Manage Availability & Time-Off

Last Modified on 10/03/2023 11:51 pm MDT

Employees can submit requests of Availability and Time Off for manager approval or Managers can enter known Availability and Time Off on behalf of the employee.

Availability

(regular week to week pattern of employee availability)

1. From the main Toolbar please select Employees.



2. Find and select employee.

Emplyee, TEST #2 (TEST EMPLOYEE, Y)		
Employee TEST (TEST EMPLOYEE, X) 24d since hired	test@teamwork.com	(313)

3. Click on "Edit Availability, Days Off and Activate/inactivate" button.

Edit Profile for EMPLOYEE TEST 👙	יע
Edit Availability, Days Off and Activate/Inactivate	Back to Employee List
Profile Schedules / Roles Salary / Wages Alerts Admin Alerts Reminders, Certs & Custom Input	
Contact Information Preferred Gender Pronouns Notification Methods Employee Login Invite (Activated) Active)

Alternately you can navigate directly to this section of their profile by clicking the employees name from schedules, or the calendar icon from the employee's page. f



4. Select employee's Availability tab, and select Set New Availability.



5. Select the days or partial days that the employee can NOT work, and Submit Request.

Set company wide boundaries for employee availability hours in "General Settings->Other Settings"

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6. Final Step: Approve and Save!

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An employee can request availability for a manager's approval. View the Employee Requests section of your Dashboard as shown below (or Mobile App) to see pending employee requests.

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Future Availability

Future availability can be submitted as well (for instance if an employee's availability will change seasonally..)

Select Set New Availability, and select the applicable start date for the new availability

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Time-Off

(a day off or a time-period off, that is an exception to employee's regular pattern of availability)

- 1. Select the **Requested Days Off** tab
- 2. Select the dates, Submit Request and Approve/Save

Availability	Requ	ested D	ays Off	١	Nork	Acti	ve / I	nact	ive D	Dates	3	рто	/ Po	licies	3			
Time Off /	Availabili	ity Appro	oval by F	ull AD	MIN C	only												
Blackou	t Date	Rang	es															
No more th Feb 25, 20	n an 4 em 22 (Fri) -	ployee Foreve	s can re ar	ques	t													
• Requests r	must be r	nade w	ith Comr	nents														
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Request N	ew Day	/s Off																
From: Apr	30, 202	2 🗄	to M	ay 7,	202	2	Ħ											
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Select S	pecific	Hours]															
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Visual Flags on the Schedule

Unapproved or **Pending requests** are flagged on the schedule as shown. Click the flags to approve or deny.

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Hrs: Appr Availblty!	OFF REQUEST	OFF REQUEST	OFF REQUEST	OFF REQUEST
Wagner, Mason				
Hrs Worked:0.00 Hrs ⁷⁻¹⁸ : 0.00 Shifts ¹⁻³ : 0				

Blocking dates from requests, see: https://support.dolceclock.com/help/blocking-dates-from-time-off-requests