



Set Availability

Set availability to let your manager know which times of the day or days of the week you prefer to work or not work. For example, set repeating unavailability for weekly morning classes etc. Unlike time off, availability does not require manager approval.

Note: Setting availability does not guarantee that you will get shifts that match with your preferences.

To set availability from **Computer:**

1. Go to **Schedule** tab.
2. On the calendar, select the date you would like your preference to start.
3. Select **Availability** at the top.
4. Fill the details.
5. Select **Save Availability**.

To set availability from **Mobile:**

1. Tap **More** in the bottom-right of the page.
2. Tap **My Availability**
3. On the calendar, choose the date you would like your preference to start.
4. Enter the details.
5. Tap **Save**.