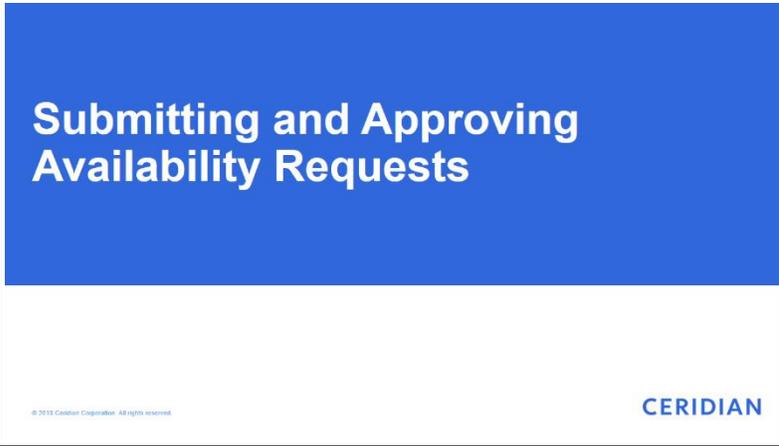


## Submitting and Approving Availability Requests

<b><u>Overview.....</u></b>	<b><u>2</u></b>
<b><u>Viewing and updating your availability .....</u></b>	<b><u>4</u></b>
<b><u>Responding to availability requests .....</u></b>	<b><u>13</u></b>

## Overview

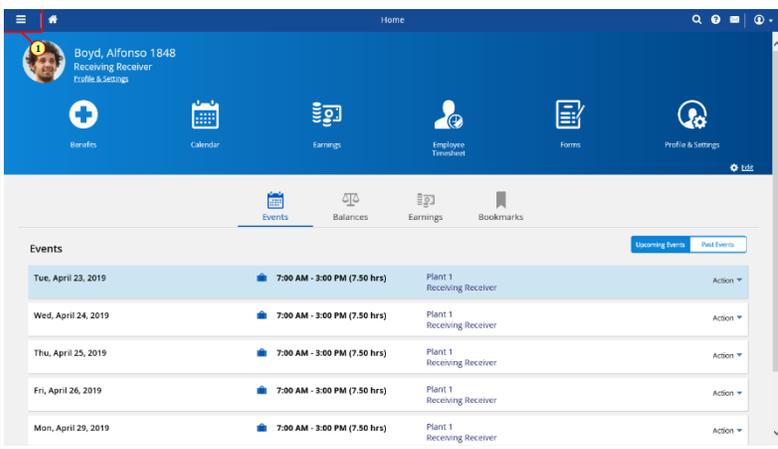
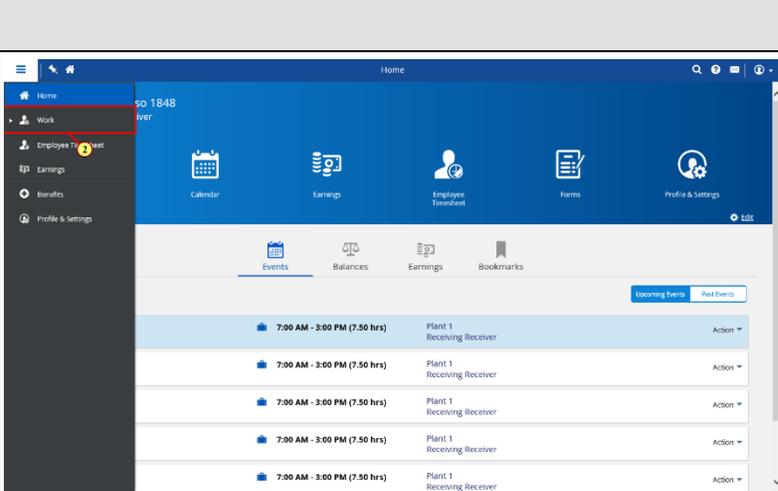
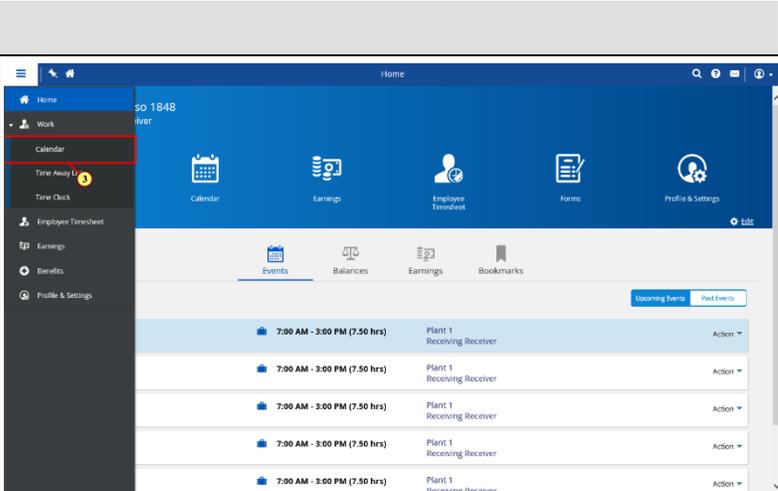
Explanation	Screenshot
	 <p>Submitting and Approving Availability Requests</p> <p><small>© 2018 Ceridian Corporation. All rights reserved.</small></p> <p>CERIDIAN</p>
	<p><b>Course Overview</b></p> <hr/> <ul style="list-style-type: none"><li>• Submitting Availability Requests – Employee View</li><li>• Managing Availability Requests – Manager View</li></ul>

Explanation	Screenshot
	<h2 data-bbox="678 338 1094 373">Prerequisites and Resources</h2> <hr data-bbox="678 380 1406 384"/> <p data-bbox="678 396 792 420">Prerequisites</p> <ul data-bbox="678 428 1130 483" style="list-style-type: none"><li data-bbox="678 428 1130 451">• <i>Understanding How an Employee Uses Dayforce</i></li><li data-bbox="678 457 1130 483">• <i>Understanding How a Manager Uses Dayforce</i></li></ul> <p data-bbox="678 518 773 541">Resources</p> <ul data-bbox="678 550 1235 634" style="list-style-type: none"><li data-bbox="678 550 932 573">• Implementation Consultant</li><li data-bbox="678 579 1235 602">• CEC &gt; Resources &amp; Toolkits &gt; Dayforce Admin &amp; User Guides</li><li data-bbox="678 609 1078 634">• support.dayforce.com &gt; Support Downloads</li></ul>
	<h2 data-bbox="678 848 964 884">Learning Objectives</h2> <hr data-bbox="678 890 1406 894"/> <ul data-bbox="678 907 1049 1094" style="list-style-type: none"><li data-bbox="678 907 1049 930">• Complete the following employee tasks:<ul data-bbox="704 936 1024 1037" style="list-style-type: none"><li data-bbox="704 936 1024 959">• View availability requests on the calendar</li><li data-bbox="704 963 948 987">• Update your default availability</li><li data-bbox="704 991 972 1014">• Update your temporary availability</li><li data-bbox="704 1018 984 1041">• Edit and cancel availability requests</li></ul></li><li data-bbox="678 1045 1049 1068">• Complete the following manager tasks:<ul data-bbox="704 1075 1040 1094" style="list-style-type: none"><li data-bbox="704 1075 1040 1094">• Review and respond to availability requests</li></ul></li></ul>

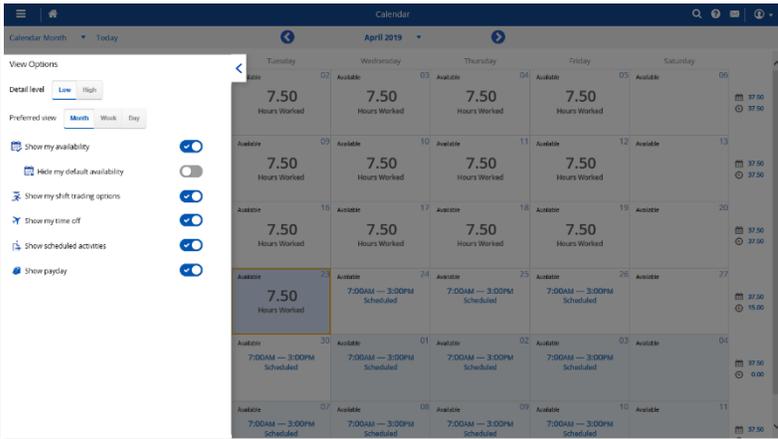
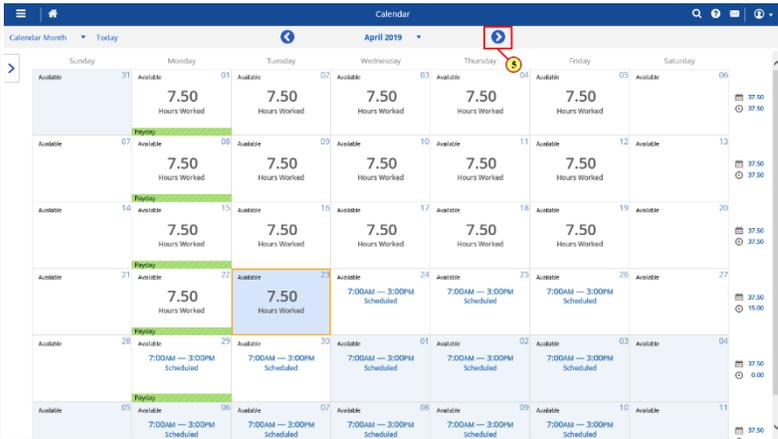
## Viewing and updating your availability

Explanation	Screenshot
<p> <b>Viewing and updating your availability</b></p> <p>The Availability feature records when an employee is available to be scheduled to work. This is useful in work environments when there are various shifts through out the day or when shifts frequently change.</p> <p>After completing this lesson, you'll be able to:</p> <ul style="list-style-type: none"><li>• View availability requests on the calendar</li><li>• Update default and temporary availability</li><li>• Edit an availability request</li><li>• Cancel an availability request</li></ul> <p><b>Scenario</b></p> <p>You're no longer able to be scheduled on weekends.</p> <p>Update your availability in the Calendar to reflect this change.</p>	

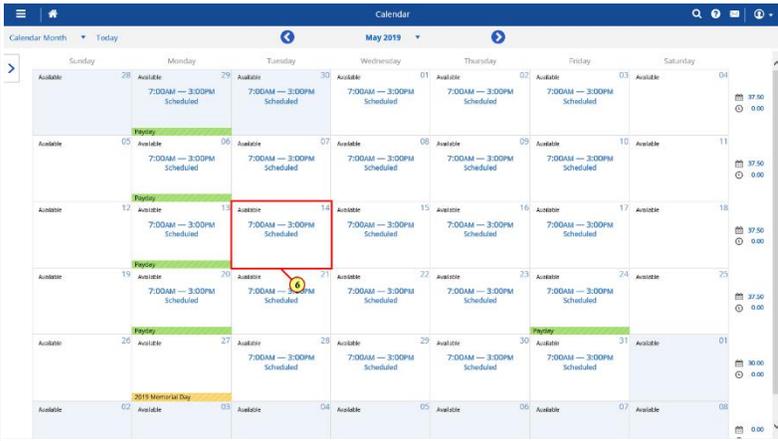
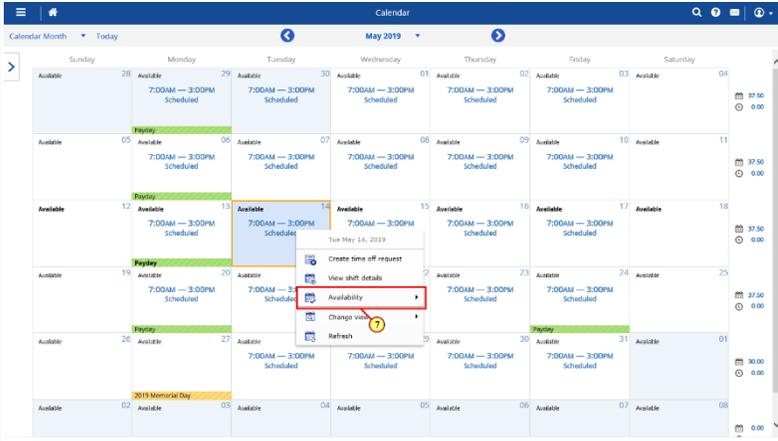
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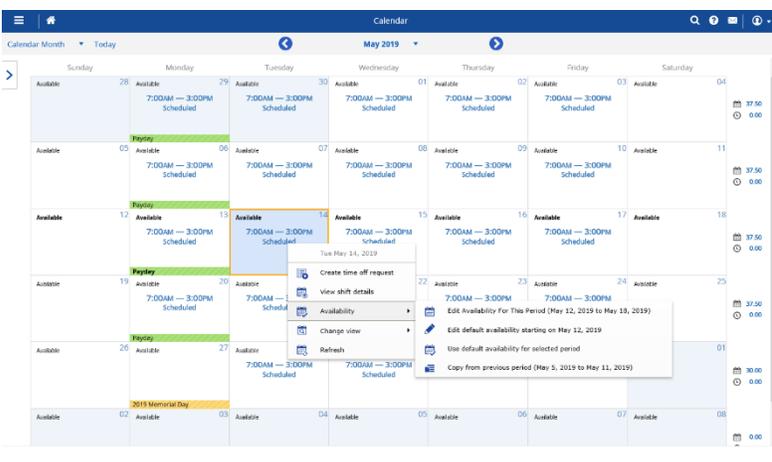
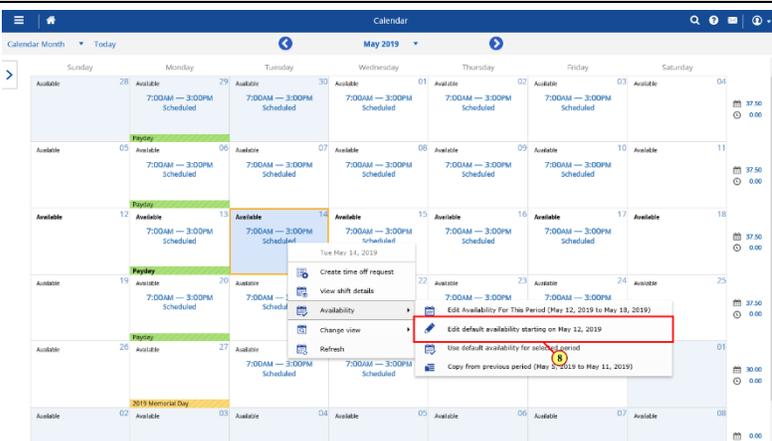
Explanation	Screenshot
<p>(1) Update your availability</p> <p>You'll review update your availability from the Calendar.</p> <p>Open the <b>Menu</b>.</p>	 <p>The screenshot shows the Ceridian home page for user Alfonso Boyd. The top navigation bar includes Home, Search, and Help. Below the header, there are icons for Benefits, Calendar, Earnings, Employee Timesheet, Forms, and Profile &amp; Settings. A secondary row of icons includes Events, Balances, Earnings, and Bookmarks. The main content area displays a list of events for the week of April 23-29, 2019, all at Plant 1 Receiving Receiver, with a time slot of 7:00 AM - 3:00 PM (7.50 hrs). A red circle highlights the menu icon in the top left corner.</p>
<p>(2) Click <b>Work</b>.</p>	 <p>The screenshot shows the Ceridian home page with the left-hand navigation menu open. The 'Work' menu item is highlighted with a red box. The main content area remains the same as in the previous screenshot, showing the user's profile and event list.</p>
<p>(3) Click <b>Calendar</b>.</p>	 <p>The screenshot shows the Ceridian home page with the left-hand navigation menu open. The 'Calendar' menu item is highlighted with a red box. The main content area remains the same as in the previous screenshots, showing the user's profile and event list.</p>

Explanation	Screenshot
<p> <b>Calendar</b></p> <p>When the calendar loads, it'll give a real-time snapshot of the current month.</p> <p>The calendar lets you see a lot of information including:</p> <ul style="list-style-type: none"> <li>Your scheduled shifts</li> <li>Holidays and time away from work requests</li> </ul> <p>Your default availability is noted in the top left corner of each day of the calendar. In this example, you're currently available 24 hours a day every day.</p>	
<p><b>(4) View Options</b></p> <p>In order to see your availability, you'll need to ensure that your View Options have been updated to show availability.</p> <p>Expand <b>View Options</b>.</p>	

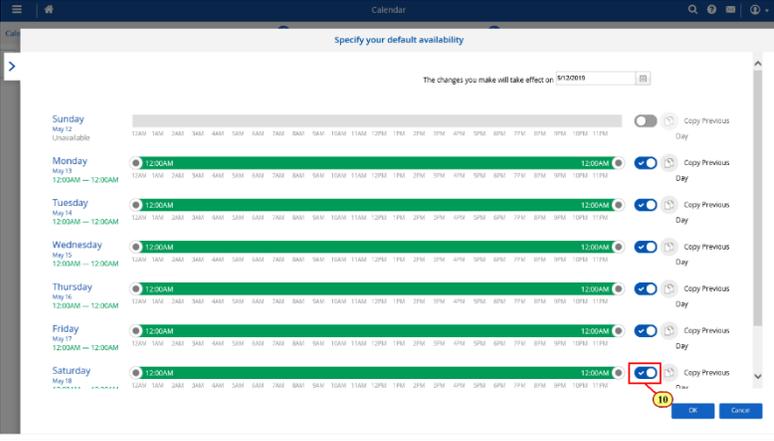
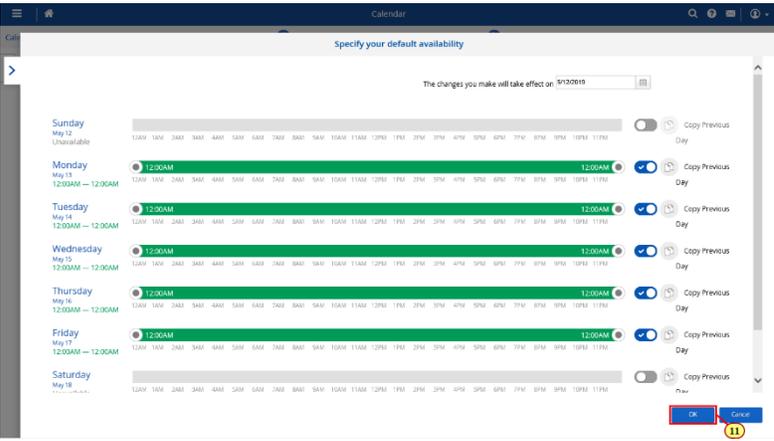
Explanation	Screenshot
<p> <b>View Options</b></p> <p>Here we can see that Show my availability is enabled.</p> <p>Default availability is your ongoing pattern of availability for scheduling. For example, student employees might need to change their default availability each semester to work around their class schedule. If we want to see our default availability that's currently listed in the calendar, we'll need to make sure that Hide my default availability is disabled.</p>	
<p><b>(5) Update your availability beginning next month</b></p> <p>Your company will determine how early you can update your availability. This is known as an availability blackout period. This ensures that changes to schedules aren't made too close to scheduled shifts.</p> <p>In this example, XYZ Company lets you make availability changes three weeks in advance.</p> <p>Click the <b>Next Month</b> button.</p>	

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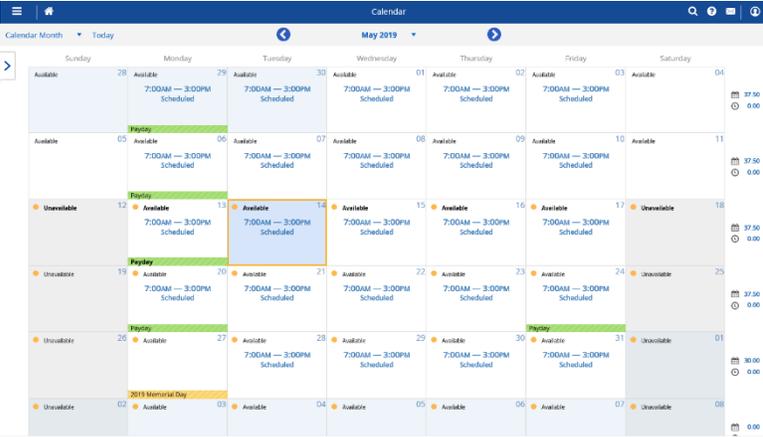
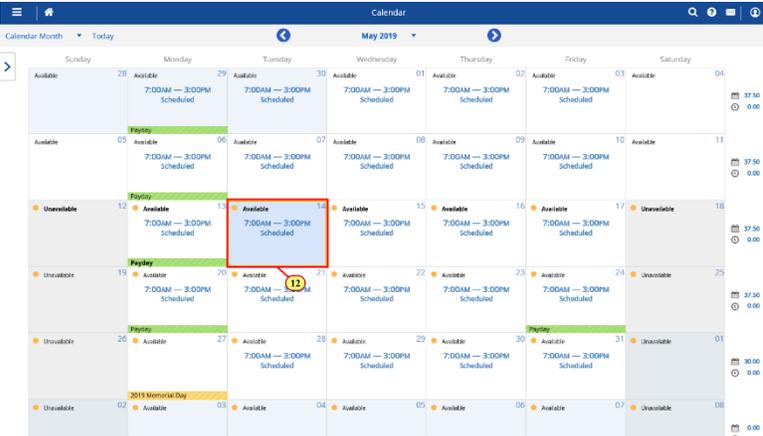
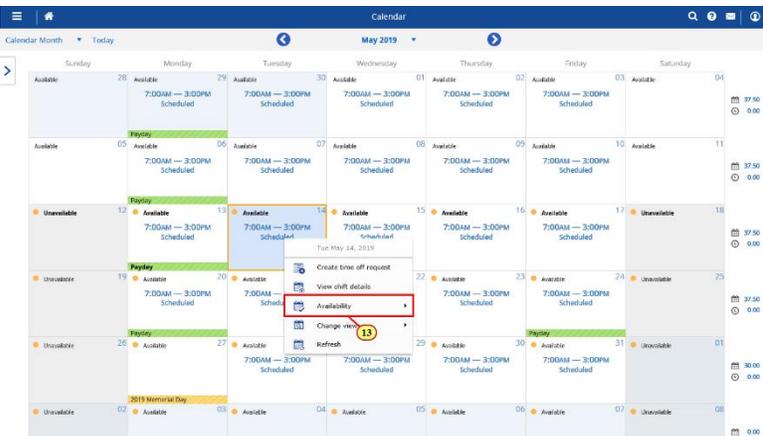
Explanation	Screenshot
<p>(6) Update your default availability</p> <p>Beginning on the week of May 14 you're no longer able to work weekends.</p> <p>Update your availability by clicking the May 14 shift.</p> <p>Click <b>May 14, 2019</b> shift.</p>	
<p>(7) Click the <b>Availability</b> button.</p>	

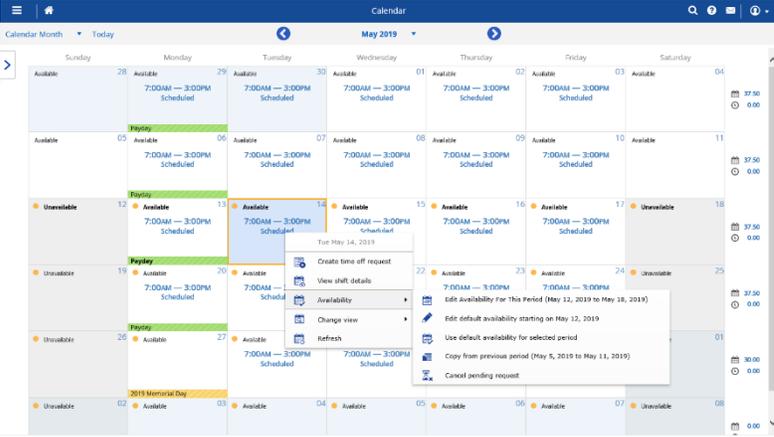
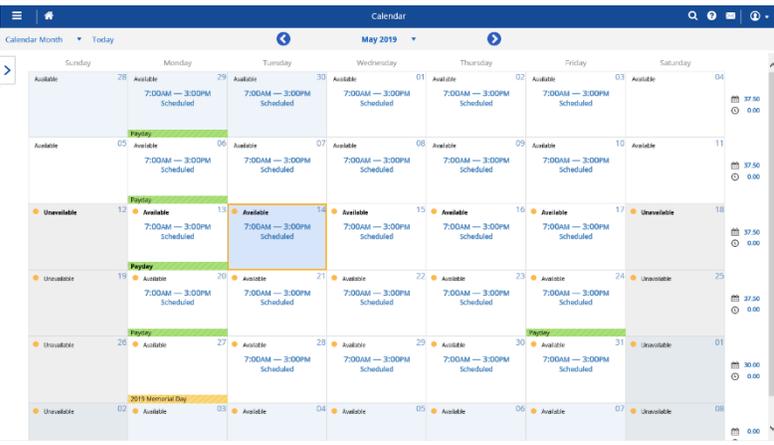
Explanation	Screenshot
<p> <b>Temporary or ongoing availability change?</b></p> <p>You can choose to temporarily change your availability for a specific week or edit your default availability going forward.</p> <p>In this example you'll edit your default availability.</p>	 <p>The screenshot shows a calendar for May 2019. A context menu is open over the calendar grid, listing options: 'Create time off request', 'View shift details', 'Availability', 'Change view', 'Refresh', 'Edit default availability for this period (May 12, 2019 to May 19, 2019)', 'Edit default availability starting on May 12, 2019', 'Use default availability for selected period', and 'Copy from previous period (May 5, 2019 to May 11, 2019)'.</p>
<p>(8) Click <b>Edit default availability</b>.</p>	 <p>This screenshot is identical to the previous one, but the 'Edit default availability starting on May 12, 2019' option in the context menu is highlighted with a red rectangular box.</p>
<p>(9) Update your availability</p> <p>This screen displays your current availability. Use the controls to update your availability reflecting when you're able to be scheduled.</p>	 <p>The screenshot shows a dialog box titled 'Specify your default availability'. It lists days of the week from Sunday to Saturday. For each day, there is a time range (e.g., 12:00AM - 12:00AM for Sunday) and a control consisting of a green bar, a play button, and a 'Copy Previous' link. A red box highlights the play button for Sunday.</p>

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Explanation	Screenshot
<p>In this lesson you're now unable to be scheduled on Saturday and Sunday.</p> <p>Click the <b>Availability</b> button.</p>	
<p>(10) Click the <b>Availability</b> button.</p>	
<p>(11) Save your changes</p> <p>Click the <b>Save</b> button.</p>	

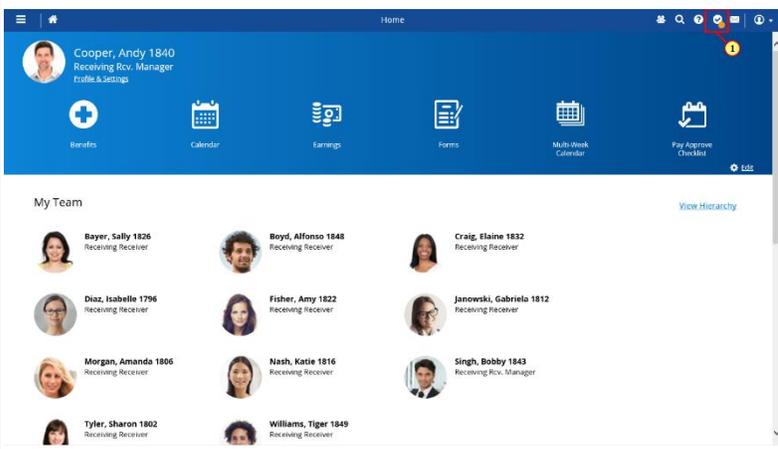
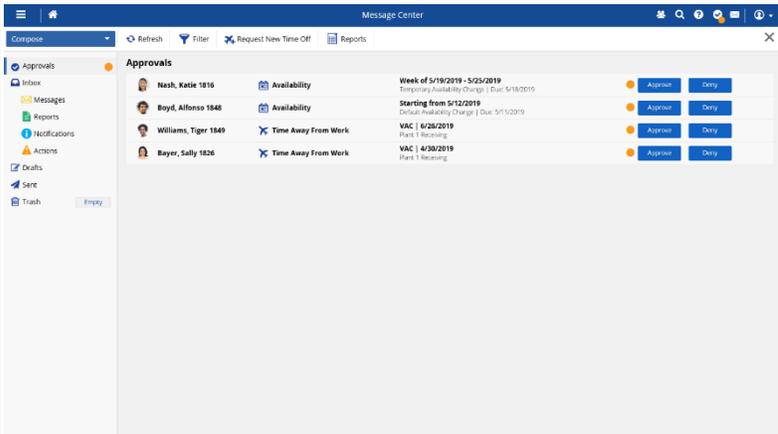
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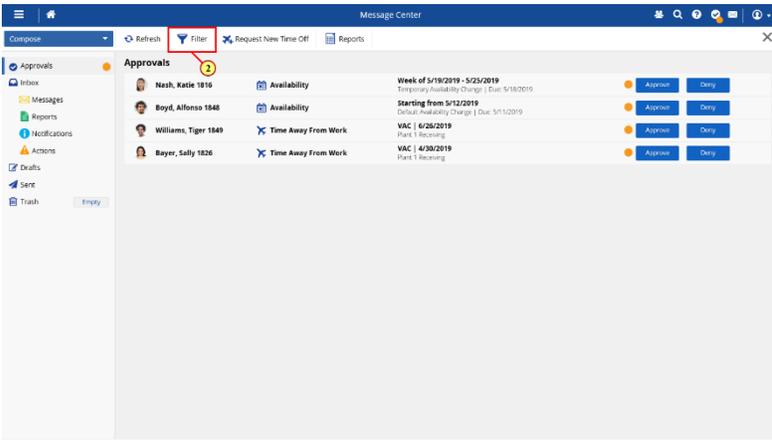
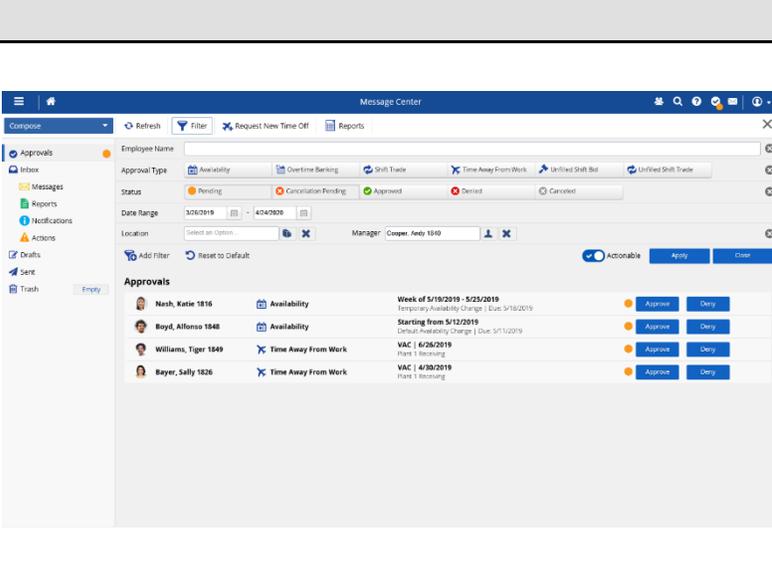
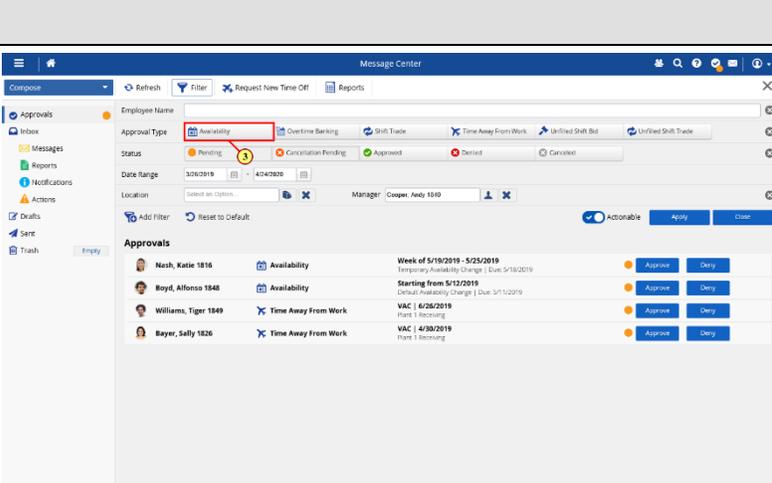
Explanation	Screenshot
<p> You've successfully submitted an availability change request!</p> <p>Your request is currently pending. Your request will need to be reviewed and approved by your manager before it's added to your calendar.</p>	 <p>The screenshot shows a calendar interface for May 2019. A specific shift on Tuesday, May 14, is highlighted in blue, indicating a pending availability change request. The shift is labeled '7:00AM — 3:00PM Scheduled'. The calendar also shows other scheduled shifts and availability status for the month.</p>
<p>(12) Click <b>May 14, 2019</b> shift.</p>	 <p>The screenshot is identical to the previous one, but a red rectangular box is drawn around the '7:00AM — 3:00PM Scheduled' shift on Tuesday, May 14. A small red circle with the number '12' is placed over the shift, indicating the step to click on this shift.</p>
<p>(13) Click the <b>Availability</b> button.</p>	 <p>The screenshot is identical to the previous one, but a context menu is open over the '7:00AM — 3:00PM Scheduled' shift on Tuesday, May 14. The menu options are: 'Create time off request', 'View shift details', 'Availability', 'Change view', and 'Refresh'. The 'Availability' option is highlighted with a red rectangular box, and a small red circle with the number '13' is placed over it, indicating the step to click this button.</p>

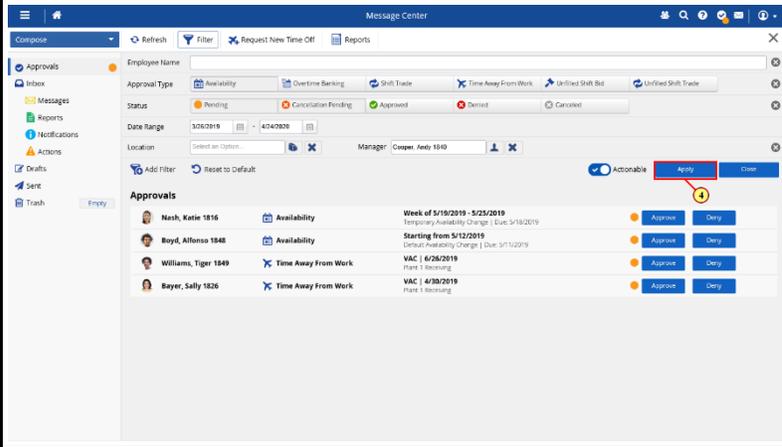
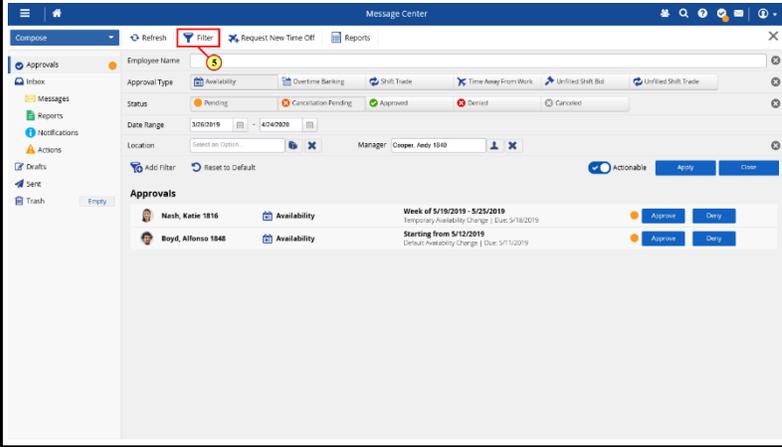
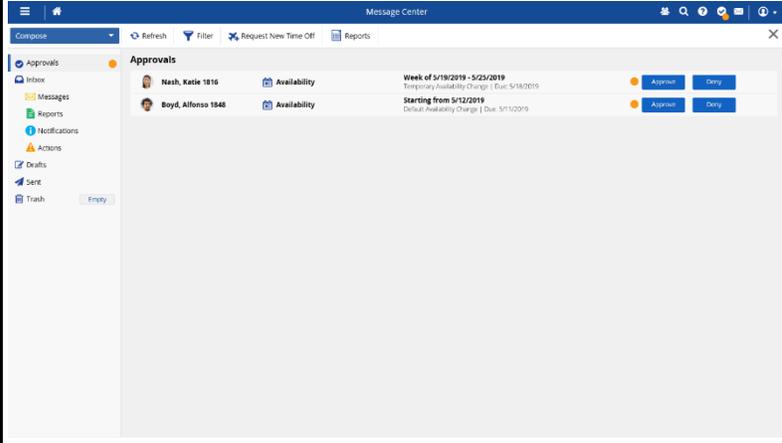
Explanation	Screenshot
<p data-bbox="235 388 267 420"></p> <h2 data-bbox="224 436 553 516">Pending availability requests</h2> <p data-bbox="224 558 634 695">If you need to adjust your time for your temporary or default availability requests, you can do this here.</p> <p data-bbox="224 737 617 842">Additionally, you can cancel a pending availability request here at any time.</p> <p data-bbox="224 884 591 1052">Remember that once an availability request has been approved, it can't be modified. You'll need to submit another request to make any changes.</p>	
<p data-bbox="235 1165 267 1197"></p> <p data-bbox="224 1224 631 1255">You have completed the demo.</p> <p data-bbox="224 1371 594 1476">Next, return to the table of contents and select the next item.</p>	

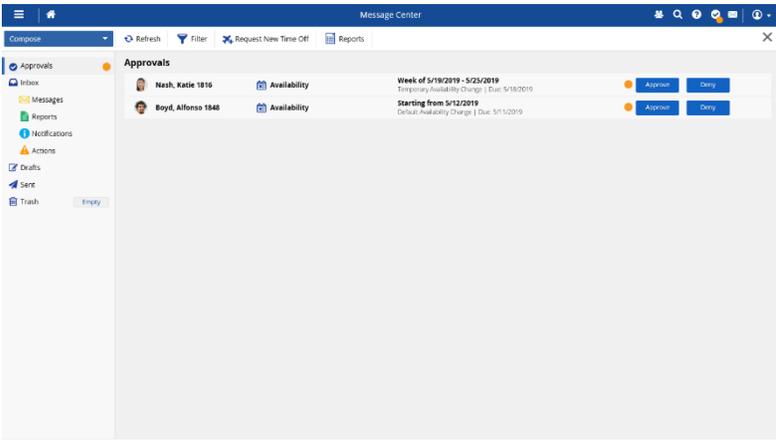
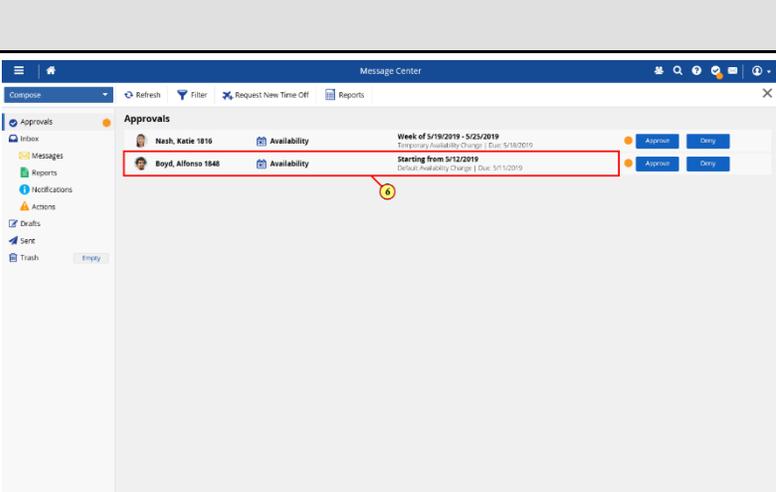
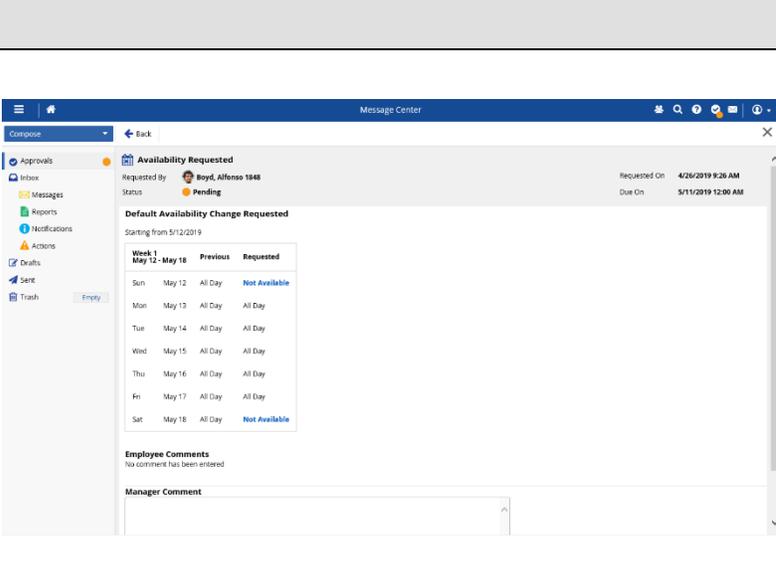
## Responding to availability requests

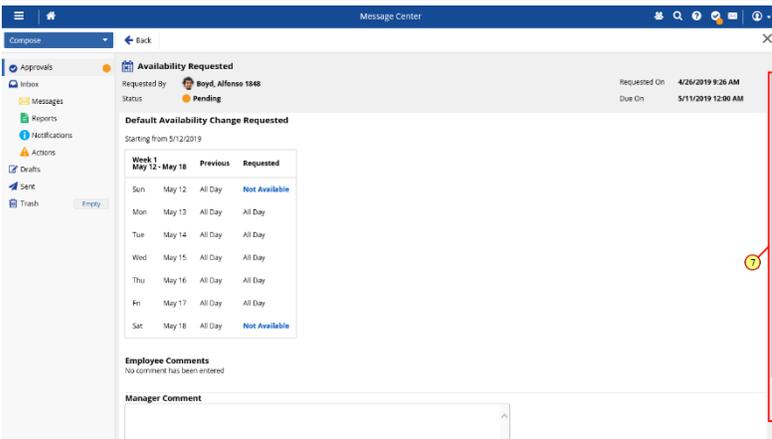
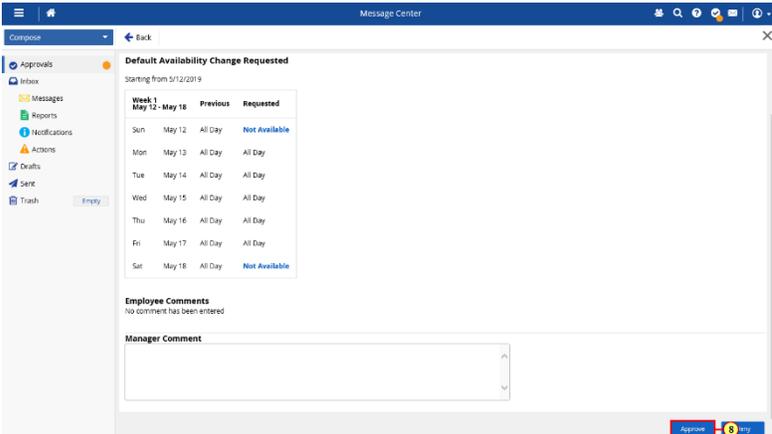
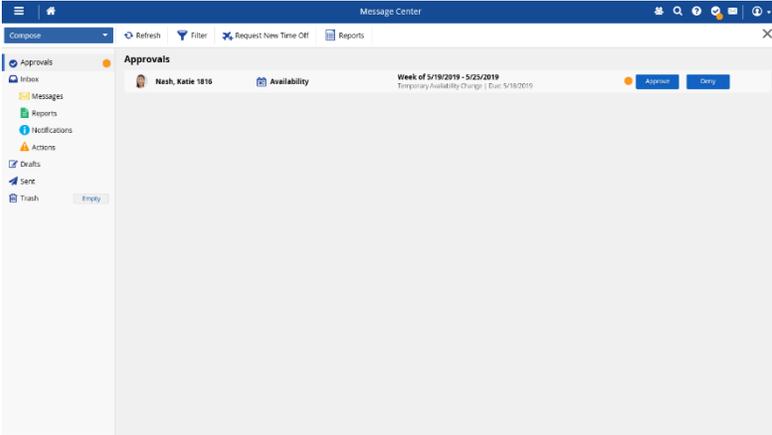
Explanation	Screenshot
<p> <b>Responding to availability requests</b></p> <p>When your employees request availability changes, it will be sent to you for review and approval. If the request looks good, you can go ahead and approve it. Otherwise, you can deny the request.</p> <p>After completing this lesson, you'll be able to:</p> <ul style="list-style-type: none"><li>• Respond to availability requests from employees</li></ul> <p><b>Scenario</b></p> <p>Alfonso Boyd has submitted a change to his availability. Use the Approvals feature to see if he's entered his request into Dayforce. If so, submit your approval.</p>	

Explanation	Screenshot																									
<p>(1) Navigate to the Approvals feature</p> <p>This is where you'll review and approve employee requests.</p> <p>Click the <b>Approvals</b> button.</p>	 <p>The screenshot shows the Ceridian Home dashboard. At the top, there is a navigation bar with several icons. The 'Approvals' icon, which looks like a calendar with a checkmark, is highlighted with a red circle. Below the navigation bar, there is a 'My Team' section displaying a grid of employee profiles, each with a photo, name, and role (e.g., 'Receiving Receiver').</p>																									
<p>The Approvals feature expands</p> <p>This is where you'll find all pending requests such as time off requests, shift trades or availability changes submitted by your employees.</p> <p>You can use the filter button at the top of the screen to control which requests are displayed, including requests you've already approved or denied.</p>	 <p>The screenshot shows the Ceridian Message Center interface. On the left, there is a navigation pane with 'Approvals' selected. The main area displays a list of pending requests. At the top of this list, there is a 'Filter' button. The requests listed include:</p> <table border="1"> <thead> <tr> <th>Employee</th> <th>Request Type</th> <th>Period</th> <th>Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Nash, Katie 1816</td> <td>Availability</td> <td>Week of 5/19/2019 - 5/25/2019</td> <td>Pending</td> <td>Approve / Deny</td> </tr> <tr> <td>Boyd, Alfonso 1848</td> <td>Availability</td> <td>Starting from 5/12/2019</td> <td>Pending</td> <td>Approve / Deny</td> </tr> <tr> <td>Williams, Tiger 1849</td> <td>Time Away From Work</td> <td>VAC   6/26/2019</td> <td>Pending</td> <td>Approve / Deny</td> </tr> <tr> <td>Bayer, Sally 1826</td> <td>Time Away From Work</td> <td>VAC   4/30/2019</td> <td>Pending</td> <td>Approve / Deny</td> </tr> </tbody> </table>	Employee	Request Type	Period	Status	Action	Nash, Katie 1816	Availability	Week of 5/19/2019 - 5/25/2019	Pending	Approve / Deny	Boyd, Alfonso 1848	Availability	Starting from 5/12/2019	Pending	Approve / Deny	Williams, Tiger 1849	Time Away From Work	VAC   6/26/2019	Pending	Approve / Deny	Bayer, Sally 1826	Time Away From Work	VAC   4/30/2019	Pending	Approve / Deny
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Explanation	Screenshot
<p>(2) Filter for availability requests</p> <p>Click the <b>Filter</b> button.</p>	
<p> Approval filters</p> <p>There's a number of filter criterias that can be used to filter the approvals list including the employee's name, approval type, and status of the request.</p> <p>You can enable more filters by clicking on the Add Filter button.</p>	
<p>(3) In this example, we'll filter for pending availability requests</p> <p>Click <b>Availability</b>.</p>	

Explanation	Screenshot
<p>(4) Click <b>Apply</b>.</p>	
<p>(5) Hide the filters</p> <p>Click the <b>Filter</b> button.</p>	
<p> You're now only viewing availability requests</p> <p>We can see that Katie Nash and Alfonso Boyd have both submitted requests to change their availability.</p>	

Explanation	Screenshot																																
<p> <b>Request details</b></p> <p>For each request, we can see the employee's name, the type of request, the date of availability, whether it's a default or temporary availability change, and the due date for the request.</p>																																	
<p><b>(6) Review Alfonso's request</b></p> <p>You can review additional information about the request by clicking on the request.</p> <p>Click <b>Alfonso Boyd</b>.</p>																																	
<p> <b>Request details</b></p> <p>Here you can see all the details about the availability request including employee comments, and which days of the week Alfonso has requested a change to his availability.</p> <p>In this example, Alfonso requested to update his availability so that he's no longer available on weekends.</p>	 <table border="1" data-bbox="771 1543 950 1732"> <thead> <tr> <th>Week 1</th> <th>May 12 - May 18</th> <th>Previous</th> <th>Requested</th> </tr> </thead> <tbody> <tr> <td>Sun</td> <td>May 12</td> <td>All Day</td> <td>Not Available</td> </tr> <tr> <td>Mon</td> <td>May 13</td> <td>All Day</td> <td>All Day</td> </tr> <tr> <td>Tue</td> <td>May 14</td> <td>All Day</td> <td>All Day</td> </tr> <tr> <td>Wed</td> <td>May 15</td> <td>All Day</td> <td>All Day</td> </tr> <tr> <td>Thu</td> <td>May 16</td> <td>All Day</td> <td>All Day</td> </tr> <tr> <td>Fri</td> <td>May 17</td> <td>All Day</td> <td>All Day</td> </tr> <tr> <td>Sat</td> <td>May 18</td> <td>All Day</td> <td>Not Available</td> </tr> </tbody> </table>	Week 1	May 12 - May 18	Previous	Requested	Sun	May 12	All Day	Not Available	Mon	May 13	All Day	All Day	Tue	May 14	All Day	All Day	Wed	May 15	All Day	All Day	Thu	May 16	All Day	All Day	Fri	May 17	All Day	All Day	Sat	May 18	All Day	Not Available
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Thu	May 16	All Day	All Day																														
Fri	May 17	All Day	All Day																														
Sat	May 18	All Day	Not Available																														

Explanation	Screenshot
<p>(7) Click to scroll down.</p>	
<p>(8) Approve the request Click <b>Approve</b>.</p>	
<p> You've successfully approved Alfonso's availability request!</p> <p>Starting on the week of May 12, you'll no longer be able to schedule him on weekends.</p>	

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Explanation	Screenshot
<p data-bbox="233 394 269 432"></p> <p data-bbox="224 449 630 485">You have completed the demo.</p> <p data-bbox="224 594 594 701">Next, return to the table of contents and select the next item.</p>	