CERIDIAN

Submitting and Approving Availability Requests

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2020-04-20

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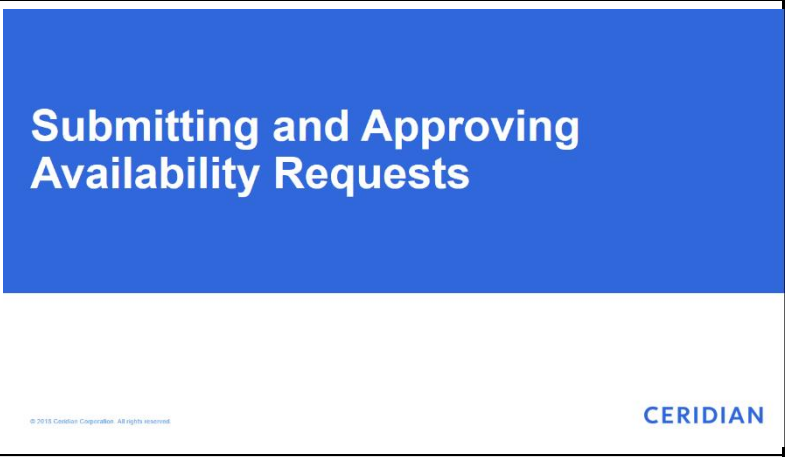
Overview

Explanation	Screenshot
	

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Explanation	Screenshot
	Prerequisites and Resources Prerequisites • *Understanding How an Employee Uses Dayforce* • *Understanding How a Manager Uses Dayforce* Resources • Implementation Consultant • CEC > Resources & Toolkits > Dayforce Admin & User Guides • support.dayforce.com > Support Downloads

	Learning Objectives
	• Complete the following employee tasks:
	  • View availability requests on the calendar
	  • Update your default availability
	  • Update your temporary availability
	  • Edit and cancel availability requests
	• Complete the following manager tasks:
	  • Review and respond to availability requests

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Viewing and updating your availability

Explanation	Screenshot
 ## Viewing and updating your availability 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. After completing this lesson, you'll be able to: • View availability requests on the calendar • Update default and temporary availability • Edit an availability request • Cancel an availability request ## Scenario You're no longer able to be scheduled on weekends. Update your availability in the Calendar to reflect this change.	

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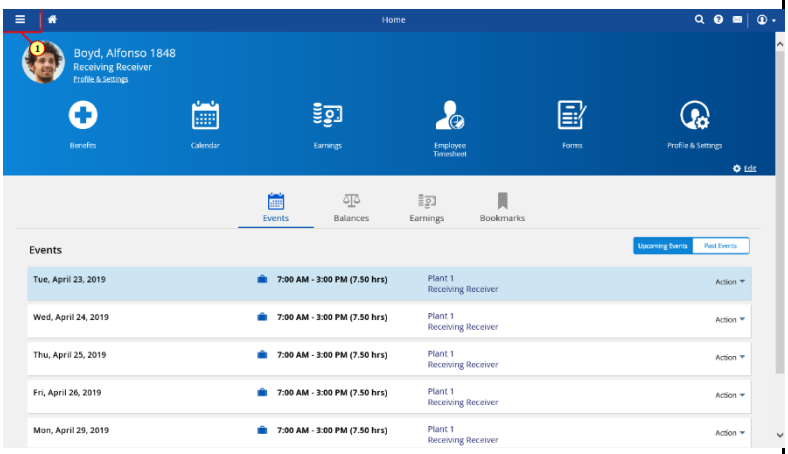
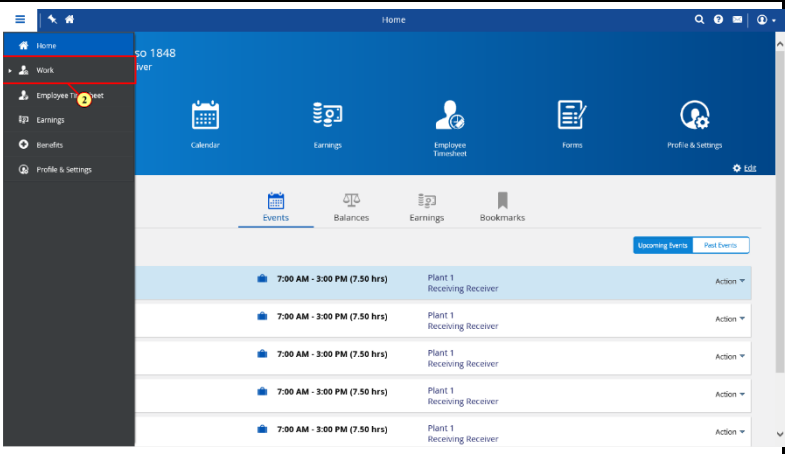
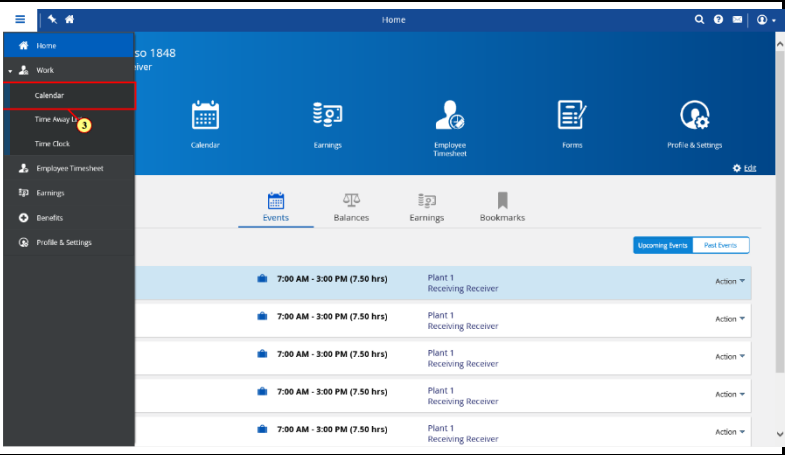
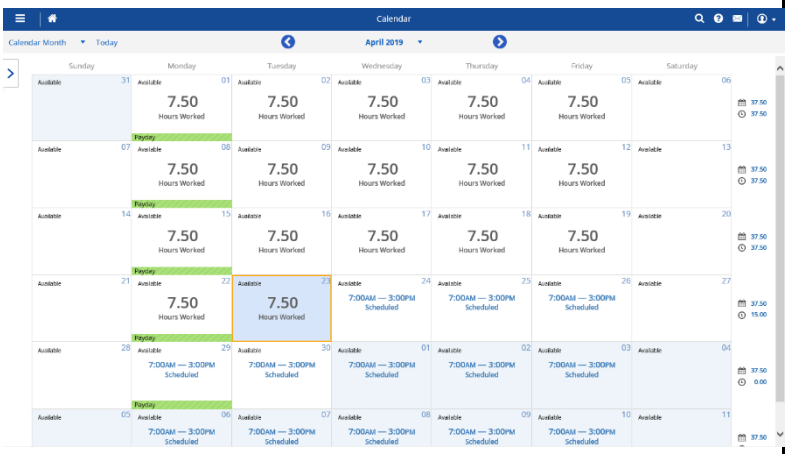
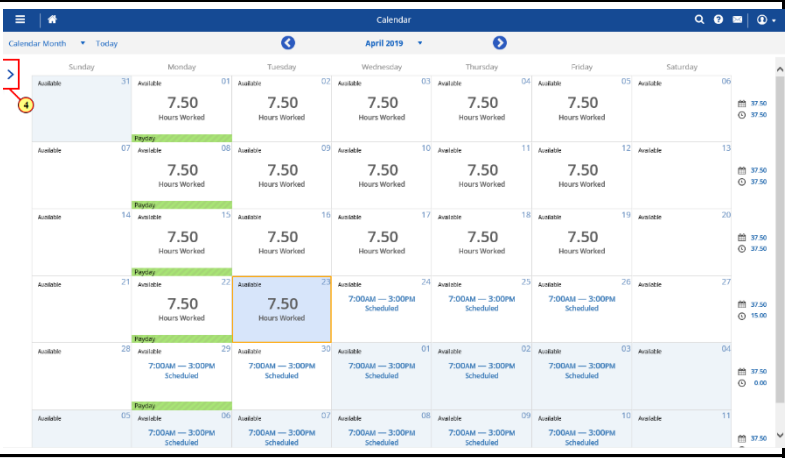
Explanation	Screenshot
(1) Update your availability You'll review update your availability from the Calendar. Open the **Menu**.	
(2) Click **Work**.	
(3) Click **Calendar**.	

Explanation	Screenshot
## Calendar When the calendar loads, it'll give a real-time snapshot of the current month. The calendar lets you see a lot of information including: • Your scheduled shifts • Holidays and time away from work requests 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.	
## (4) View Options In order to see your availability, you'll need to ensure that your View Options have been updated to show availability. Expand **View Options**.	

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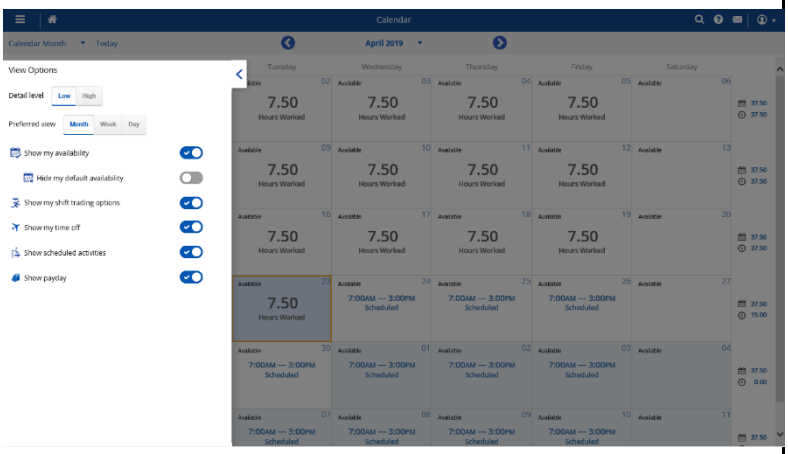
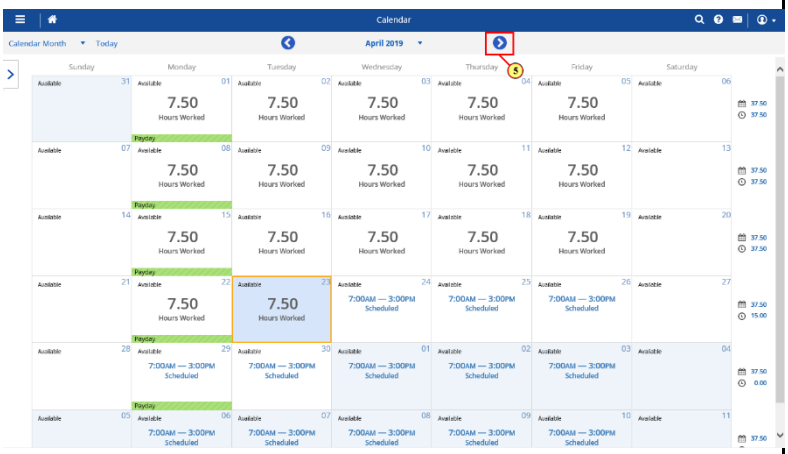
Explanation	Screenshot
## View Options Here we can see that Show my availability is enabled. Default availability is your ongoing pattern of availability for scheduling. For example, student employees might need to change their default availability each semester to work around their class schedule. If 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.	
## (5) Update your availability beginning next month 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. In this example, XYZ Company lets you make availability changes three weeks in advance. Click the **Next Month** button.	

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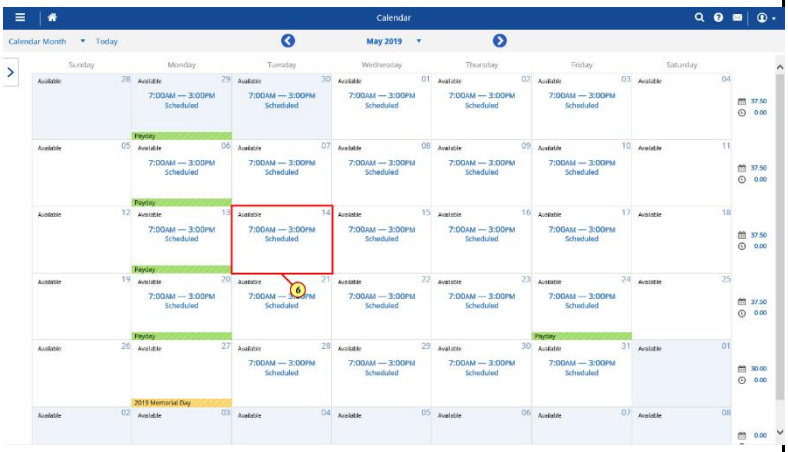
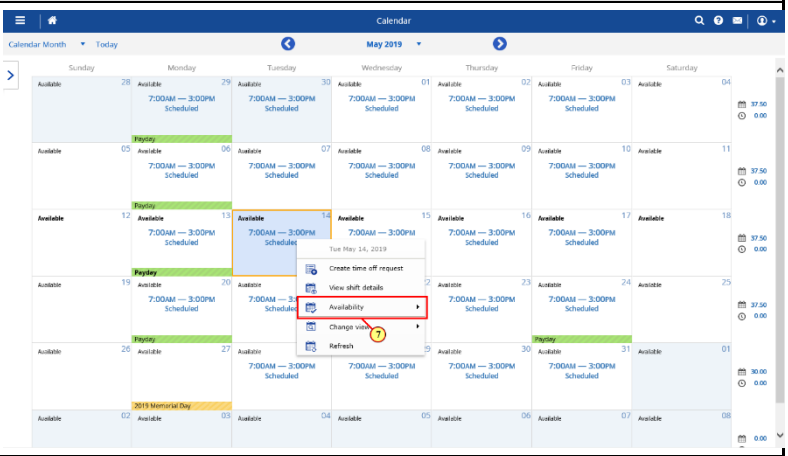
Explanation	Screenshot
(6) Update your default availability Beginning on the week of May 14 you're no longer able to work weekends. Update your availability by clicking the May 14 shift. Click **May 14, 2019** shift.	
(7) Click the **Availability** button.	

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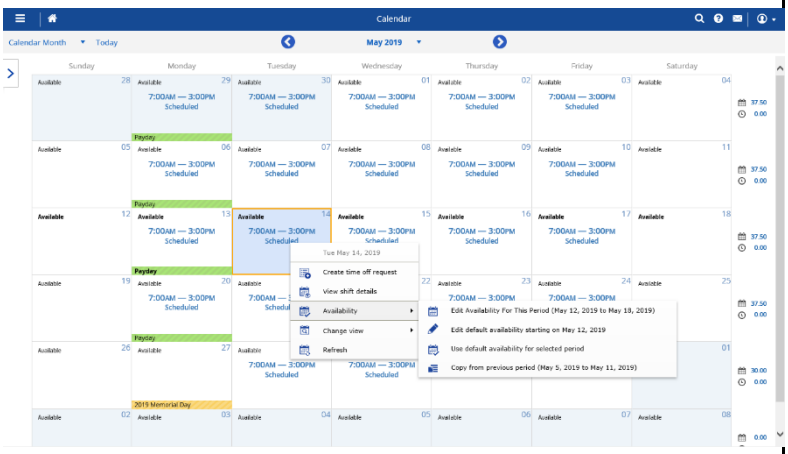
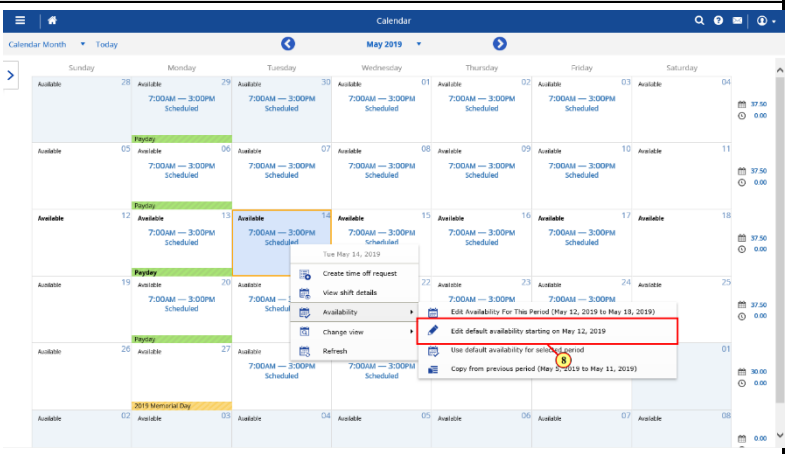
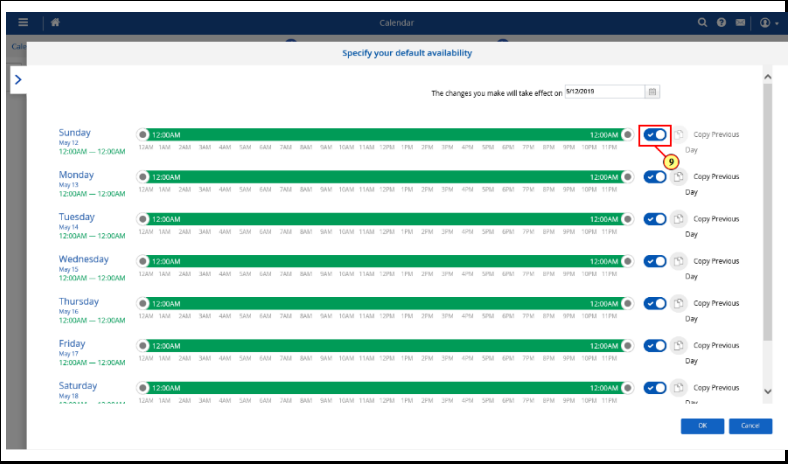
Explanation	Screenshot
## Temporary or ongoing availability change? You can choose to temporarily change your availability for a specific week or edit your default availability going forward. In this example you'll edit your default availability.	
(8) Click **Edit default availability**.	
(9) Update your availability This screen displays your current availability. Use the controls to update your availability reflecting when you're able to be scheduled.	

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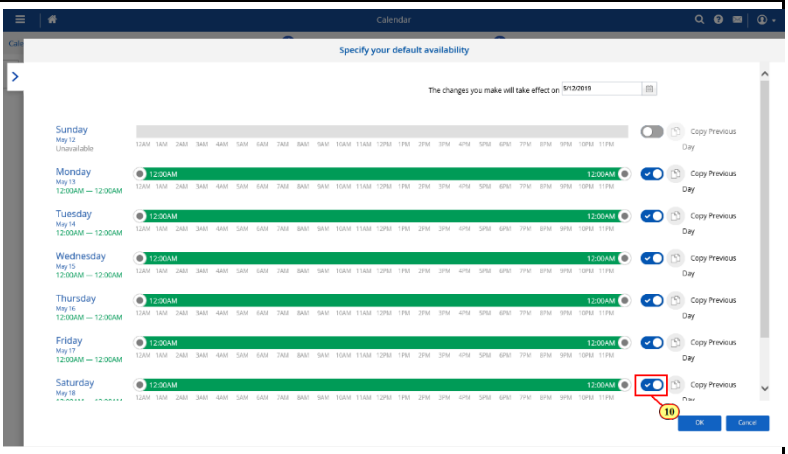
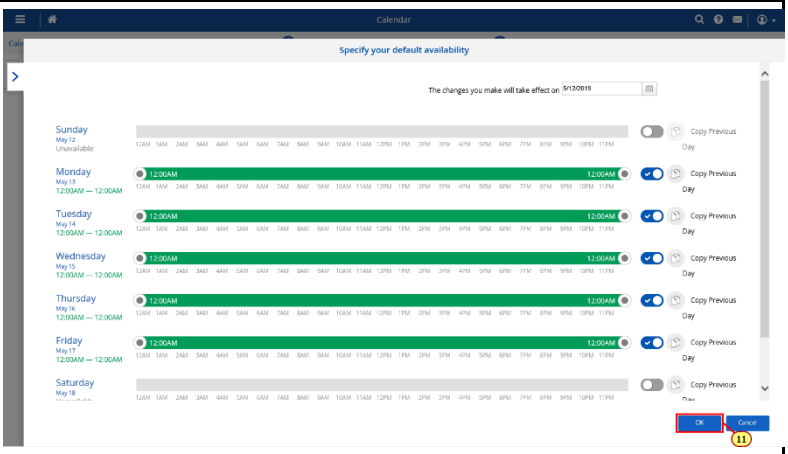
Explanation	Screenshot
In this lesson you're now unable to be scheduled on Saturday and Sunday. Click the **Availability** button.	
(10) Click the **Availability** button.	
(11) Save your changes Click the **Save** button.	

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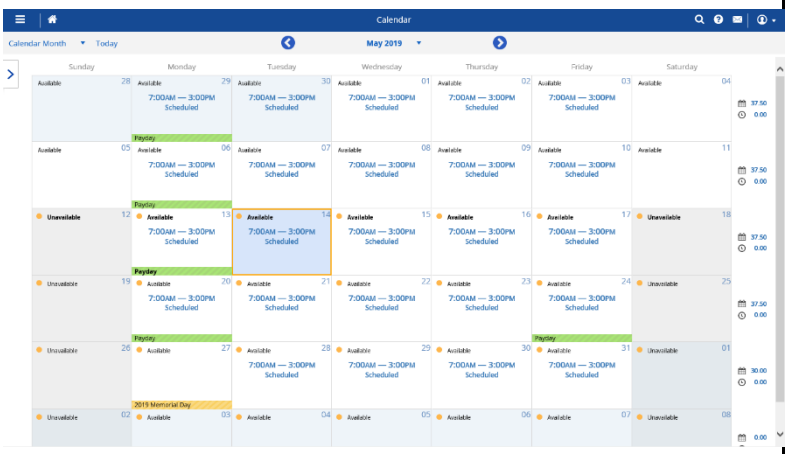
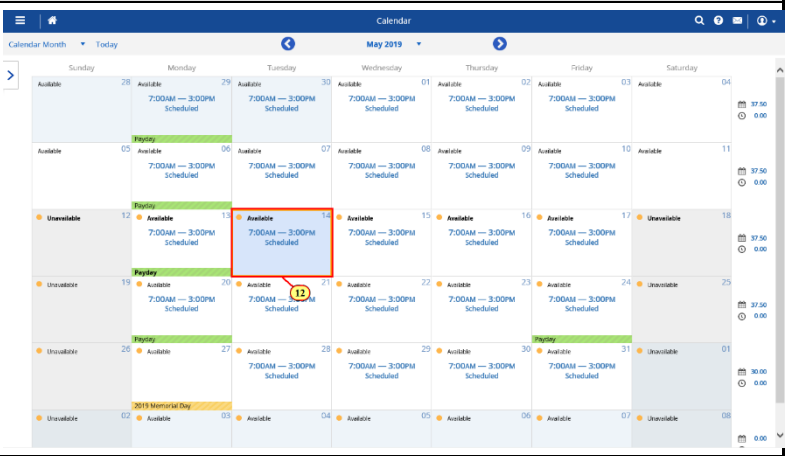
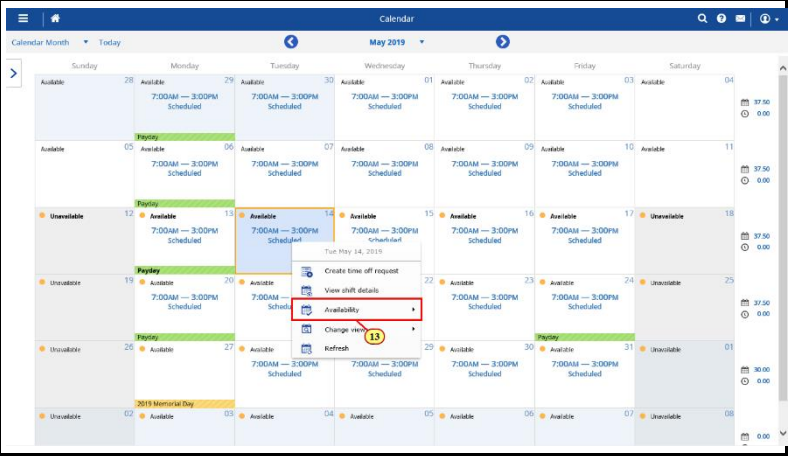
Explanation	Screenshot
You've successfully submitted an availability change request! Your request is currently pending. Your request will need to be reviewed and approved by your manager before it's added to your calendar.	
(12) Click **May 14, 2019** shift.	
(13) Click the **Availability** button.	

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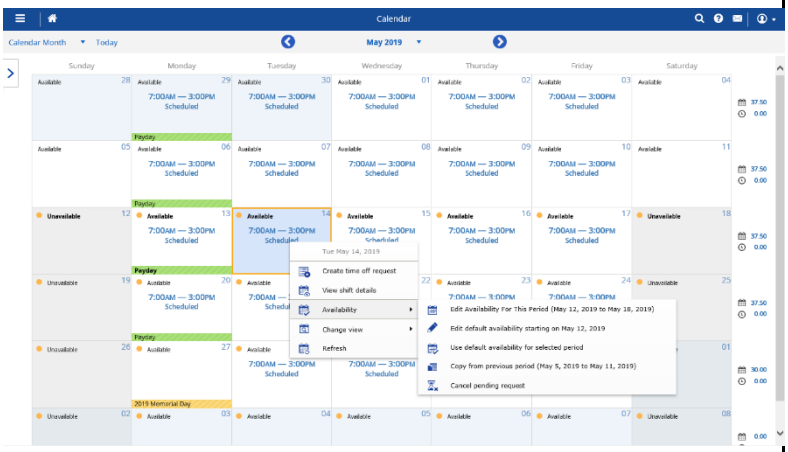
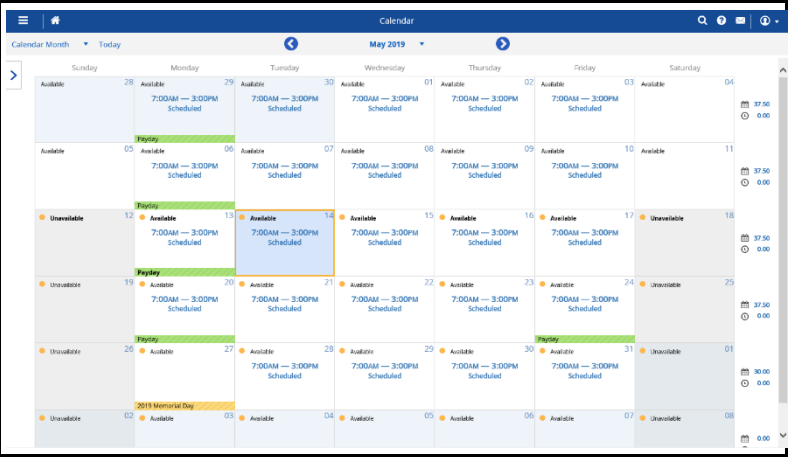
Explanation	Screenshot
 ## Pending availability requests If you need to adjust your time for your temporary or default availability requests, you can do this here. Additionally, you can cancel a pending availability request here at any time. Remember that once an availability request has been approved, it can't be modified. You'll need to submit another request to make any changes.	
 You have completed the demo. Next, return to the table of contents and select the next item.	

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Responding to availability requests

Explanation	Screenshot
## Responding to availability requests 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. After completing this lesson, you'll be able to: • Respond to availability requests from employees ## Scenario 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.	

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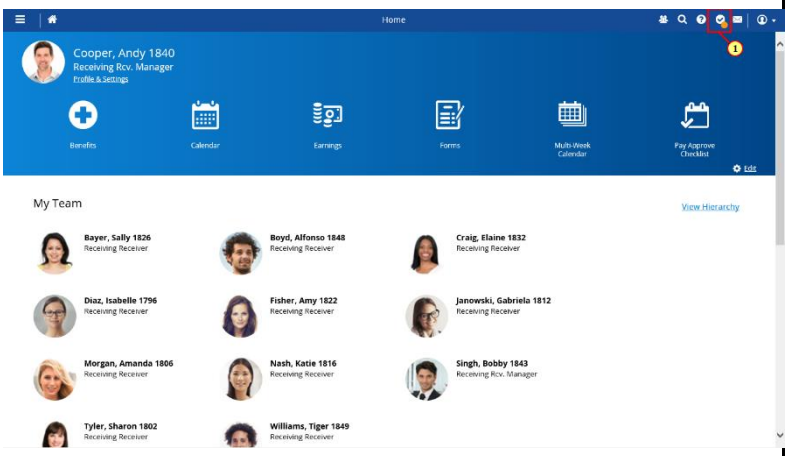
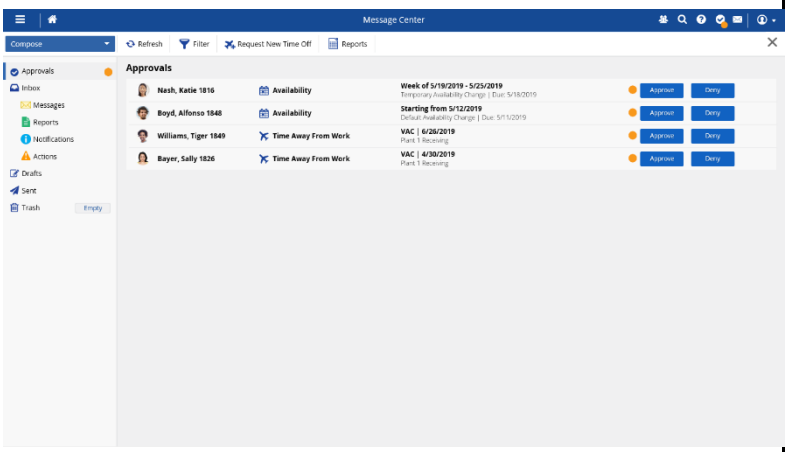
Explanation	Screenshot
(1) Navigate to the Approvals feature This is where you'll review and approve employee requests. Click the **Approvals** button.	
The Approvals feature expands This is where you'll find all pending requests such as time off requests, shift trades or availability changes submitted by your employees. 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.	

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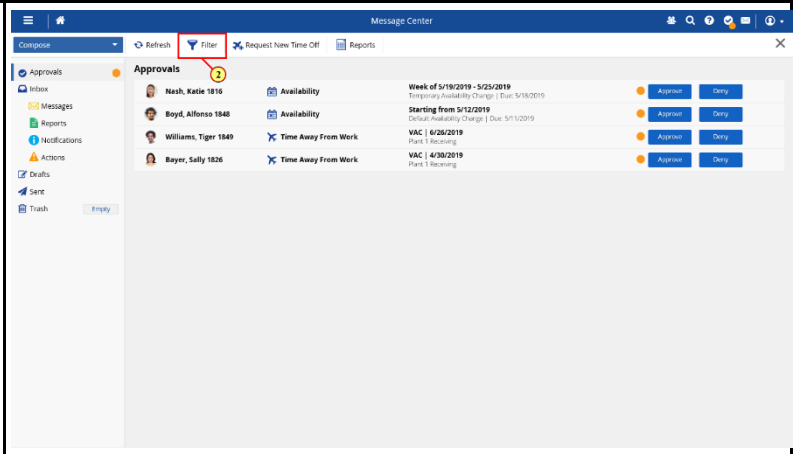
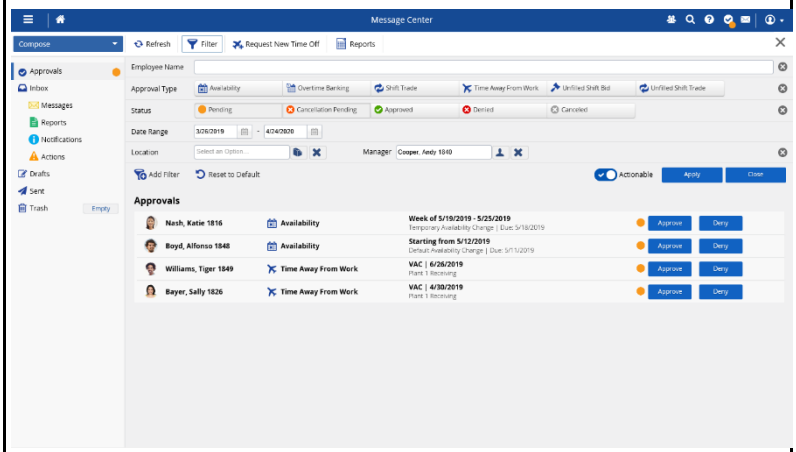
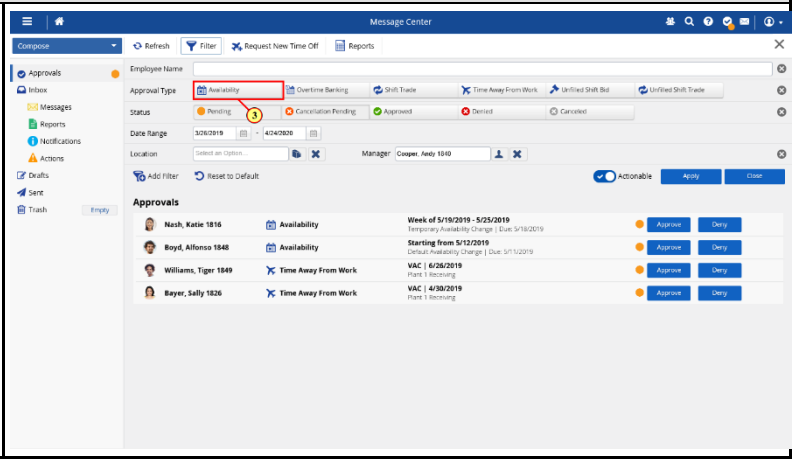
Explanation	Screenshot
(2) Filter for availability requests Click the **Filter** button.	
Approval filters There's a number of filter criterias that can be used to filter the approvals list including the employee's name, approval type, and status of the request. You can enable more filters by clicking on the Add Filter button.	
(3) In this example, we'll filter for pending availability requests Click **Availability**.	

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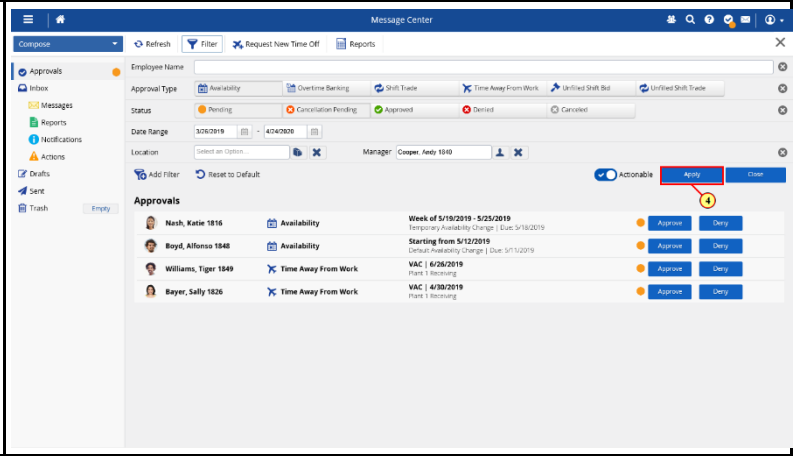
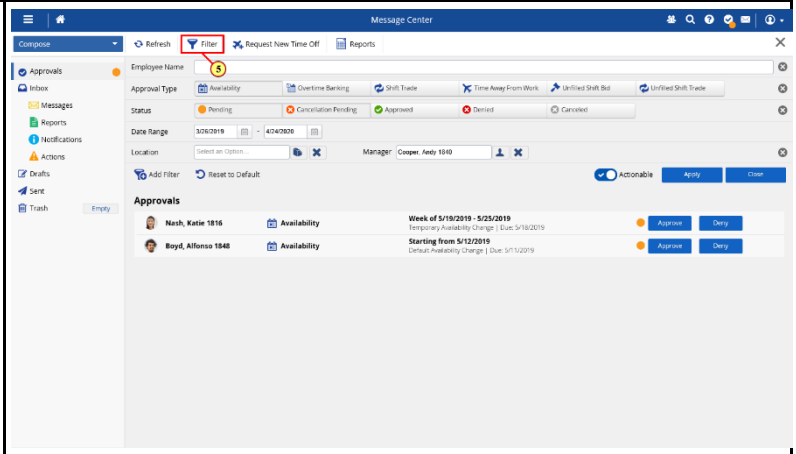
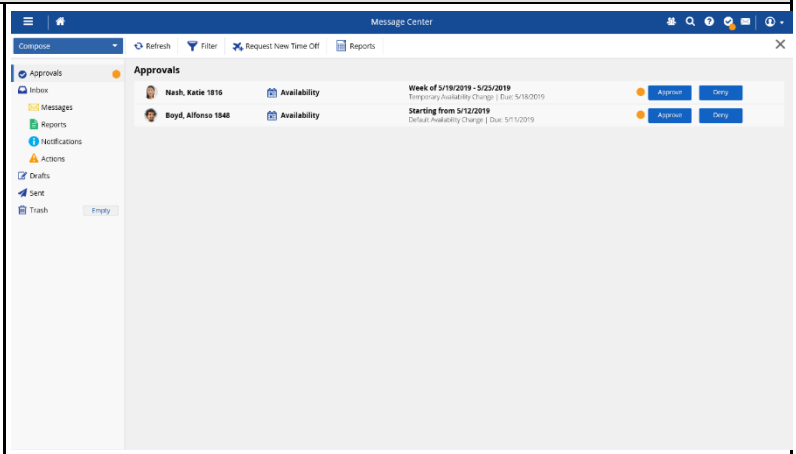
Explanation	Screenshot
(4) Click **Apply**.	
(5) Hide the filters Click the **Filter** button.	
You're now only viewing availability requests We can see that Katie Nash and Alfonso Boyd have both submitted requests to change their availability.	

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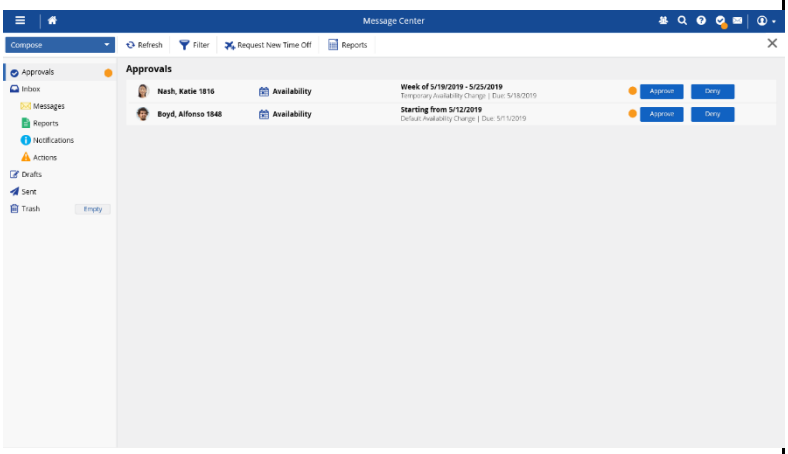
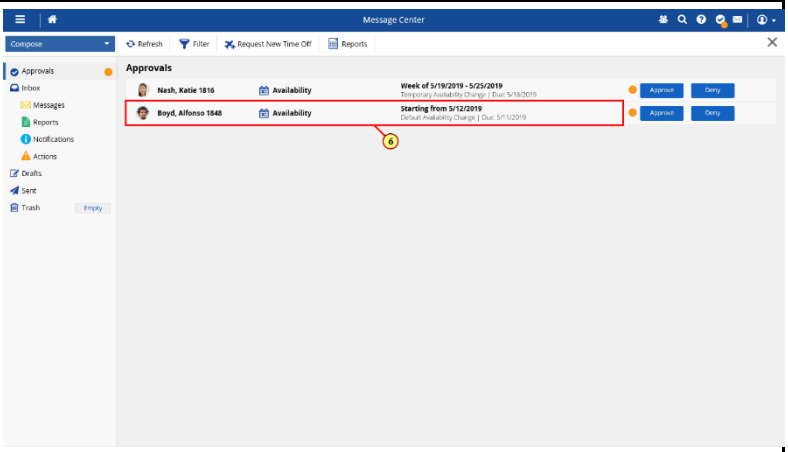
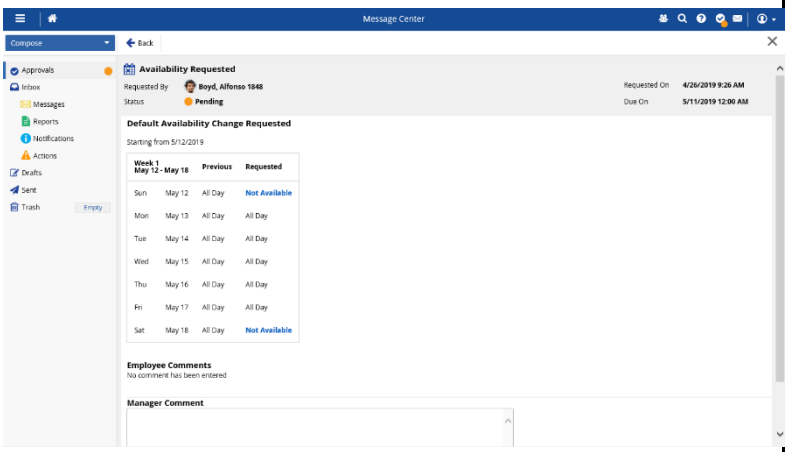
Explanation	Screenshot
## Request details For each request, we can see the employee's name, the type of request, the date of availability, whether it's a default or temporary availabiltiy change, and the due date for the request.	
## (6) Review Alfonso's request You can review additional information about the request by clicking on the request. Click **Alfonso Boyd**.	
## 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.	

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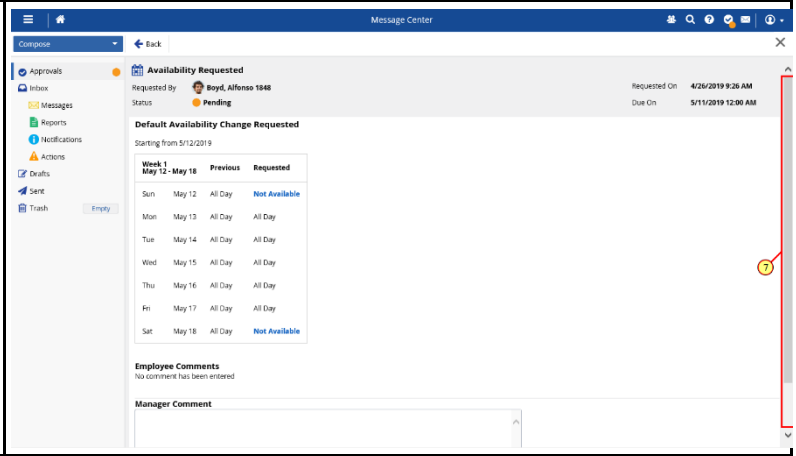
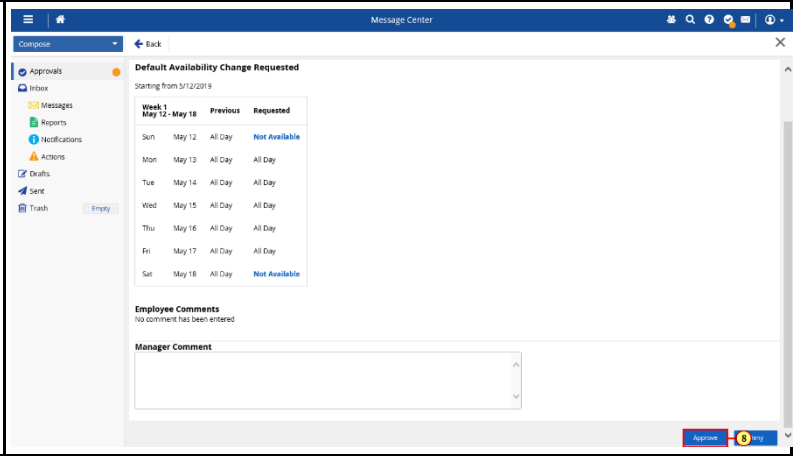
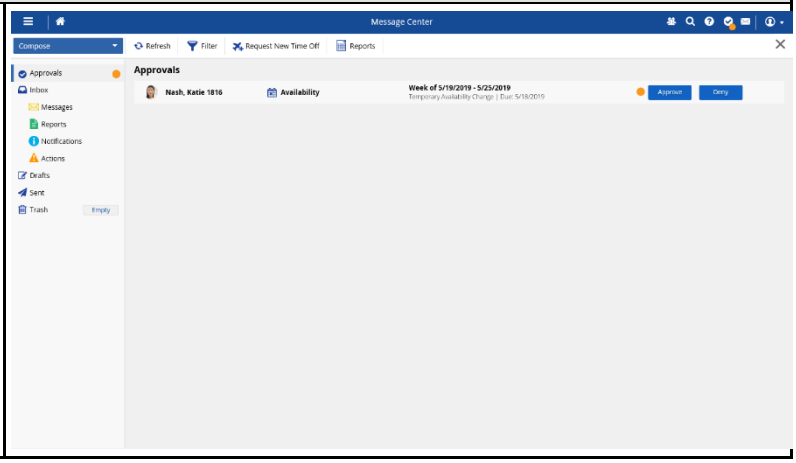
Explanation	Screenshot
(7) Click to scroll down.	
(8) Approve the request Click **Approve**.	
  You've successfully approved Alfonso's availability request! Starting on the week of May 12, you'll no longer able to schedule him on weekends.	

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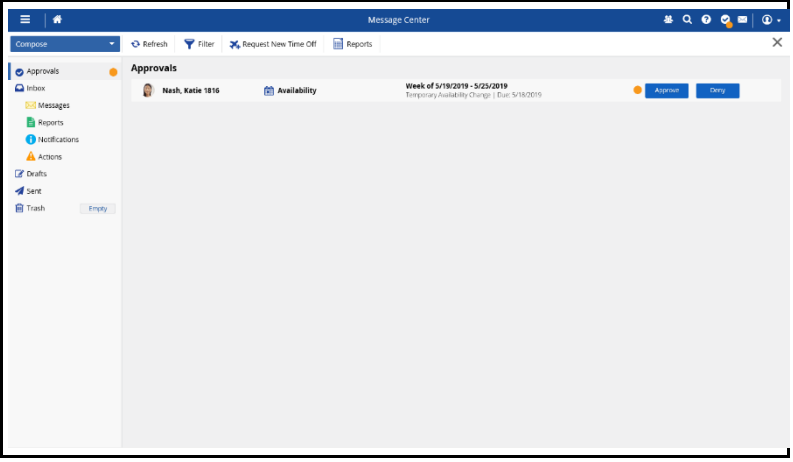
Explanation	Screenshot
You have completed the demo. Next, return to the table of contents and select the next item.