

Staff > Staff Availability

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The Staff Availability screen allows administrators to add availability for staff members; this is part of the overall scheduling process for staff. Availability can be added as an ongoing basis or for a specific week. There are settings for how many weeks can be adjusted on the [setup > system config, Extended Config screen](#).

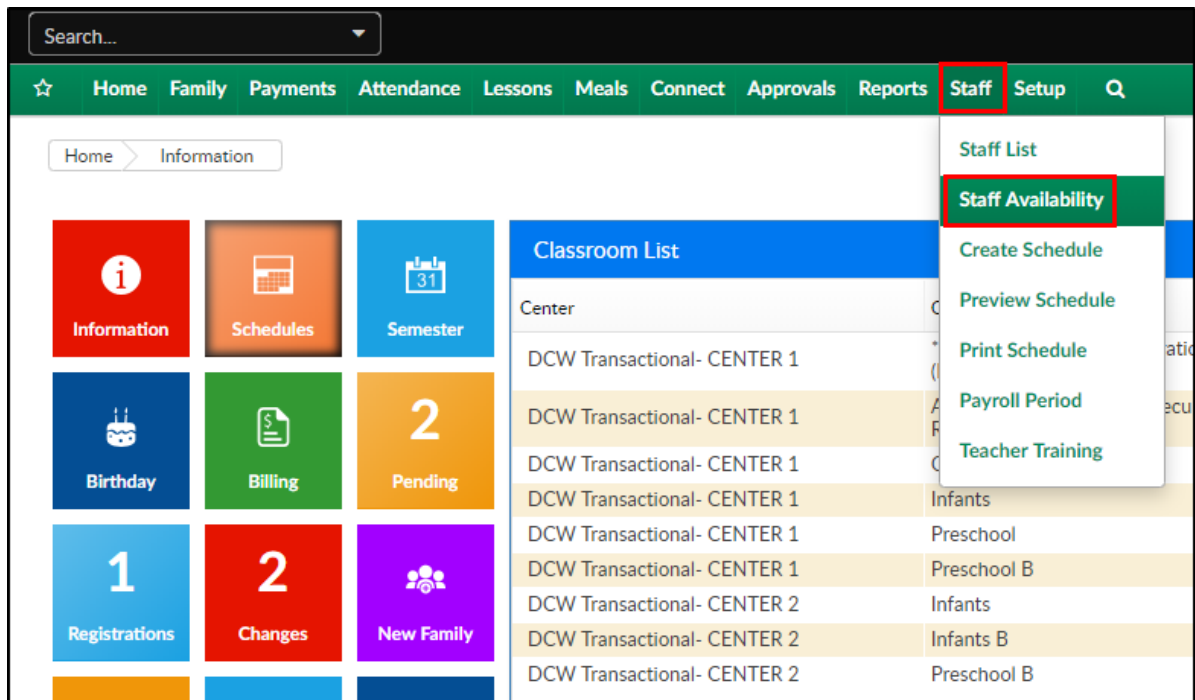
Setup

In order to utilize this process, verify the below items have been setup within the system:

- [Home > Hours](#) - center hours must be current, for each day select the from and to time the center will operate
 - Staff must be setup under [Staff > Staff List](#) , be sure each staff member is associated to a specific site
 - For each role that will access labor planning options [Activity IDs: 394, 395, 1059](#) must be set to All Permissions
 - Go to [Staff > Staff Availability](#) to setup times staff can be scheduled
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Adding Availability

1. Click Staff, then select Staff Availability



2. Select the criteria in the Staff Member section

The screenshot shows the 'Staff Member' form. It has a blue header with the text 'Staff Member' and a checkmark icon. Below the header, there are three search criteria: 'School' with a dropdown menu showing 'DCW Transactional- CENTER 1', 'Time Period' with a dropdown menu showing 'Ongoing', and 'Name' with a dropdown menu showing 'Sarah Sampson'.

- School - choose the location
- Time Period - select the date range or Ongoing
- Name - choose the staff member's name

3. For each day of the week select the earliest time the staff member is available, then select the latest time

The screenshot shows the 'Availability - Sarah Sampson - Ongoing' form. It has a blue header with the text 'Availability - Sarah Sampson - Ongoing'. In the top right corner, there is a green button with a checkmark icon and the text 'Save Availability'. Below the header, there is a table with columns for 'Day', 'Available', 'Enter First Time Available', 'Enter Last Time Available', and a plus sign icon. The table lists the days of the week from Saturday to Friday. The 'Available' column has checkboxes, and the 'Enter First Time Available' and 'Enter Last Time Available' columns have input fields. The plus sign icon is a blue circle with a white plus sign.

Day	Available	Enter First Time Available	Enter Last Time Available	
Saturday	<input type="checkbox"/>			+
Sunday	<input type="checkbox"/>			+
Monday	<input checked="" type="checkbox"/>	07:00 AM	06:00 PM	+
Tuesday	<input checked="" type="checkbox"/>	07:00 AM	05:00 PM	+
Wednesday	<input checked="" type="checkbox"/>	07:00 AM	04:00 PM	+
Thursday	<input checked="" type="checkbox"/>	07:00 AM	06:00 PM	+
Friday	<input checked="" type="checkbox"/>	07:00 AM	05:00 PM	+

- If additional entries need to be made for a specific day, click the blue + sign
- Choose the start and end time of the additional availability

		Enter First Time Available	Enter Last Time Available	
Saturday	<input type="checkbox"/> Available			+
Sunday	<input type="checkbox"/> Available			+
Monday	<input checked="" type="checkbox"/> Available	07:00 AM	12:00 PM	+
		02:00 PM	06:00 PM	-
Tuesday	<input checked="" type="checkbox"/> Available	07:00 AM	05:00 PM	+
Wednesday	<input checked="" type="checkbox"/> Available	07:00 AM	04:00 PM	+
Thursday	<input checked="" type="checkbox"/> Available	07:00 AM	06:00 PM	+
Friday	<input checked="" type="checkbox"/> Available	07:00 AM	05:00 PM	+

- Click Save Availability

Please Note: the next step in this process is to create staff schedules under [Staff > Create Schedule](#)