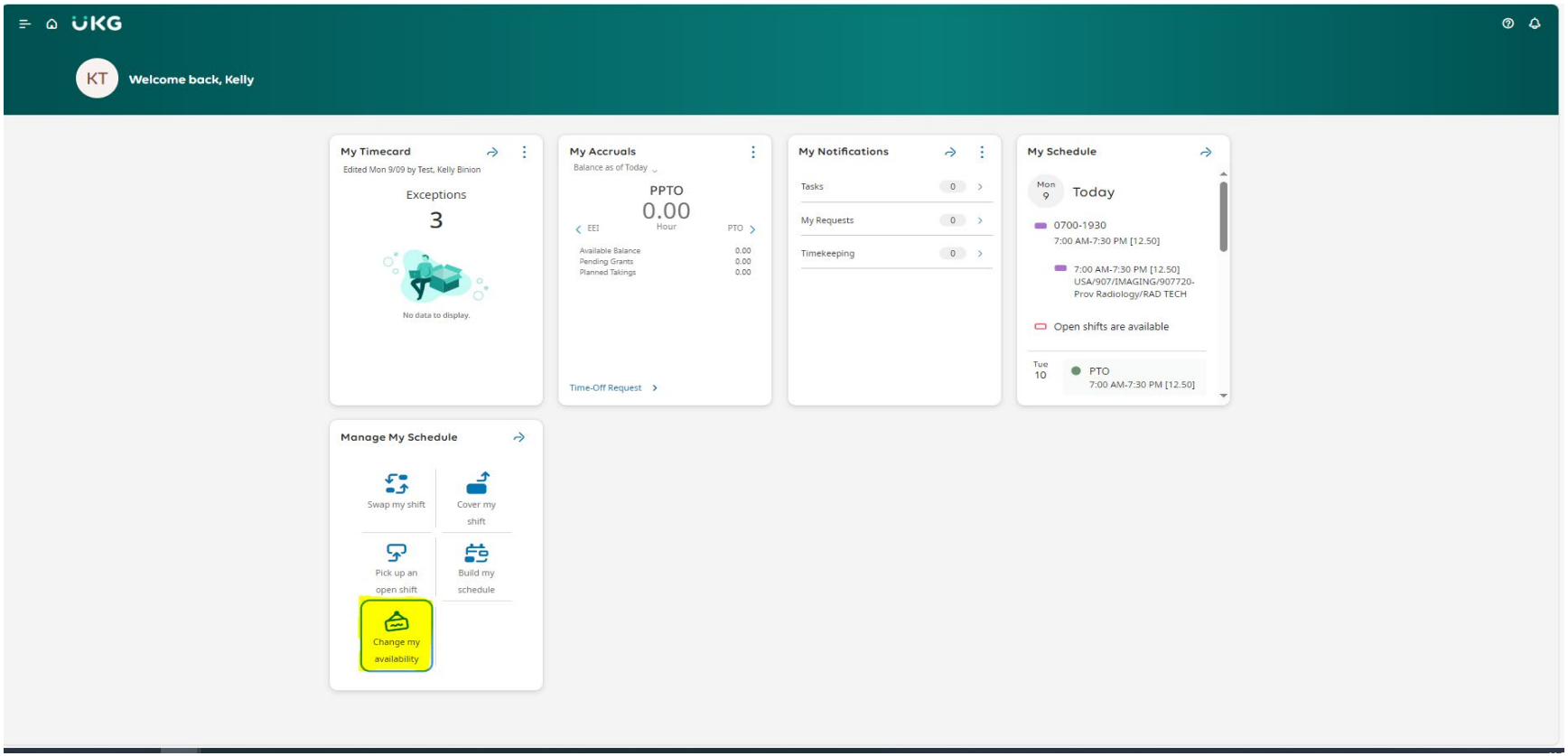
How to Submit an Availability Change Request from My Schedule

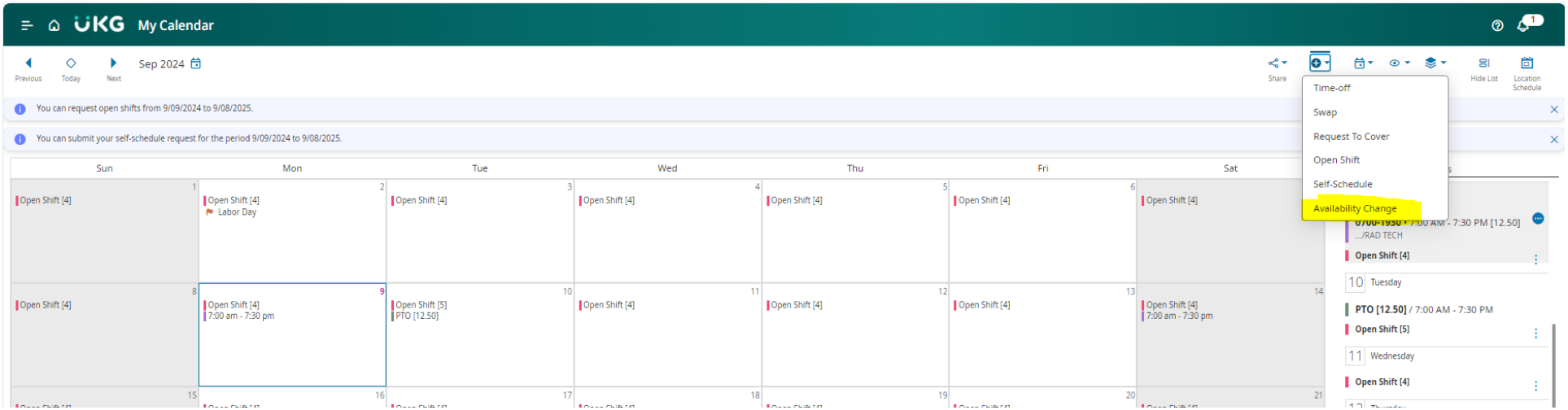
- Employees can enter and request availability changes to let their employers know when they are available or not for work. The availability changes can be for a one-time event, for one or more days, or they can be made to the long-term schedule.

  ****A request to “Change my Availability” is **not** the same as a “Time Off Request”. ****

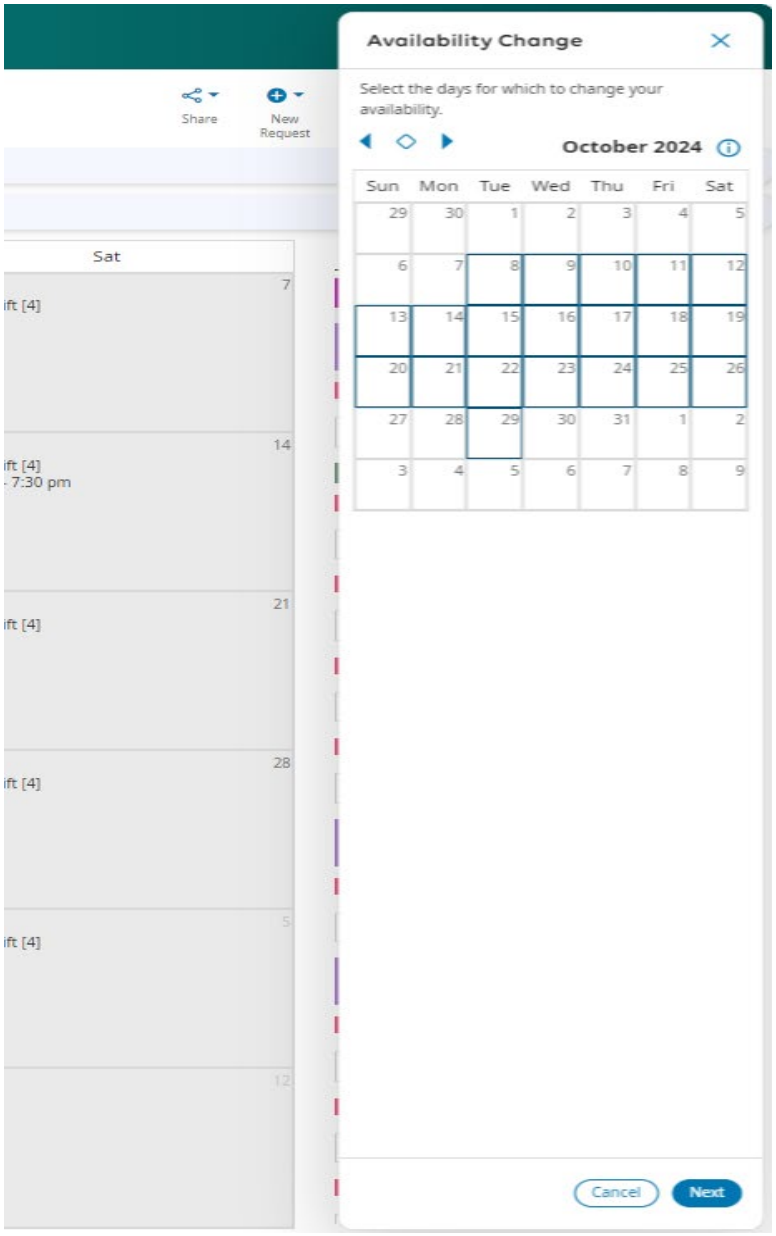
- To submit requests from **Manage My Schedule** to change your availability:
- From the **Home Screen** using the Manage My Schedule tile:



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



- 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.


Share
New Request
Sat
7
ift [4]
14
ift [4]
- 7:30 pm
21
ift [4]
28
ift [4]
5
ift [4]
12
Availability Change
Select the days for which to change your availability.
October 2024
Sun Mon Tue Wed Thu Fri Sat
29 30 1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30 31 1 2
3 4 5 6 7 8 9
Cancel
Next

- Click **Next**.
- Set your availability, as follows:
    - 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.

