

You can display the availability for an individual employee using Workforce ESP Self Service.

From your Manager Home Page,

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

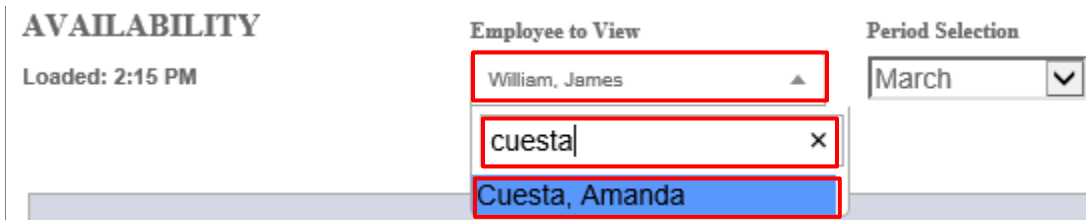


The *Availability* screen appears.

2. Click in the **Employee to View** field, and enter the **last name of the employee** you want to display in the text box.

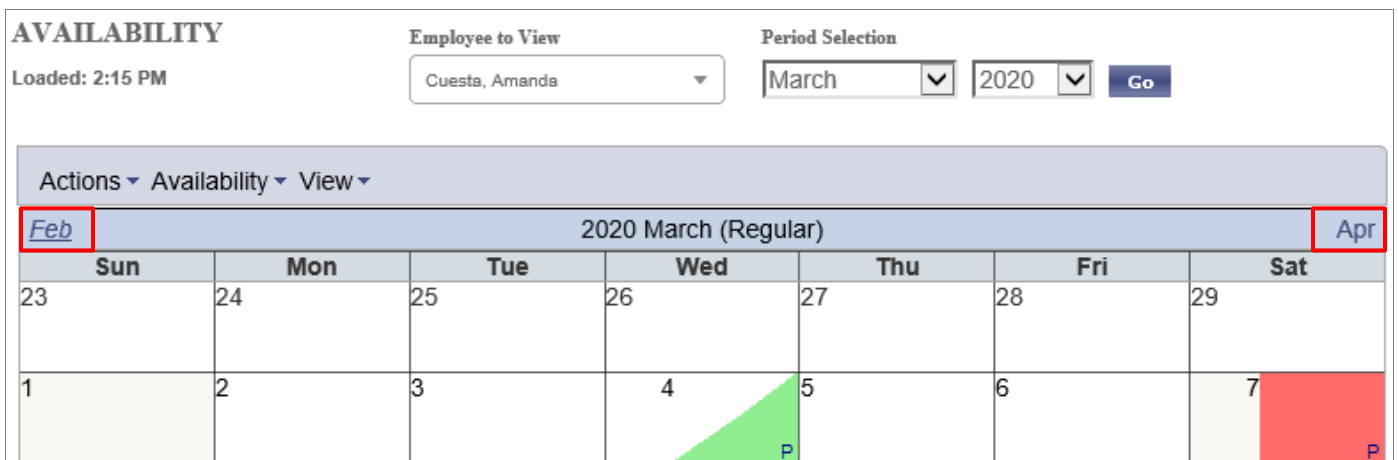
**i** As you type, names that match will populate in the list below the text box. Only the names for employees you have access to in the system will display.

3. Click the **applicable employee name** to select it.



The employee's availability calendar for the current month displays.

4. Click the **previous and next month links** to display the availability calendar for those months.



- Click the **Period Selection** menus for month and year to select a month and year from the drop-downs, if you'd like to display a different month and year.

**AVAILABILITY** Employee to View → Period Selection

Loaded: 2:15 PM Cuesta, Amanda March 2020 Go

Employee to View: Cuesta, Amanda

Period Selection: **March** (highlighted), 2020, Go

2020 March (Regular)

Tue	Wed	Thu	Fri
25	26	27	28

- Click **Go**.

Employee to View: Cuesta, Amanda

Period Selection: **April**, 2020, **Go**

The employee's availability calendar for the period selected displays.

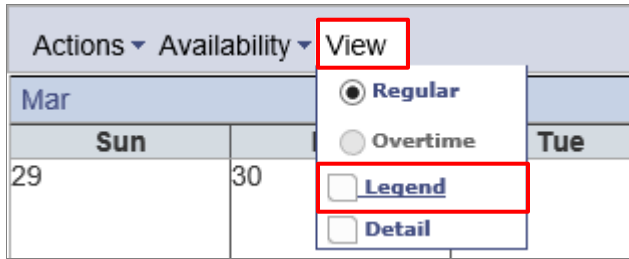
Mar		2020 April (Regular)						May
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
29	30	31	1	2	3	4		
			P			P		
5	6	7	8	9	10	11		
P			P					
12	13	14	15	16	17	18		
			P			P		
19	20	21	22	23	24	25		
P			P					
26	27	28	29	30	1	2		
			P			P		
3	4	5	6	7	8	9		
P			P					

- i** You can display information about the colour-coded availability on the calendar, and details about the employee's availability, using the *View* menu.

## 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.



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

The screenshot shows a calendar for 2020 April (Regular) with a legend on the right. The legend includes the following items:

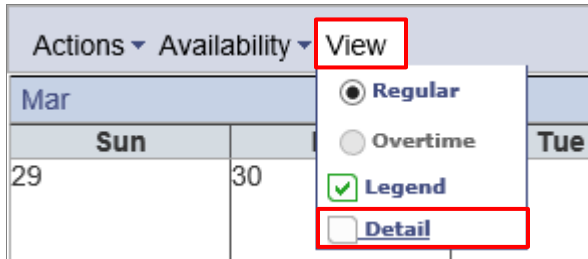
- Available (Green square)
- Not Available (Red square)
- Unknown Availability (Yellow square)
- Available and Not Available (Green and Red square)
- Partially Available and Not Available (Green and Red triangle)
- Partially Available (Green triangle)
- Partially Not Available (Red triangle)
- Availability Pattern (Yellow square with 'P')
- Availability Pattern Overridden (Yellow square with 'O')

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	Partially Available
Red square	Unavailable for all shifts on the day	Not Available
Red triangle	Unavailable for one or two shifts on the day	Partially Not Available
Yellow	Availability / non-availability has not been indicated	Unknown Availability

## Availability Details

To display availability details:

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



- i** The *Availability Details* table displays below the calendar and shows the dates, availability status, and shift class for the employee's documented availability for the period selected.

You may need to scroll down to see all availability details.

A screenshot of the 'AVAILABILITY DETAILS' table. The table has five columns: Date, Availability, Start Time, End Time, and Type. The data rows show availability for dates from Wednesday, April 1st to Wednesday, April 8th. A red double-headed arrow on the right side of the table indicates that the content is scrollable.

Date	Availability	Start Time	End Time	Type
Wed Apr 01	Available	00:00	00:00	Shift Class: Evening
Sat Apr 04	Not Available	00:00	00:00	Shift Class: Day
Sat Apr 04	Not Available	00:00	00:00	Shift Class: Evening
Sat Apr 04	Not Available	00:00	00:00	Shift Class: Night
Sat Apr 04	Not Available	00:00	00:00	Shift Class: Standby
Sun Apr 05	Not Available	00:00	00:00	Shift Class: Day
Sun Apr 05	Not Available	00:00	00:00	Shift Class: Evening
Sun Apr 05	Not Available	00:00	00:00	Shift Class: Night
Sun Apr 05	Not Available	00:00	00:00	Shift Class: Standby
Wed Apr				