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

Adding Availability

1. Click Staff, then select Staff Availability
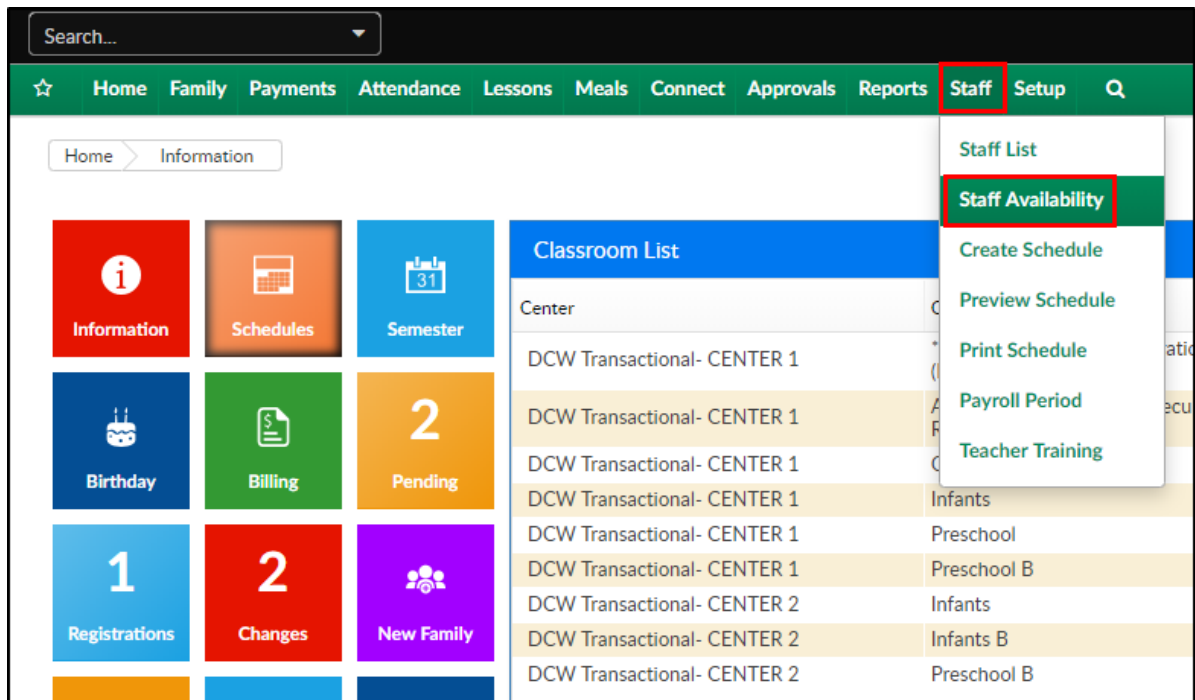
2. Select the criteria in the Staff Member section

- 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

4. If additional entries need to be made for a specific day, click the blue + sign

5. Choose the start and end time of the additional availability

		Enter First Time Available	Enter Last Time Available	
Saturday	☐ Available			➕
Sunday	☐ Available			➕
Monday	☑ Available	07:00 AM	12:00 PM	➕
		02:00 PM	06:00 PM	➖
Tuesday	☑ Available	07:00 AM	05:00 PM	➕
Wednesday	☑ Available	07:00 AM	04:00 PM	➕
Thursday	☑ Available	07:00 AM	06:00 PM	➕
Friday	☑ Available	07:00 AM	05:00 PM	➕

6. Click Save Availability

Please Note: the next step in this process is to create staff schedules under Staff > Create Schedule