



MSS: Adding Employee Availability Preferences

The Availability page in Manager Self Service (MSS) helps you track time slots when employees are unable to work and when employees prefer to work. From a single day block of time scheduled down to 30-minute interval to blocks of time for the entire month, the features in the Availability page can be used to schedule and display employee availability. This feature is ideal for managers who need to track part time employees, such as students, or employees who do not receive paid time off.

To add availability preferences for an employee in MSS:

1. Open the employee's Personal Information page.

Last Name	First Name	MI	ID	Badge	Pay Class	Division	Facility
Eaton	Courtney	Q	4045	4045	HRL	Michicare	Detroit Care

Last Name:	<input type="text" value="Eaton"/>
First Name:	<input type="text" value="Courtney"/>
Middle Initial:	<input type="text" value="Q"/>
ID Number:	<input type="text" value="4045"/>
Badge:	<input type="text" value="4045"/>
Pay Class:	<input type="text" value="HRL"/>
Pay Class Eff. Date:	<input type="text" value="01/12/18"/>
Clock Group:	<input type="text" value="Clock Group #1"/>
Schedule Pattern:	<input type="text" value="Pattern to clear schedules"/> Change...
Sch. Patt. Eff Date:	<input type="text" value="10/30/18"/>
Date of Hire:	<input type="text" value="5/22/14"/>

Photo: [Browse...](#)

[Upload Selected Image](#)

2. Select the Availability page from the Pages drop-down list.

The screenshot shows an employee profile page for 'Eaton Courtney'. The 'Basic' dropdown menu is open, listing various sections: Basic, Personal, Private, Address, Workgroup, Active Status, Hourly Status, Pay Class, Employee Editing Sheet, Templates, Certifications, Attributes, Leave Requests, Messages, Availability, and Activity. A red arrow points to the 'Availability' option, which is highlighted. The background shows fields for Last Name, First Name, MI, Badge, Pay Class, Division, Facility, ID Number, Date of Hire, and a photo upload area.

The Availability page displays a calendar view of the month selected in the drop-down list.

The screenshot shows the 'Availability' page for 'Eaton Courtney'. The 'Availability' dropdown menu is open, showing a list of months from October 2018 to March 2019, with 'December 2018' selected. The calendar view displays the month of December 2018, with days 25, 26, 2, 3, 4, and 5 visible. Each day has a '+' icon in a box, indicating availability preferences. The background shows the employee's name, MI, Badge, Pay Class, and Division.

To add an availability preference for a single day, click the Plus icon + in the calendar date and select **Set Temporary Availability**.

Last Name	First Name	MI	ID	Badge	Pay Class	Division	Facility	Pos	
Eaton	Courtney	Q	4045	4045	HRL	Michicare	Detroit Care	Cert	
Sunday		Monday		Tuesday		Wednesday		Thursday	
25	November	26	November	27	November	28	November	29	November
+		+		+		+		+	
2		3		4		5		6	
December		December		December		December		December	
+		+		+		+		+	

Set Temporary Availability

In the *Register Availability* window, select the indicator (unavailable or preferred) and the day for availability. If you want to set the availability for several days in a row, enable the Multiple Days in a Row check box and enter the date in the To field to indicate the number of days.

Register Availability ✕

Properties

Indicator: Unavailable ▼

Whole Day or Days:

From: 12/04/2018 📅

Multiple Days in a Row:

To: 12/05/2018 📅

From: 12/04/2018 📅

Time: 8:00

To: 12/04/2018 📅

Time: 10:00

Notes:

Ok Cancel

Register Availability ✕

Properties

Indicator: Unavailable ▼

Whole Day or Days:

From: 11/28/2018 📅

Multiple Days in a Row:

To: 11/29/2018 📅

From: 11/28/2018 📅

Time: 8:00

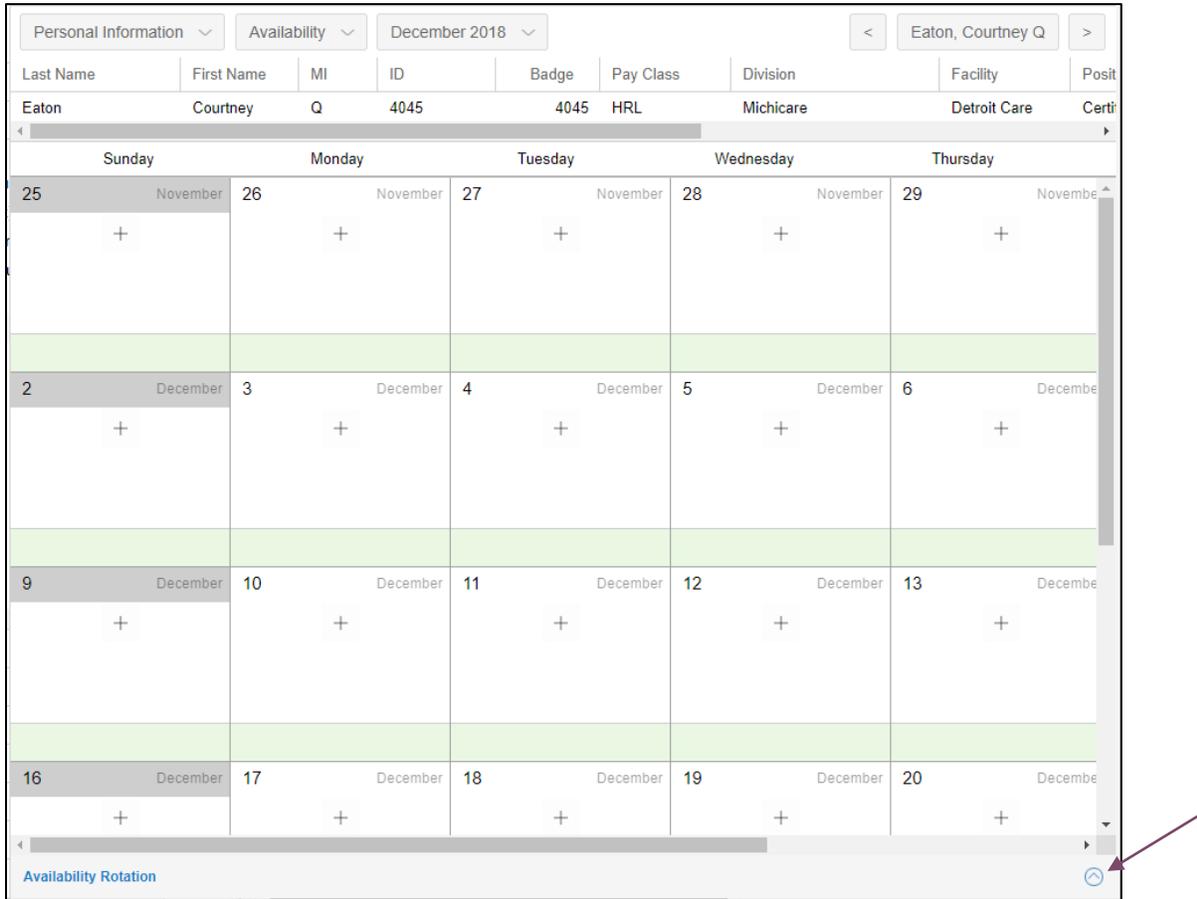
To: 11/28/2018 📅

Time: 10:00

Notes:

Ok Cancel

To schedule multiple availability preferences for the month, you can use the Availability Rotation feature, located in the panel below the Availability calendar. Click the arrow circle  to expand the panel.



Personal Information		Availability		December 2018		Eaton, Courtney Q			
Last Name	First Name	MI	ID	Badge	Pay Class	Division	Facility	Posit	
Eaton	Courtney	Q	4045	4045	HRL	Michicare	Detroit Care	Certi	
Sunday		Monday		Tuesday		Wednesday		Thursday	
25	November	26	November	27	November	28	November	29	November
+		+		+		+		+	
2	December	3	December	4	December	5	December	6	December
+		+		+		+		+	
9	December	10	December	11	December	12	December	13	December
+		+		+		+		+	
16	December	17	December	18	December	19	December	20	December
+		+		+		+		+	

Availability Rotation 

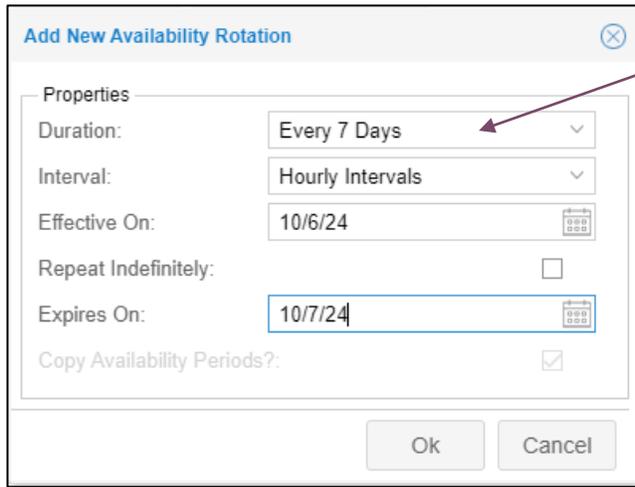
In the expanded Availability Rotation panel, click the **Add New Rotation** button.



Availability Rotation 

Add New Rotation

In the *Add New Availability Rotation* window, select **Every 7 Days** for the duration.



The screenshot shows the 'Add New Availability Rotation' dialog box with the following settings:

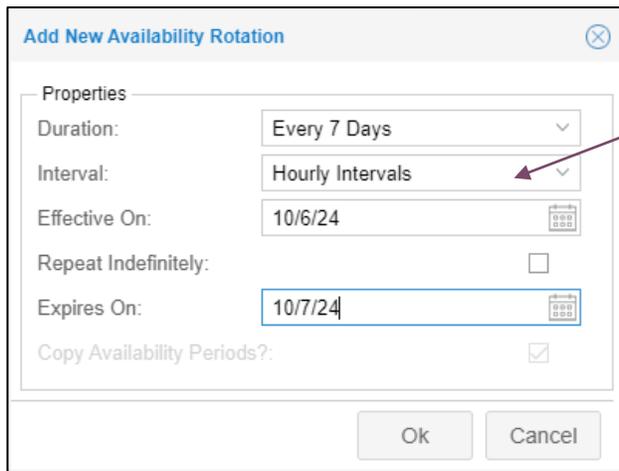
- Duration: Every 7 Days (indicated by a red arrow)
- Interval: Hourly Intervals
- Effective On: 10/6/24
- Repeat Indefinitely:
- Expires On: 10/7/24
- Copy Availability Periods?:

Buttons: Ok, Cancel

There are two settings in the Duration drop-down list: **Every 7 Days** and **Every 14 Days**. The option for **Every 14 Days** is not available at this time.

Select an interval for the availability rotation. There are there are two options:

- Hourly intervals
- Half-hour intervals



The screenshot shows the 'Add New Availability Rotation' dialog box with the following settings:

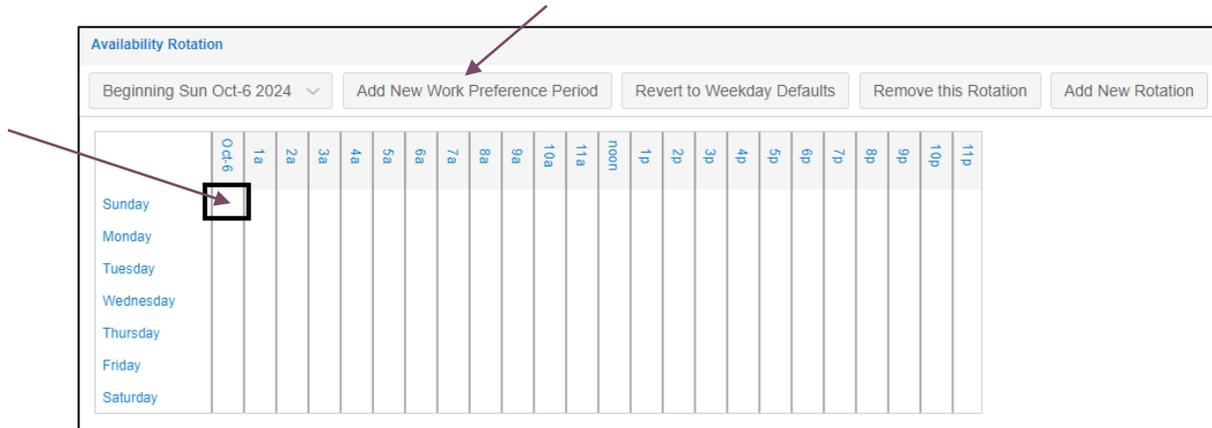
- Duration: Every 7 Days
- Interval: Hourly Intervals (indicated by a red arrow)
- Effective On: 10/6/24
- Repeat Indefinitely:
- Expires On: 10/7/24
- Copy Availability Periods?:

Buttons: Ok, Cancel

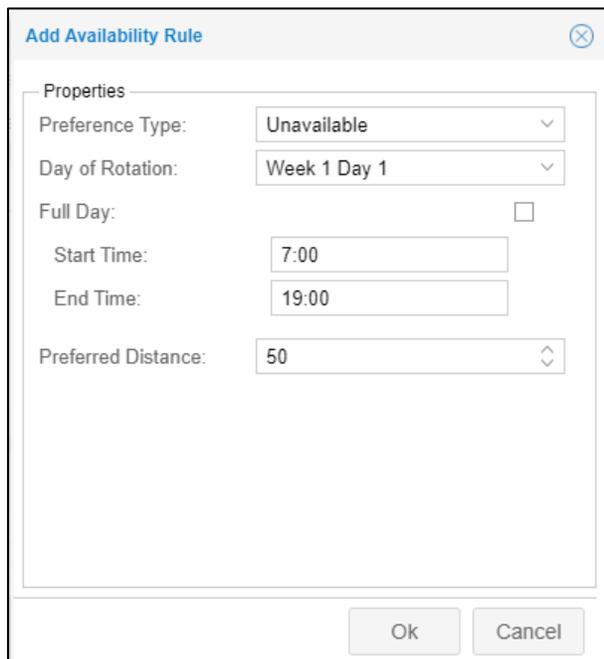
Select a date for when the availability will become active and when it will expire. Do not enable the Repeat Indefinitely check box.

Adding Availability Rules

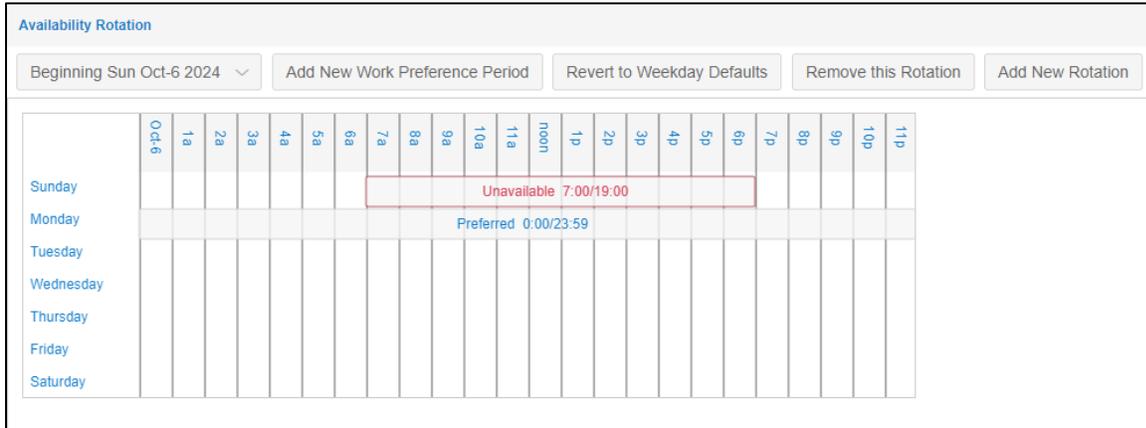
In the Availability Rotation window, click the first cell next to the day of the week to enter availability details for that day. You can also enter details by clicking the **Add New Work Preference Period** button.



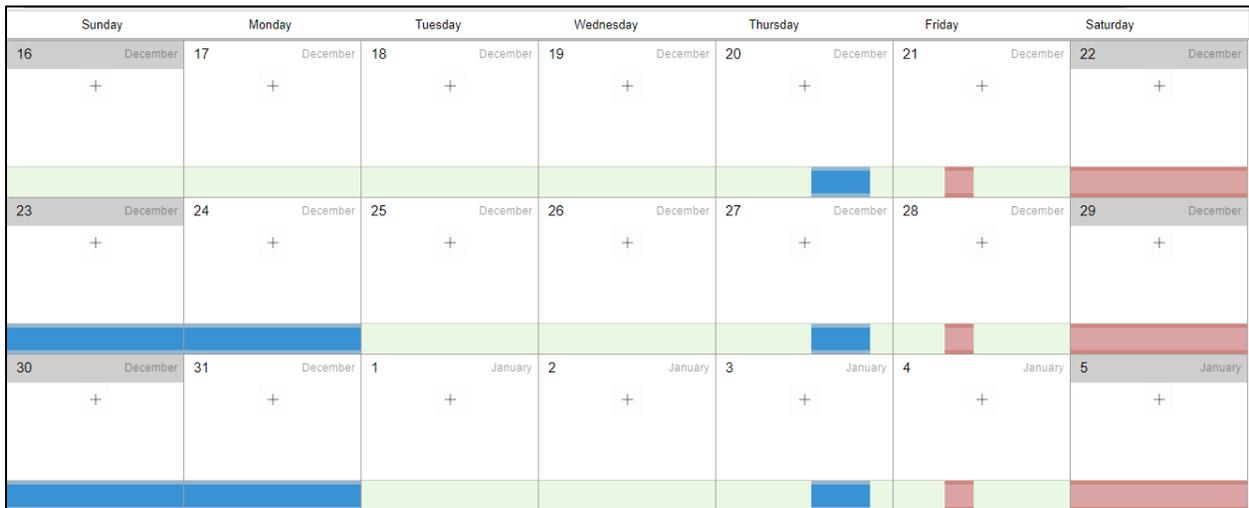
In the *Add Availability Rule* window, select the preference type (unavailable or preferred). Select the duration of the availability by enabling the Full Day check box or adding a time interval in the Start Time and End Time fields.



The availability rotation is effective immediately on the date you selected. Your chart will display the time interval for each rotation rule added: unavailable in red and preferred in blue.



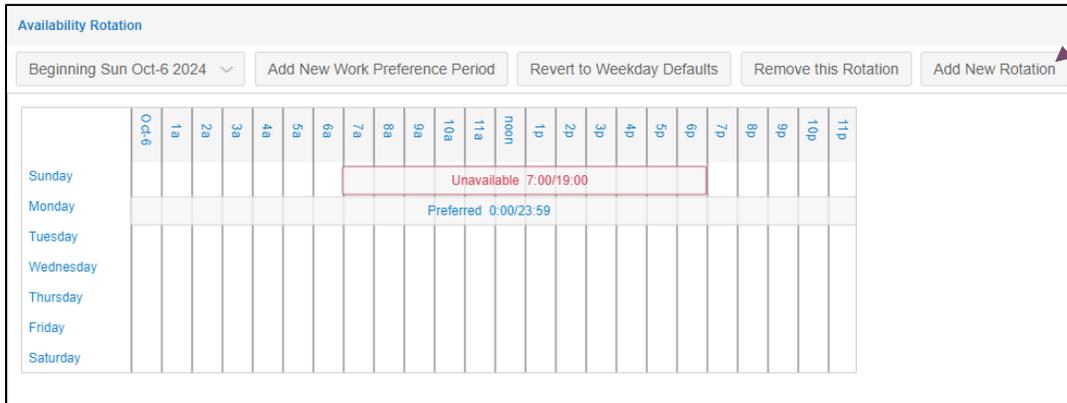
An availability rotation is also displayed in the employee's Availability page calendar.



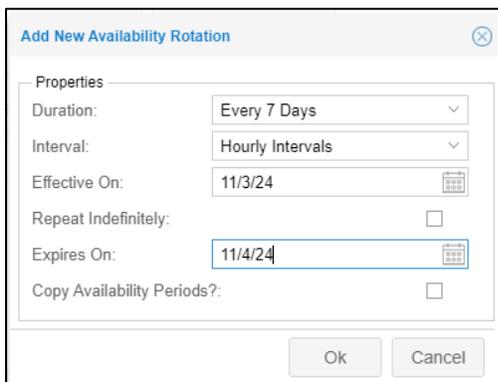
Blue bars indicate preferred days/times and red bars indicate unavailable days/times.

Multiple Rotations

You can add another rotation rule by clicking the **Add New Rotation** button.

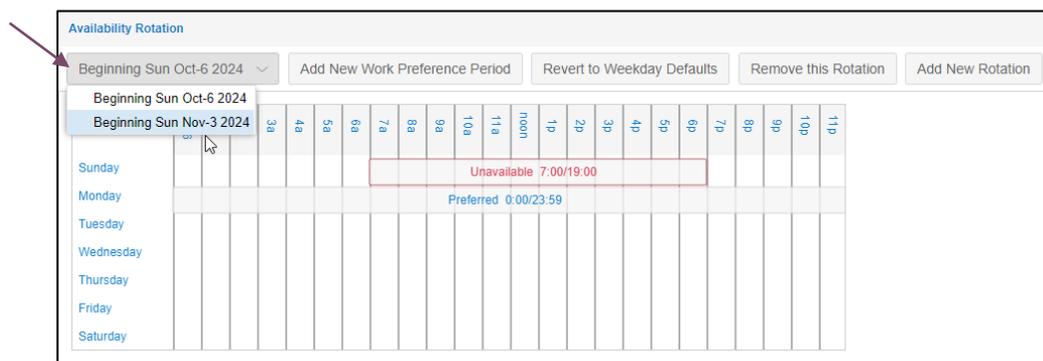


When adding the interval dates for the new rotation, be sure to avoid overlapping with your existing rotations.



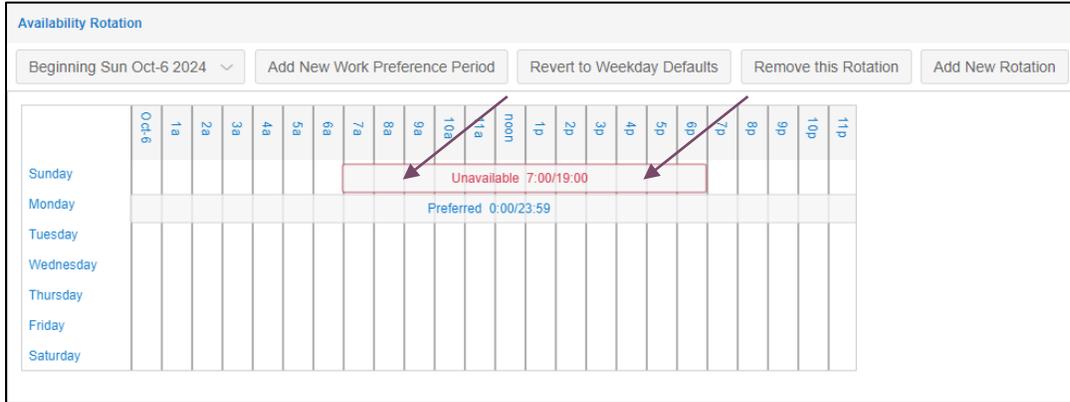
The Copy Availability Periods feature is not available at this time.

To change your rotation view when you have multiple rotations, click the beginning date button to select the rotation from the drop-down list.



Adjusting or Removing a Rotation

To make a change to a rotation rule in your availability rotation, click in the area on either side of the rule bar text in the rotation chart.



Edit the properties of the rule as needed in the *Adjust Availability Rule* window. If you want to remove the rule, enable the Remove this Rule check box.

The 'Adjust Availability Rule' dialog box contains the following fields:

- Preference Type: Unavailable
- Day of Rotation: Week 1 Day 1
- Full Day:
- Start Time: 7:00
- End Time: 19:00
- Preferred Distance: 50
- Remove this Rule: (indicated by a red arrow)

Buttons: Ok, Cancel

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