

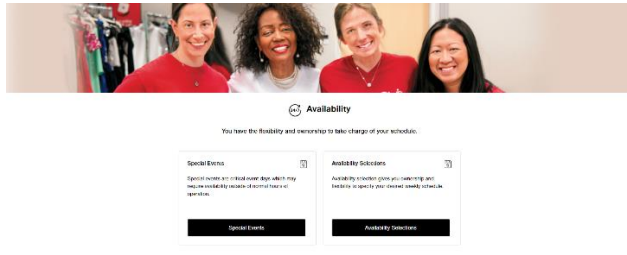
OVERVIEW

The availability platform gives you ownership and flexibility to specify your desired weekly schedule.

Accessing the Application

Accessing the Availability application:

1. Log in to My Insite with your 8-digit colleague ID and your password and select the Availability tile through MyDay.
2. Once logged in, you will see the Availability Selections tile.



Selecting Your Availability

Accessing your starting week:

Once you are logged into the Availability Platform, you can view and action availability in future weeks using two methods.

1. There are five weeks shown in tabs above the daily tiles. Each tab can be selected to view past weeks entries, or view and edit future weeks' entries.
2. You can also use the calendar icon and arrows shown under the Availability Selections header to select a week for viewing and editing.



Home / Availability / Availability Selections

Availability Selections

Select the week and day to indicate your availability.

< Oct 29 - Nov 25, 2023 >

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To input your Availability:

1. Select the "Select Availability" link for the day that you would like to edit.
Note: You can only edit one day at a time.
2. Next, select the drop down for "Start" to input your earliest availability.
Note: You must select a start time.
3. Then, select the drop down for "End" to input your latest availability.
Note: You must select an end time.
4. Select "Save" to complete your Availability entry for this day or select "Cancel" to exit the edit screen for this day. Each day needs to be saved before selections can be entered for another entry.
5. Availability selections reset quarterly with no previous selections carrying forward. Colleague movement/transfers at the Division, Location, and Department level will trigger a reset and require colleagues to make selections.

Home / Availability / Availability Selections

Availability Selections

[Visit My Time Off](#) [Quick Reference Card](#)

Select the week and day to indicate your availability.

< Oct 29 - Nov 25, 2023 >

Key Days Special Events PTO Unavailable Days

Oct 29 - Nov 4 Nov 5 - Nov 11 **Nov 12 - Nov 18** Nov 19 - Nov 25

You can take up to - 4 day(s) off in a week OR 5 morning(s) off in a week OR 4 evening(s) off in a week. You currently have an active accommodation that may impact your schedule. For questions regarding your workplace accommodation please utilize AskHR. Selections made can be edited until October 15.

Click below to set my availability to "Open - Close" hours for the week.

Set Week Open-Close

Sun, Nov 12	Mon, Nov 13	Tue, Nov 14	Wed, Nov 15	Thu, Nov 16	Fri, Nov 17	Sat, Nov 18
Store Hrs: 11:00 AM - 7:00 PM	Store Hrs: 11:00 AM - 9:00 PM	Store Hrs: 11:00 AM - 9:00 PM	Store Hrs: 11:00 AM - 9:00 PM	Store Hrs: 11:00 AM - 9:00 PM	Store Hrs: 10:00 AM - 9:00 PM	Store Hrs: 10:00 AM - 9:00 PM
Select Availability	Select Availability	Select Availability	Select Availability	Select Availability	Select Availability	Select Availability

Click below to make this my availability for "Future Weeks"

Set Future Availability

Set my Availability to Open-Close for the week.

This tool allows you to save your daily selections for the selected week as "Open-Close".

1. Select the "Set Week Open to Close" button above your daily selections.
2. Confirm "Open-Close" availability in the pop up by selecting yes. To cancel the request and return to the weekly view, select "No".

Home / Availability / Availability Selections Visit My Time Off Quick Reference Card

Availability Selections

Select the week and day to indicate your availability.

< Oct 29 - Nov 25, 2023 > Key Days Special Events PTO Unavailable Days

Oct 29 - Nov 4 Nov 5 - Nov 11 **Nov 12 - Nov 18** Nov 19 - Nov 25

ⓘ You can take up to - 4 day(s) off in a week OR 5 morning(s) off in a week OR 4 evening(s) off in a week. You currently have an active accommodation that may impact your schedule. For questions regarding your workplace accommodation please utilize AskHR. Selections made can be edited until October 15.

Click below to set my availability to "Open - Close" hours for the week.

Set Week Open-Close

Sun, Nov 12 Store Hrs: 11:00 AM - 7:00 PM	Mon, Nov 13 Store Hrs: 11:00 AM - 9:00 PM	Tue, Nov 14 Store Hrs: 11:00 AM - 9:00 PM	Wed, Nov 15 Store Hrs: 11:00 AM - 9:00 PM	Thu, Nov 16 Store Hrs: 11:00 AM - 9:00 PM	Fri, Nov 17 Store Hrs: 10:00 AM - 9:00 PM	Sat, Nov 18 Store Hrs: 10:00 AM - 9:00 PM
Select Availability	Select Availability	Select Availability	Select Availability	Select Availability	Select Availability	Select Availability

Availability Selections Visit My Time Off Quick Reference Card

Select the week and day to indicate your availability.

< Oct 29 - Nov 25, 2023 > Key Days Special Events PTO Unavailable Days

Oct 29 - Nov 4 Nov 5 - Nov 11 **Nov 12 - Nov 18** Nov 19 - Nov 25

ⓘ You can take up to - 4 day(s) off in a week OR 5 morning(s) off in a week OR 4 evening(s) off in a week. You currently have an active accommodation that may impact your schedule. For questions regarding your workplace accommodation please utilize AskHR. Selections made can be edited until October 15.

Click below to set my availability to "Open - Close" hours for the week.

Set Week Open-Close

Confirm Availability ✕

Confirm your availability is "Open - Close" for the week.

No
Yes

Click below to make this my availability for "Future Weeks"

Mark myself unavailable for this day:

This tool allows you to mark your availability as unavailable for a specific day.

3. Select "Select Availability" for the day that you wish to block your availability.
4. Select the button for "I am unavailable for this day." When highlighted red, this feature will block your availability for this day.
5. To confirm and save your request, select "Save". To cancel the request and return to the weekly view, select "Cancel".

Select Availability ✕

Tue, Oct 24
Store Hours: 10:00AM - 08:00PM

ⓘ You can take up to 4 day(s) off in a week, OR 5 morning(s) off in a week, OR 4 evening(s) off in a week. Selections made can be edited until 09/30/2023.

I am unavailable for this day

Start End

Make this my selection for future weeks:

This tool allows you to save your selections for the selected week going forward.

6. Input and save your Availability Selections for the week following the instructions above.
7. Select the "Set Future Availability" button.
8. You will see a pop-up box to confirm saving your selections for future weeks. To confirm and save, select "Confirm". To cancel the request and return to the weekly view, select "Cancel".
9. Please note that any future entries you have made, will be overridden when using this tool.

Availability Selections

Select the week and day to indicate your availability.

< Oct 29 - Nov 25, 2023 > Key Days Special Events PTO Unavailable Days

Oct 29 - Nov 4 Nov 5 - Nov 11

ⓘ You can take up to - 4 day(s) off in a week OR 5 morning(s) off in a week OR 4 evening(s) off in a week. You currently have an active accommodation that may impact your schedule. For questions regarding your workplace accommodation please utilize AskHR. Selections made can be edited until Oct 15.

Click below to set my availability to "Open - Close" hours for the week.

Set Week Open-Close

Sun, Nov 12 Store Hrs: 11:00 AM - 7:00 PM	Mon, Nov 13 Store Hrs: 11:00 AM - 9:00 PM	Tue, Nov 14 Store Hrs: 11:00 AM - 9:00 PM
Select Availability	Select Availability	Select Availability

Click below to make this my availability for "Future Weeks"

Set Future Availability

Availability For Future Weeks





This selection impacts any availability inputs that you have made for future weeks. Please confirm how you would like to proceed.

- Delete all future weeks and replace with these selections through Oct 28, 2023

Cancel

Confirm

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Icons to note:			
Key Days	PTO	Special Events	Unavailable Days
		 Coming Soon!	

Key Days are extreme business days when we expect all colleagues to be available to work. If you are not assigned a shift, please plan to pick up a shift on Key Days. You should use self-service tools to select an open shift that fits your work-life.
Note: Within availability, Key Days require availability to be entered. If you do not enter a selection, you will be defaulted to open-close availability.

Preferences:

This tool located on the weekly view, allows you to enter preferred selections for the number of days scheduled in a week, the total hours scheduled in a week, and the daily shift length hours. To confirm your preference selections, select "Save". To cancel the request and return to the weekly view, select "Cancel".

Note: Please note that these preferences are strictly informational for store leadership. These selections are **not** mandatory.

Make this my selection for future weeks:

This tool allows you to save your selections for the selected week going forward.

1. Input and save your Availability Selections for the week following the instructions above.
2. Select the "Set Future Preferences" **button**.
3. You will see a pop-up box to confirm saving your selections for future weeks. To confirm and save, select "Confirm". To cancel the request and return to the weekly view, select "Cancel".
4. Please note that any future entries you have made, will be overridden when using this tool to save your preferences.

Preferences ×

Sunday, Oct 22 - Saturday, Oct 28

No. of Days ↓

Total Weekly Hours ↓

Daily Shift Length Hours ↓

Resources:

Availability Platform Stream Channel (<https://web.microsoftstream.com/channel/7677faf2-9eba-4a96-9e40-c47051bf76de>)