

You can set an availability pattern in Workforce ESP Self Service. This will save you time if you want to indicate your availability (or non-availability) for the same days and shifts for a weekly or monthly time frame.

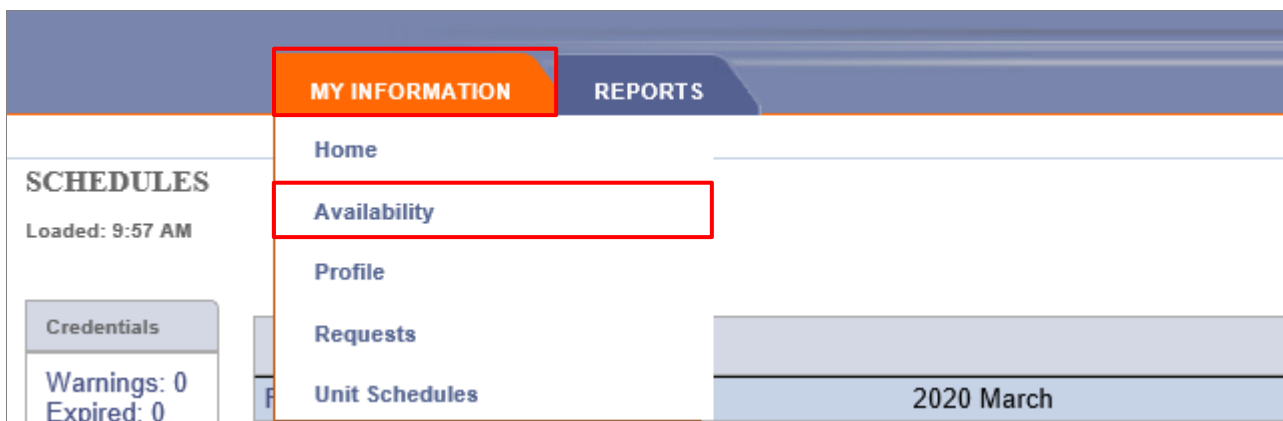
For example: If an employee is regularly not available to work weekends, instead of repeatedly recording the availability information for every Saturday and Sunday, employees can record an availability pattern.

When defining a pattern, it is possible to define a different availability status for each day in the pattern.

- i** Only one availability pattern can occur for a period of time. There cannot be any time overlap in shift patterns. If you want to make changes to a pattern within a specific time period, the pattern must be edited.

From your Employee Home Page:

1. Click the **My Information** tab and select **Availability** from the drop-down.



The *Availability* screen appears.

2. Click the **Availability** menu and select **Add/Edit Patterns** from the drop-down.

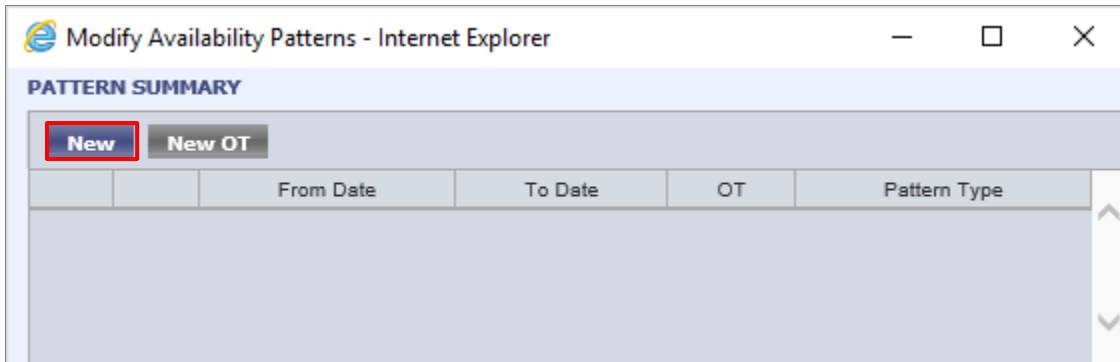
Actions ▾		Availability	View ▾				
Dec	Sun	Tue	Wed	Thu	Fri	Sat	Feb
29	30	31	1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31	1	

The table shows a calendar for '2020 January (Regular)'. A dropdown menu is open over the 'Availability' header, with 'Add/Edit Patterns ->' highlighted in a red box. Other options in the menu include 'Add/Edit Availability ->' and 'Delete Availability'.

The *Modify Availability Patterns* screen appears.

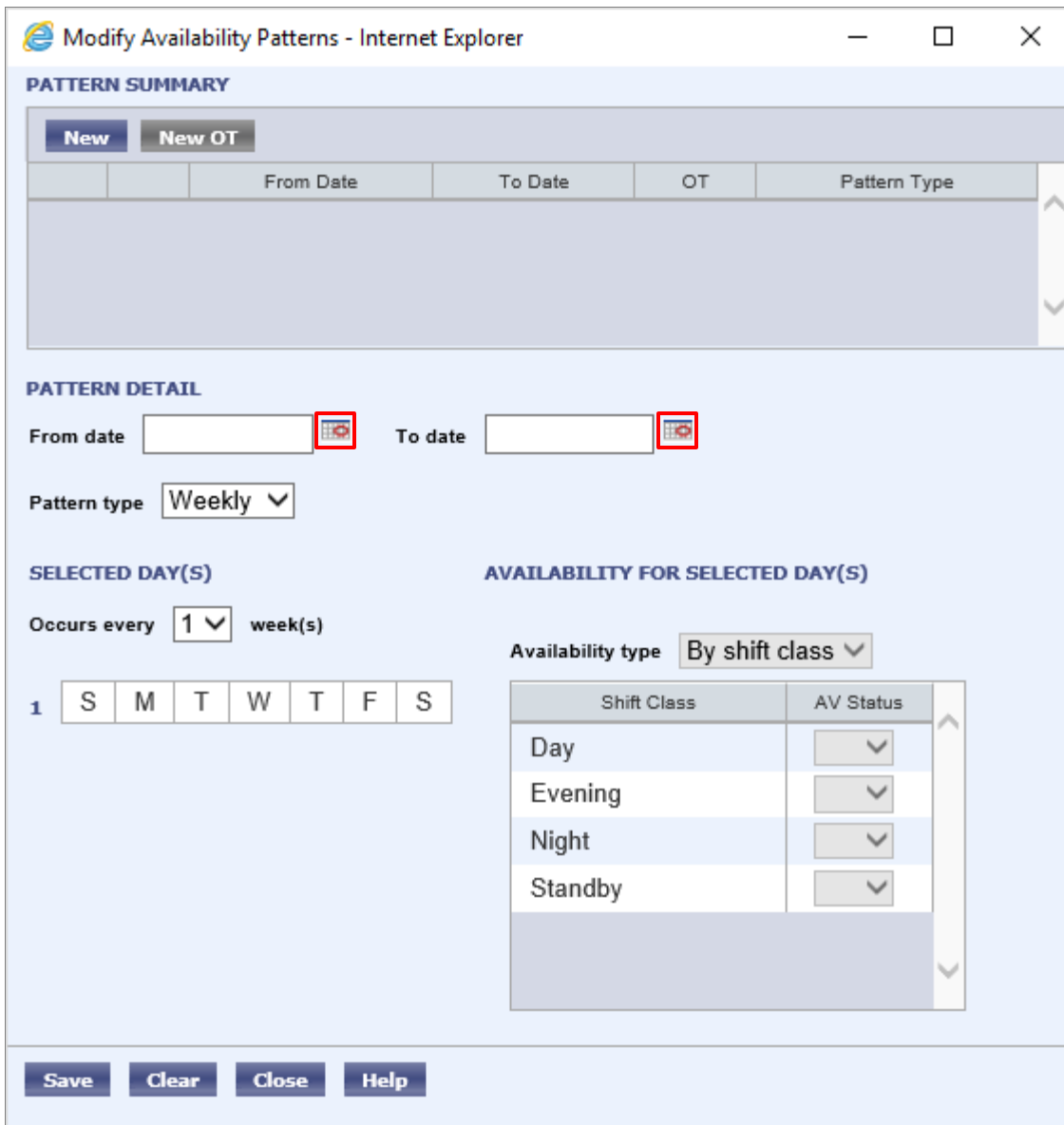
3. Click **New**.

The *Modify Availability Patterns* screen expands



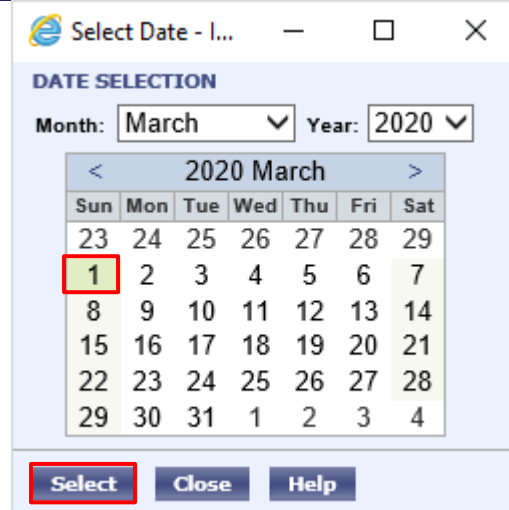
4. Click the calendar icons to select the **From Date** and **To Date** for the pattern.

**i** You can leave the **To Date** field blank if you don't want to specify an end date.



5. Click a date on the calendar and then click **Select**.

Repeat this step for the **To date** calendar only if you are specifying an end date for the pattern.

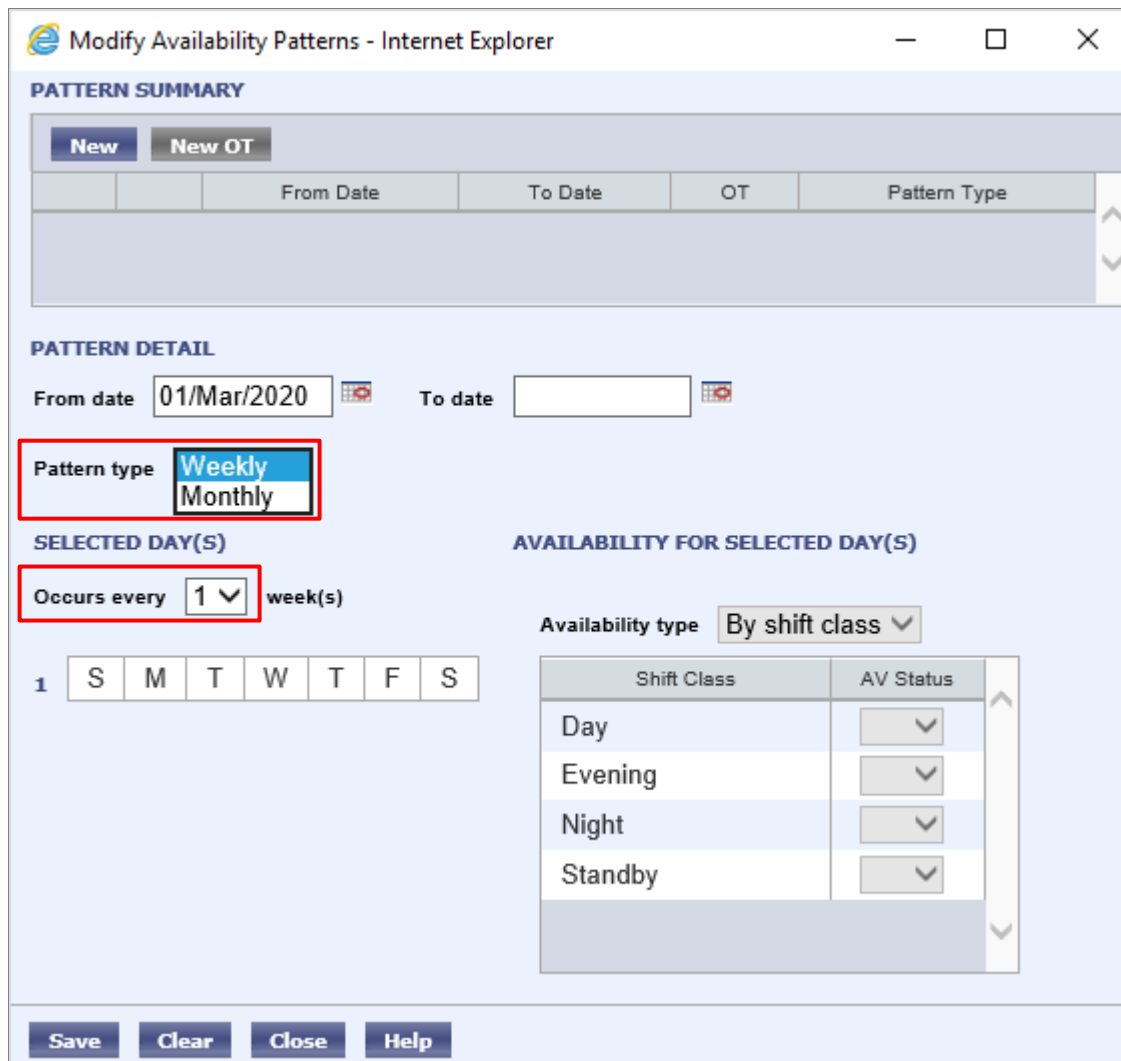


6. Click the **Pattern Type** menu and select **Weekly** or **Monthly** from the drop-down.

7. If you selected **Weekly**, select the number of **weeks** in the pattern from the **Selected Day(s)** drop-down. If you selected **Monthly**, this step is not required.

**i** The weekly pattern can be up to 8 weeks in length.

You can set availability up to one calendar year into the future.



8. If you selected **Weekly**, select a **day or days** from the **Days of the Week** grid.

If you selected **Monthly**, select a day or days from the monthly calendar.

**i** You can select multiple days at one time if you want to set the same type of availability for all of them.  
Simply press & hold the *Ctrl* button on your keyboard while you click each of the multiple days to select them.



9. Click the **AV Status** menu for each shift class, and then **select the availability** from the drop-down.

**PATTERN SUMMARY**

**New** **New OT**

	From Date	To Date	OT	Pattern Type

**PATTERN DETAIL**

From date   To date  

Pattern type

**SELECTED DAY(S)** **AVAILABILITY FOR SELECTED DAY(S)**

Occurs every  week(s)

Availability type

	S	M	T	W	T	F	S
1	S	M	T	W	T	F	S
2	S	M	T	W	T	F	S
3	S	M	T	W	T	F	S
4	S	M	T	W	T	F	S

Shift Class	AV Status
Day	NA
Evening	NA
Night	NA
Standby	NA

**Save** **Clear** **Close** **Help**

10. Select any **additional days** and their **associated availability** for all shifts, to record additional availability for days within this pattern.

**i** You do not have to select availability for all days and shifts within the pattern.

11. Click **Save**.

**PATTERN SUMMARY**

**New** **New OT**

From Date	To Date	OT	Pattern Type
-----------	---------	----	--------------

**PATTERN DETAIL**

From date  To date

Pattern type

**SELECTED DAY(S)** **AVAILABILITY FOR SELECTED DAY(S)**

Occurs every  week(s)

Availability type

	S	M	T	W	T	F	S
1	S	M	T	W	T	F	S
2	S	M	T	W	T	F	S
3	S	M	T	W	T	F	S
4	S	M	T	W	T	F	S

Shift Class	AV Status
Day	<input type="text"/>
Evening	<input type="text" value="AV"/>
Night	<input type="text"/>
Standby	<input type="text"/>

**Save** **Clear** **Close** **Help**

The availability pattern now displays under the *Pattern Summary* heading in the upper part of the window.

12. Click **Close**.

**PATTERN SUMMARY**

**New** **New OT**

	From Date	To Date	OT	Pattern Type
<input type="checkbox"/>	01/Mar/2020		<input type="checkbox"/>	Weekly - multiple weeks

**PATTERN DETAIL**

From date: 01/Mar/2020 To date:

Pattern type: Weekly

**SELECTED DAY(S)** Occurs every 4 week(s)

1	S	M	T	W	T	F	S
2	S	M	T	W	T	F	S
3	S	M	T	W	T	F	S
4	S	M	T	W	T	F	S

**AVAILABILITY FOR SELECTED DAY(S)**

Availability type: By shift class

Shift Class	AV Status
Day	<input type="text"/>
Evening	<input type="text"/>
Night	<input type="text"/>
Standby	<input type="text"/>

**Save** **Clear** **Close** **Help**

The availability pattern now displays in the availability calendar.

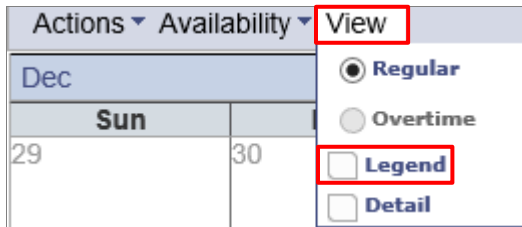
Actions ▾ Availability ▾ View ▾						
Jan	2020 February (Regular)					Mar
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
1	2	3	4	5	6	7

Availability calendar showing days 26-31 of January and days 1-7 of March. Days 3, 4, and 5 of February are highlighted with a red-to-green diagonal gradient. Day 5 of March is highlighted with a green-to-red diagonal gradient and labeled 'P'. Day 7 of March is highlighted with a solid red color and labeled 'P'.










## Availability Legend

Availability is colour-coded on the calendar schedule. To display a legend that explains the colour-coding and shapes:

- Click the **View** menu and select **Legend** from the drop-down.



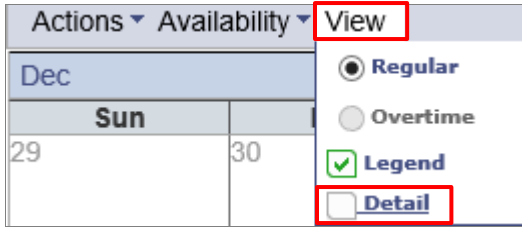
- i** The *Legend* displays to the right of the schedule, and provides an explanation for the colour-coding and shapes:

Colour/Shape	Availability	Legend
Green square	Available for all shifts on the day	 Available
Green triangle	Available for one or two shifts on the day	 Not Available
Red square	Unavailable for all shifts on the day	 Unknown Availability
Red triangle	Unavailable for one or two shifts on the day	 Available and Not Available
Yellow	Availability / non-availability has not been indicated	 Partially Available and Not Available
		 Partially Available
		 Partially Not Available
		 Availability Pattern
		 Availability Pattern Overridden

## Availability Detail

To display your availability details:

- Click the **View menu** and select **Detail** from the drop-down.



**i** The *Availability Details* table displays below the calendar. For each availability you set, it shows the:

- Dates,
- Availability status, and
- Shift class.

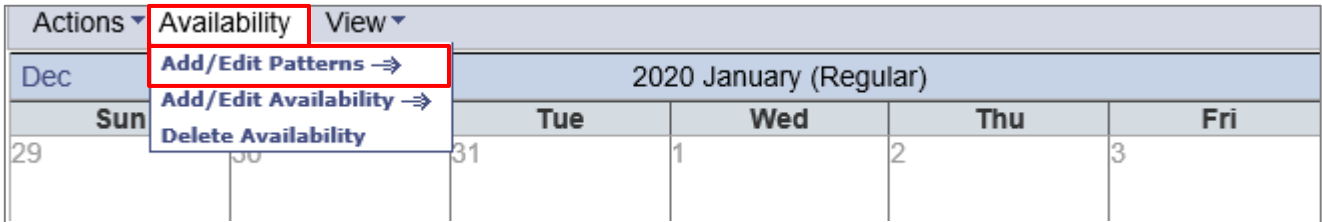
AVAILABILITY DETAILS				
Date	Availability	Start Time	End Time	Type
Mon Feb 03	Available	00:00	00:00	Shift Class: Day
Mon Feb 03	Available	00:00	00:00	Shift Class: Evening
Mon Feb 03	Not Available	00:00	00:00	Shift Class: Night
Mon Feb 03	Not Available	00:00	00:00	Shift Class: Standby
Tue Feb 04	Available	00:00	00:00	Shift Class: Day
Tue Feb 04	Available	00:00	00:00	Shift Class: Evening
Tue Feb 04	Not Available	00:00	00:00	Shift Class: Night
Tue Feb 04	Not Available	00:00	00:00	Shift Class: Standby
Wed Feb 05	Available	00:00	00:00	Shift Class: Day
Wed Feb 05	Available	00:00	00:00	Shift Class: Evening
Wed Feb 05	Not Available	00:00	00:00	Shift Class: Night
Wed Feb 05	Not Available	00:00	00:00	Shift Class: Standby





► **Edit or Delete a Shift Pattern**

To edit or delete an existing shift availability pattern:

- Click the **Availability** menu and select **Add/Edit Patterns** from the drop-down



- **Edit:** Click  and follow the steps in the previous section to make the necessary changes
- **Delete:** Click . A message will display to confirm you want to delete the pattern. Click **OK**.

