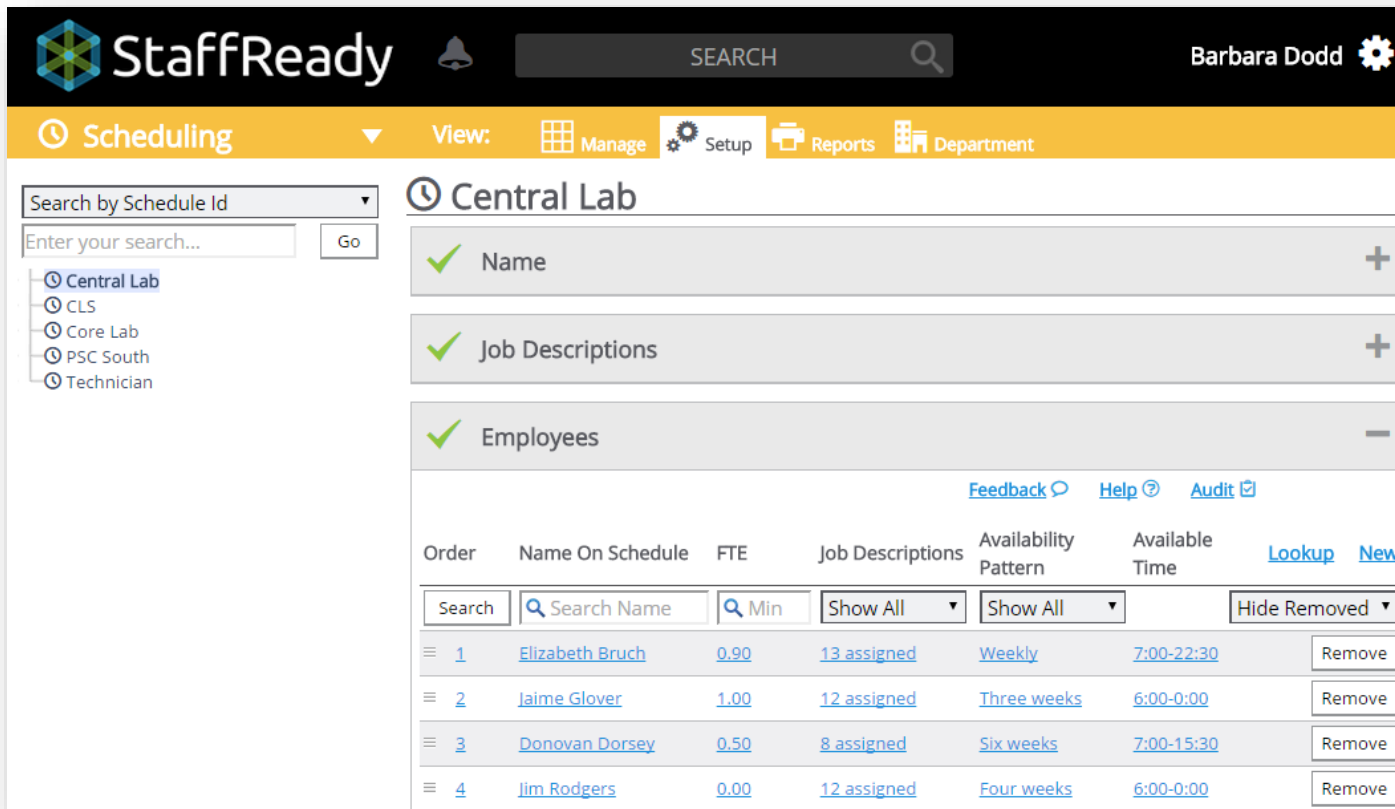


Setup View – Employee Color Bar

Edit Employee Available Times

This reference guide provides a process overview of how to **Edit Employee Available Times** within the **Employee Color Bar** in the StaffReady Scheduling Module. The following process steps and instructional information are provided within this document:

- Edit employee available times
- View updated available times



The screenshot displays the StaffReady Scheduling Module interface. The top navigation bar shows the user 'Barbara Dodd' and a search bar. The main content area is titled 'Central Lab' and includes a search bar for 'Search by Schedule Id'. Below the search bar, there is a list of departments: Central Lab, CLS, Core Lab, PSC South, and Technician. The main table displays the following data:

Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time	Lookup	New
1	Elizabeth Bruch	0.90	13 assigned	Weekly	7:00-22:30	Remove	
2	Jaime Glover	1.00	12 assigned	Three weeks	6:00-0:00	Remove	
3	Donovan Dorsey	0.50	8 assigned	Six weeks	7:00-15:30	Remove	
4	Jim Rodgers	0.00	12 assigned	Four weeks	6:00-0:00	Remove	

Edit Employee Available Times

The changes applied when editing employee available times cannot affect schedules locked for editing or published. They can only go into effect for the next schedule period during the automatic build (the nightly build) or a manual build.

Edit Employee Available Times

1. Click the **Employees** color bar.
2. In the row of the employee whose availability time you wish to edit, click the **time value** link.
3. On the **Start Time** menu, click the time you wish for the employee to start shifts.
4. In the **Shift Length** box, type the number of hours you wish the employee to be available.
5. If you wish to limit the employee availability to a specific location, in the **Location** menu, click the appropriate location.
6. In the **Click Days To Apply** table, click the days that the employee should be available to be scheduled.
7. Deselect a day by clicking it again.
8. Click **Save Changes**.

Order	Name On Schedule	FTE	Job Descriptions	Availability Pattern	Available Time
1	Mike Thompson	1.00	5 assigned	Two weeks	7:00-16:30
2	Jim Bob	1.00	4 assigned	Two weeks	7:00-15:30
3	Josh Hartman	1.00	5 assigned	Two weeks	7:00-15:30
4	Bob Martin	1.00	5 assigned	Two weeks	20:00-6:30

Availability

Choose Time and Location

Full Name: Michael Thompson
Availability Pattern: Two weeks (10/26/2014 - 11/08/2014)

Start Time: 5:00
Shift Length: 10.5
Location: All Locations

Click Days to Apply

Sun	Mon	Tue	Wed	Thu	Fri	Sat
10/26 OFF 1	10/27 5-15 All Locations 2	10/28 7-15 All Locations 3	10/29 7-15 All Locations 4	10/30 7-15 All Locations 5	10/31 7-15 All Locations 6	11/01 OFF 7
11/02 OFF 8	11/03 7-16 All Locations 9	11/04 7-15 All Locations 10	11/05 7-15 All Locations 11	11/06 7-15 All Locations 12	11/07 5-15 All Locations 13	11/08 OFF 14

Save Changes

Note: You can apply varying start time and shift length values on different days, by selecting a different value in the **Start Time** menu and typing a different value in the **Shift Length** box, in between clicking on days.

Availability

Choose Time and Location

Full Name
Michael Thompson

Availability Pattern
Two weeks (10/26/2014 - 11/08/2014)

Start Time ⓘ
9:00 ▼

Shift Length ⓘ
10.5

Location ⓘ
All Locations ▼

Click Days to Apply ⓘ

Sun	Mon	Tue	Wed	Thu	Fri	Sat
10/26 OFF 1	10/27 5-15 All Locations 2	10/28 7-15 All Locations 3	10/29 7-15 All Locations 4	10/30 7-15 All Locations 5	10/31 7-15 All Locations 6	11/01 OFF 7
11/02 OFF 8	11/03 7-16 All Locations 9	11/04 9-19 All Locations 10	11/05 7-15 All Locations 11	11/06 9-19 All Locations 12	11/07 5-15 All Locations 13	11/08 OFF 14

Save Changes

View Updated Availability Values

View Updated Availability Values

1. To view the updated availability within the schedule editor, click the **Manage View**, in the **Scheduling Perspective**.
2. In the left navigation pane, select the **Availability** check box, within the **View Menu**.

Note: The schedule will not reflect the change in availability until the next schedule build and only for schedules that in the **Automatic Build** state.

The screenshot shows the StaffReady Scheduling interface. At the top, there is a 'Scheduling' header with a 'View:' dropdown set to 'Manage'. Below this, the schedule '5East' is selected. The left sidebar contains a 'Schedules' list with '5East' selected, and a 'Modify Schedule' button with a count of '2'. Below this are buttons for 'Edit', 'Move', 'Copy', 'Unassign', 'Explain', 'Delete', and 'Bid'. Further down are buttons for 'Add to Schedule', 'Adjust Template', 'Manage Leave' (count 0), and 'Approve Shift Requests' (count 0). At the bottom of the sidebar is a 'View' menu with checkboxes for 'Time', 'Hours', 'Location', 'Overtime', 'Availability' (checked), and 'Errors'. An orange arrow points to the 'Manage View' dropdown, and another orange arrow points to the 'Availability' checkbox. The main area displays a calendar for '5East' from 11/02 to 11/10. The calendar shows unassigned shifts for several employees: Mike Thompson, Jim Bob, Josh Hartman, Bob Martin, Andy Kopf, Rhonda King, and Shift Bids. Mike Thompson's shift on 11/02 is highlighted with an orange arrow.

Employee Name	11/02	11/03	11/04	11/05	11/06	11/07	11/08	11/09	11/10
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon
Unassigned Shifts									
Mike Thompson	OFF	7:00-16:30 Any Location 3M Pharmacy	7:00-15:30 Any Location 3M Pharmacy	7:00-15:30 Any Location 3M Pharmacy	7:00-15:30 Any Location 3M Pharmacy	7:00-15:30 Any Location 3M Pharmacy	OFF	OFF	7:00-15:30 Any Location 3M Pharmacy
Jim Bob	OFF	7:00-15:30 Any Location IV3	7:00-15:30 Any Location IV3	7:00-15:30 Any Location IV3	7:00-15:30 Any Location IV3	7:00-15:30 Any Location IV3	OFF	OFF	7:00-15:30 Any Location IV3
Josh Hartman	OFF	7:00-15:30 Any Location D2	7:00-15:30 Any Location	7:00-15:30 Any Location	7:00-15:30 Any Location	7:00-15:30 Any Location	OFF	OFF	7:00-15:30 Any Location
Bob Martin	OFF	20:00-8:30 Any Location IV2	20:00-8:30 Any Location IV2	20:00-8:30 Any Location IV2	20:00-8:30 Any Location IV2	20:00-8:30 Any Location IV2	OFF	OFF	20:00-8:30 Any Location IV2
Andy Kopf	OFF	OFF	8:00-16:30 Any Location	OFF	OFF	OFF	OFF	OFF	8:00-16:30 Any Location
Rhonda King	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF
Shift Bids	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF	OFF