## ESS Mobile 3.0: Viewing Your Work Availability

Employees can view their work availability. The unavailable status is labeled as **Unavailable** and available status is labeled as **Preferred**.

BACK						HOME		BACK						HOME
<	APRIL 2021 👻				>		<	APRIL 2021 -					>	
Su	Мо	Tu	We	Th	Fr	Sa		Su	Мо	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3		28	29	30	31	1	2	3
4	5	6	7	8	9	10		4	5	6	7	8	9	10
11	12	13	14	15	16	17		11	12	13	14	15	16	17
18	19	20	21	22	23	24		18	19	20	21	22	23	24
25	26	27	28	29	30	1		25	26	27	28	29	30	Ō
	APR 17 SAT	APR 17 SAT Unavailable 10:00am to 2:00pm			* *		APR 24 SAT Preferred 12:00am to 2:00am		n		•			
MENU			REFRESH		PI	CKUPS		MENU			REFRESH		PI	CKUPS

Your work availability can be specified by yourself or your supervisor. See job aids called *Managing Rotation for Shift Availability* and *Indicating Your Availability in Calendar* for details.

To view your work availability:

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



2. Tap the CALENDAR menu item. The calendar screen is displayed.

2
Julie Adams
Michicare, Nursing, Certified Nursing Aide, Grand Rapids
LOG OFF
OPEN ITEMS
MY TRADES
CALENDAR

3. The current date is identified with an orange underscore. Tap **MENU**. The menu options are expanded.

BACK						HOME		
<			>					
Su	Мо	Tu	We	Th	Fr	Sa		
28	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		
	MAR Hourly Accumulations   16 Regular   8:30							
MAR 16 TUE Pay Period Begins No Work Schedules								
MENU		R	REFRESH		PIC	KUPS		

4. Tap **PRESENTATION**. The **INDICATE WORK AVAILABILITY** calendar view is displayed with the current date highlighted.



5. Tap the **My Indications of Availability** slider to the right to enable this option. Tap **SAVE**.

BACK	HOME
Available Work Sebectules	
My Assigned Work Schedules	
My Scheduled Absences	
My Pay Accumulations	
Notifications Received	
•	
My Indications of Availability	
Pending Items	
Calaat aasrah itama	
Select search items.	
	SAVE

6. All work availabilities are highlighted on the calendar with a blue circle.

BAC	НОМЕ					
*		>				
Su	Мо	Tu	We	Th	Fr	Sa
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	30	
MEN	U		REFRESH	PICKUPS		

7. Tap a day with blue circle. The employee work availability is displayed below the calendar with detailed information, including the available status, which is **Unavailable** or **Preferred**, the available or unavailable starting time and ending time.



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