ESS Mobile 3.0: Managing Rotation for Shift Availability

Employees can specify their availability for the shift arrangement by defining rotations. A rotation is the amount of days that employees can set up their availability. Employees' supervisor can also specify their availability. **Note:** You can also indicate your daily availability in your calendar. See a separate job aid called Understanding Your Calendar.

To access employee rotations:

1. Tap the Three Line menu () in the upper-left corner of the screen. The left panel is expanded.



2. Tap the Personal Information tile. The **MY INFORMATION** screen is displayed.



3. Tap My Rotation.



4. Employees can add new rotations, specify availability, and remove existing rotations.

Add a Rotation

To create a new rotation:

1. Tap My Rotation.



2. If there is no rotation exists, the screen with the following instructions is displayed. Tap **NEW ROTATION**. The **Add Pattern** screen is displayed.

BACK	HOME
Define your by building	Work Availability a New Rotation
	NEW ROTATION

3. Specify the following properties to add a rotation. Tap **SUBMIT**.

BACK	Add Pattern	HOME
Add Pattern		
Add Work Prefer	rence Rotation	
Weekly (7 days)		•
Time Interval Hourly Intervals		•
Beginning On		
06/30/2018 Enter starting date	of new work availability rotation. The e	earliest currently a

SUBMIT

Property	De	Description															
Length of Rotation	The •	e follo Week increr	wing ly (7 nent	g opt days s.	ions 5). Th	are a e em	vaila iploy	ble: ee ca	an sp	ecify	/ the	shift	rota	tion	in se	ven-	day
		BEGINNING SAT AUG-19 2017 👻															
			Sa	Su	Мо	Tu	We	Th	Fr								
		12am															
	•	Biwee increr	ekly (nent	14 da s.	ays).	The	emp	oye	e can	spe	cify t	he sh	nift ro	otatio	on in	fou	rteen-day
		BEGINNING SAT AUG-26 2017 👻															
			Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	
		12am															

Property	Description
Time Interval	 The following options are available: Hourly Intervals. The employee can specify the shift rotation in hourly intervals. Image: Sa Su Mo mage: Sa Su Mo mage
Beginning On	Select a starting date of the new shift rotation. The earliest date that can be selected is based on your system setting. If the selected date is too early, the following error message is displayed. Date selected is to too early.

4. The following Rotation Planner is displayed for specifying the availability of the employee rotation.

BAC	ВАСК										
BEG	BEGINNING SAT JUN-30 2018 👻										
	Sa	Su	Мо	Tu	We	Th	Fr				
12am											
1am											
2am											
3am											
4am											
5am											
6am											
7am											
8am											
9am											
10am									+		
REN	IOVE R		N			N	EW RO	ΓΑΤΙΟΝ			

Define the Availability

Employees can define the availability by the tapping the cell for the day and time they want in the Rotation Planner.



The following table describes the relationship been colored cells and the employee availability.

Color Scheme	Screenshot	Description
Grey	Tu 12am	The availability of employee has not been specified. The box turns to green by touching the grey box.
Green	Tu 12am	The available day and time slot of the employee. The box turns to red by touching the green box.
Red	Tu 12am	The unavailable day and time slot of the employee. The box turns to grey by touching the red box.

Employees can also define their availability using the following operations:

1. Tap a day of week on the header.



2. The following operations are available on the top panel of the screen:



Operation	Description
Copy Previous Day	The availability preferences of previous day are copied to the selected day.
Clear This Day	The availability preferences of the selected day is removed.
Available All Day	Set the employee is available all day in the selected day. Green colored blocks are displayed for the selected day.

Operation	Description					
Unavailable All Day	Set the employee is blocks are displayed Sa 12am 1am 2am 3am	s unavailable al d for the select	day in the se ed day.	lected da	ay. Rec	l colored
Add Availability Zone	Add Work Preferen	ice Period (gree	n colored blo	cks) for t	he sele	ected day by
	Add Work Preference Perio	period in the F	r om and To fi	elds.	Sa	
	То	9:00	×	6am		
	Encompass Whole Day			7am		
	Enter starting and ending time:	s indicating your preference	to work on this day.	8am		
				9am		
		SUBMIT		10am		
	If Encompass Who l for this employee.	le Day is enable	d, the whole	day is ide	entifie	t as available
Add Unavailability	Add Unavailability	Period (red cold	red blocks) fo	or the sel	lected	day by
Zone	specifying the time	period in the F	rom and To fi	elds.		
	Add Unavailability Peri	iod			Sa	
	From	1:00		12am		
	То	6:00	×	1am		
	Encompass Whole Day			3am		
	Enter starting and ending	times indicating your un	4am			
				5am		
		SUBMIT		6am		
	If Encompass Who unavailable for this	le Day is enable employee.	d, the entire	day is ide	entified	l as

Remove an Existing Rotation

To remove an existing rotation:

1. Tap the **Beginning** date drop-down menu to select a specific rotation. The Rotation Planner is displayed.



2. Tap **REMOVE ROTATION**. The **Remove Pattern** screen is displayed.

BACK									
BEG	SAVE								
	Sa	Su	Мо	Tu	We	Th	Fr		
12am									*
1am									
2am									
3am									
4am									
5am									
6am									
7am									
8am									
9am									
10am									*
REN	IOVE R	ΟΤΑΤΙΟ	N			N	EW ROT	ΓΑΤΙΟΝ	

3. Make sure the rotation is the one that you want to delete. Tap **SUBMIT**.



4. The following messages are displayed one after the other.

Define your Work Availability by building a New Rotation

Work Availability Rotation Removed

5. The rotation pattern is removed from the list.



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