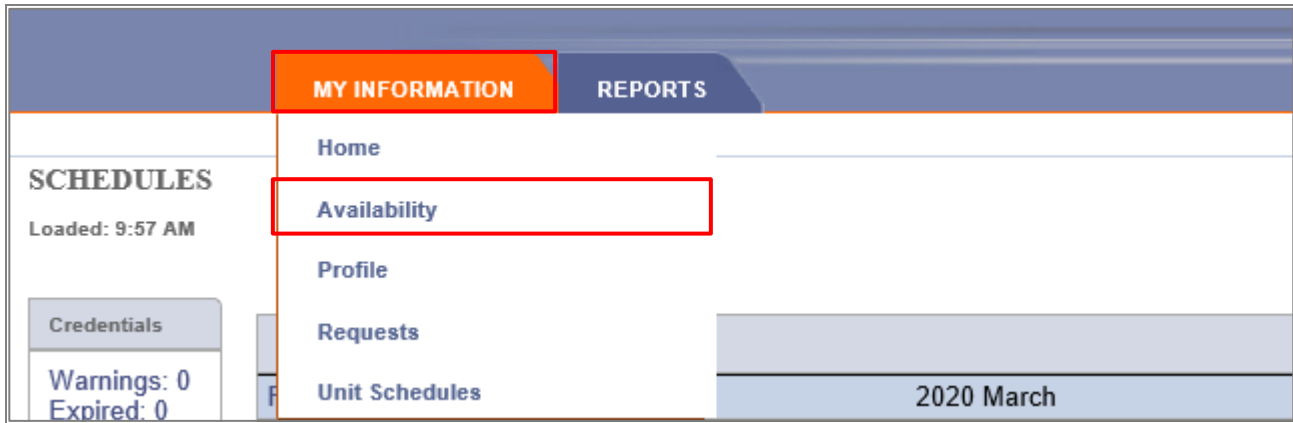


You can set your availability for individual dates using Workforce ESP Self Service.

**i** You can also set your availability using a shift pattern. See how to [Set Availability using a Shift Pattern](#).

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 **calendar day** on the schedule that you want to set your availability for.

**i** You can select multiple days if you are setting the same availability for all selected days. In this example, multiple days are selected.

3. Click the **Availability menu** and select **Add/Edit Availability** 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	
2	3	4	5	6	7	8	

The table shows a calendar for '2020 January (Regular)'. A dropdown menu is open over the 'Sun' column, with 'Add/Edit Availability' selected and highlighted by a red box. The days 3, 4, and 5 in the first row of the main calendar are highlighted in green.

The *Enter Availability* screen displays the calendar with the selected dates highlighted.

**i** Note that *Availability Type* menu defaults to *By shift class* and should not be changed.

4. Click in the **AV Status** menu fields to select and set your availability for each shift.

- Select **AV** for available
- Select **NA** for not available

5. Click **Save**.

In this example the following availability is being set: Available for Day and Evening shifts, and unavailable for Night and Standby shifts.

**Modify Availability - Internet Explorer**

**ENTER AVAILABILITY - CUESTA, AMANDA**

Availability type:

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

**2020 February**

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

**Save** **Cancel** **Help**

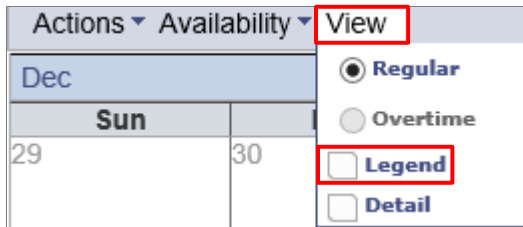
The Availability now displays for the selected calendar days.

2020 January (Regular)							Feb
Dec	Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	
2	3	4	5	6	7	8	










## Availability Legend

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

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



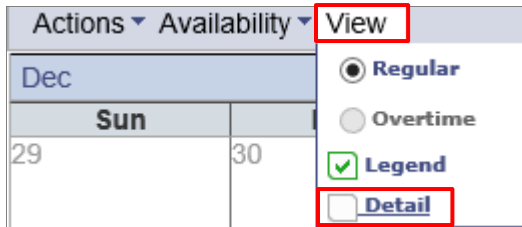
- i** The *Legend* displays to the right of the schedule, and provides an explanation for the colour-coding:

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