# Submitting and Approving Availability Requests

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#### Overview

Explanation	Screenshot	
	Submitting and Approving Availability Requests	
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	Course Overview	
	<ul> <li>Submitting Availability Requests – Employee View</li> <li>Managing Availability Requests – Manager View</li> </ul>	

Explanation	Screenshot					
	Prerequisites and Resources					
	Prerequisites <ul> <li>Understanding How an Employee Uses Dayforce</li> <li>Understanding How a Manager Uses Dayforce</li> </ul> Resources					
	<ul> <li>Implementation Consultant</li> <li>CEC &gt; Resources &amp; Toolkits &gt; Dayforce Admin &amp; User Guides</li> <li>support.dayforce.com &gt; Support Downloads</li> </ul>					
	Learning Objectives					
	<ul> <li>Complete the following employee tasks:</li> <li>View availability requests on the calendar</li> <li>Update your default availability</li> <li>Update your temporary availability</li> <li>Edit and cancel availability requests</li> <li>Complete the following manager tasks:</li> <li>Review and respond to availability requests</li> </ul>					

#### Viewing and updating your availability



Explanation	Screenshot					
(1) Update your	E <b>#</b> Boyd, Alfonso 1848		Horr	e		Q ❷ ⊠   @ + ^
availability	Receiving Receiver Profile & Settings					
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availability from the Calendar.	Events					Upcoming Events Pest Events
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	Wed, April 24, 2019		💼 7:00 AM - 3:00 PM (7.50 hrs)	Plant 1 Receiving Receiver		Action 💌
	Thu, April 25, 2019		7:00 AM - 3:00 PM (7.50 hrs)	Plant 1 Receiving Receiver		Action 🔻
Open the <b>Menu</b> .	Fri, April 26, 2019		💼 7:00 AM - 3:00 PM (7.50 hrs)	Plant 1 Receiving Receiver		Action 👻
	Mon, April 29, 2019		â 7:00 AM - 3:00 PM (7.50 hrs)	Plant 1 Receiving Receiver		Action 👻 🗸
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			💼 7:00 AM - 3:00 PM (7.50 hrs)	Plant 1 Plant 1		Action 👻 🤍
				Receiving Receiver		

Explanation	Screenshot	
(i)		
Calendar		
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a real-time snapshot of the	Sonday Monday Tuesday Wednesday Thursday     Sonday 31 evide 01 Audee 03 evide 04 evide	Friday Saturday
current month.	7.50 7.50 7.50 7.50 7.50 Hours Worked Hours	7.50 m 37.50 as Worked © 37.50
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<ul><li>information including:</li><li>Your scheduled shifts</li></ul>	Austantee 14 austete 15 Austete 16 Austete 17 Austete 17 Austete 18 Austete 17 Austete 18 Austete 17 Austete 18 Austete 19 Austete 1	19 Available 20 7.50 ∰ 37.50 ws Worked © 37.50
<ul> <li>Holidays and time away from work requests</li> </ul>	Austrite 21 Austre 22 Austre 23 Austre 24 Austre 24 Austre 24 Austre 25 Austre 26 Austre 27 Aust	26 Available 27 W → 3:00PM chedualed © 15:00
Your default availability is noted in	Autore 20 Autor 29 Autor 30 Autor 01 Autor 02 Autor 30 Autor 7,00AM – 3,00PM 7,00AM – 3,00PM 5,0Hedded 5,0	03 Avaisate 04 M → 3:00PM cheduled © 0.00
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	Calendar Month * Today C April 2019 * O	Friday Saturday
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Explanation	Screenshot						
(i)							
View Options							
Here we can see that Show my availability is enabled. 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.	Cherrolar Month  Construction C	Control of the second s	Calendar         •           Apt2319         •           Apt240100         •           Zacatak         •           Pattane         •           Apt20100         •           Vacatak         •           Pattane         •           Apt2010         •           Pattane         •           Patane         •           Pata	Thorsday           Thorsday           Institute           Total           Total	Poday           Autabi         T           Autabi         T           Hours Worked         T           Autabi         S           Autabi         S <td>Avalatie     Avalatie     Avalatie     Avalatie     Avalatie     Avalatie     Avalatie     Avalatie     Avalatie     Avalatie</td> <td></td>	Avalatie     Avalatie     Avalatie     Avalatie     Avalatie     Avalatie     Avalatie     Avalatie     Avalatie     Avalatie	
availability beginning next month	=  *		Calendar			۵ و	■   <b>① •</b>
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ensures that changes to schedules aren't made too close to	Paylos Australia 7.5 Hours Wer Paylog	15 D 7.50 Hours Worked	6 Available 17 7.50 Hours Worked	7 Available 12 7.50 Hours Worked	Authable 19 7.50 Hours Worked	Available	00 ∰ 37.50 ⓒ 37.50
scheduled shifts.	Austatie 21 Austatie 7.50 Hours Wor	22 Austable 23 D 7.50 Hours Worked	3 Austable 24 7:00AM — 3:00PM Scheduled	4 Available 23 7:00AM — 3:00PM Scheduled	<sup>3</sup> Available 21 7:00AM — 3:00PM Scheduled	Avaiotie	27 ↑↑ 37.50 ⊙ 15.00
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changes three weeks in advance.	Ausikite 05 Ausikite 7:00AM — 3 Schedule	06 Audiable 07 200PM 7:00AM 3:00PM ed Scheduled	7 Avsistle 00 7:00AM — 3:00PM Scheduled	<sup>8</sup> Available 01 7:00AM — 3:00PM Scheduled	Available 10 7:00AM — 3:00PM Scheduled	Avaiable	m 37.50 ¥
Click the <b>Next Month</b> button.							
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Explanation	Screenshot	
(6) Update your default availability		
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	Calendar Month 🔻 Today 🔇 May 2019 👻 🔕	
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14 you're no longer able to work	1999//////////////////////////////////	
weekends.	7:00MI – 3:00MI – 3:00MI – 3:00MI         7:00MI – 3:00MI – 3:00MI         7:00MI – 3:00MI – 3:00MI           2:schebuled         7:schebuled         7:schebuled         7:schebuled         7:schebuled	1) 37.50 ) 0.00
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Explanation	Screenshot
In this lesson you're now unable to be scheduled on Saturday and Sunday.	
Click the <b>Availability</b> button.	
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	> The changes you make will take effect on [Prozents
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(10) Click the <b>Availability</b> button.	такие (1996) Тироба 1200-М (2007) 1200-М (2007
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(11) Save your changes	אין
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Pending availability requests	=   #			Calendar			۹ و	■ ①・
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Additionally, you can cancel a	<ul> <li>Unavailable</li> </ul>	Payday 12 • Available 13 7:00AM — 3:00PM Scheduled Peyder	Aveilable 7:00AM — 3:00PM Scheduled	Available 7:00AM — 3:00PM Schadulari Tue May 14, 2019 Create time off request	15 • Available 1 7:00AM — 3:00PM Scheduled	6 Areileble 17 7:00AM — 3:00PM Scheduled	• Uneveilable 11	8 111 37.50 120 0.00
at any time.	Unaruadable	19 Avalable 20 7:DDAM — 3:DDPM Scheduled	Avaiable 7:00AM — 100 m Schedul 100 m	View shift details Aveilability • Change view •	Availabile 2     7:00AM — 3:00PM     Edit Availability For This     Edit default availability	<ul> <li>Avaiable 24</li> <li>7:00AM — 3:00PM</li> <li>Period (Hay 12, 2019 to May 18</li> <li>starting on May 12, 2019</li> </ul>	• Unavailable 23	5 1 37-50 () 0.00
Remember that once an	<ul> <li>Unavailable</li> </ul>	20 Ausliable 27	Available E18 7:00AM — 3:00PM Scheduled	7:00AM — 3:00PM Scheduled	Copy from previous per Copy from previous per Cancel pending request	iod (May 5, 2019 to May 11, 201	9)	∰ 30.00 ⊙ 0.00
approved, it can't be modified. You'll need to submit another request to make any changes.								m Y
<b>(i)</b>	E A	w	0	Calendar May 2019	0		Q 0	≅  0•
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	<ul> <li>Unavailable</li> </ul>	Paytay 26 Available 27	Available 2     7:00AM — 3:00PM     Scheduled	28 • Available 7:00AM — 3:00PM Scheduled	29 Available 3 7:00AM — 3:00PM Scheduled	Paysky Avalatie 31 7:00AM — 3:00PM Scheduled	<ul> <li>Unavailable</li> <li>O'</li> </ul>	1
	<ul> <li>Unaveilable</li> </ul>	2019 Memorial Day 02 Austiable 03	• Avsistie (	D4 😑 Aveilable	05 🔸 Aveiketile 🛛 C	06 🌰 Avaistie 07	• Unaveilable 01	e m 0.00 Y

#### Responding to availability requests



Explanation	Screenshot
(1) Navigate to the Approvals feature	Image: Cooper, Andy 1840     Image: Cooper, Andy 1840       Image: Cooper, Andy 1840
This is where you'll review and approve employee requests.	Iteretins     Calendar (Calendar Network)     Larringto     Jorders     Multivastic Calendar (Calendar Network)     Page (Veg per Veg (Veg per Calendar Network)       My Team     Vice Historic Mage     Mage (Alfonso 1545) Receiving Receiver     Veg (Alfonso 1545) Receiving Receiver     Veg (Alfonso 1545) Receiving Receiver       Image (Calendar Network Receiver     Image (Calendar Receiving Receiver     Image (Calendar Receiving Receiver     Image (Calendar Receiving Receiver       Image (Calendar Network Receiving Receiver     Image (Calendar Receiving Receiver     Image (Calendar Receiving Receiver
Click the <b>Approvals</b> button.	Morgan, Amanda 1865       Image: Second
(i)	
The Approvals feature expands	
This is where you'll find all pending requests such as time off requests, shift trades or availability changes submitted by your employees.	Image: Control     Image: Contro     Image: Contro     Image: Contro <t< td=""></t<>
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.	

Explanation	Screenshot					
(2) Filter for availability requests Click the Filter button.	Approvals     Approvals					
Approval filters 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. You can enable more filters by clicking on the Add Filter button.	Acronals     Section     Section					
(3) In this example, we'll filter for pending availability requests Click <b>Availability</b> .	Image: Second					

Screenshot					
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Explanation	Screenshot						
Request details 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.	Accessing Cetter     Accessing     Accessing Cetter     Accessing     Accessing						
(6) <b>Review Alfonso's</b> <b>request</b> You can review additional information about the request by clicking on the request. Click <b>Alfonso Boyd</b> .	Approvals     Approvals						
Request details 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. In this example, Alfonso requested to update his availability so that he's no longer available on weekends.	Approvals     Control     Approval     Approva     Approva     Approva     Approval     Approva     Approval						

Explanation	Screenshot						
	•						
(7) Click to scroll down.	Image: Control     Image: Contro						
	· · · · · · · · · · · · · · · · · · ·						
(8) <b>Approve the request</b> Click <b>Approve</b> .	Image: Comment       Mossage Center       Image: Comment         Image: Comment       Image: Comment						
(1) You've successfully approved Alfonso's availability request! Starting on the week of May 12, you'll no longer able to schedule him on weekends.	Image: Conter     All Q.						

Explanation	Screenshot							
(i)		🕹 Refresh <table-cell> 🌱 Filter 🗙</table-cell>	, Request New Time Off	Message Center	# Q @ @ =   ①· ×			
You have completed the demo. Next, return to the table of contents and select the next item.	<ul> <li>Approvals</li> <li>Picion</li> <li>Reports</li> <li>Reports</li> <li>Reports</li> <li>Actions</li> <li>Actions</li> <li>Positis</li> <li>Sent</li> <li>Tranh</li> </ul>	Approvals           Image: Constraint of the second	Availability	Week of \$193200 - 3232200 Temporey baseling Charge, Else \$195009	Apreciation			