

Availability Tab

Click the **Availability** link of the My Information navigation bar in the **Substitute Self Service Center** to view the Substitute Availability tab, which you can use to indicate days and/or times that you are not available.

The Availability tab is not used in Substitute Mobile.



Indicating You Are not Available on a Selected Day

The Substitute Availability tab shows the district calendar for the month. By default, the system indicates that *you are available* for each potential work day.

If you are not available for all or part of a day, you should indicate that on the tab.

- Click the **Available** link on the day you cannot work to display a box that asks if you are available for any portion of the selected day.
 - If you *are not available* for any portion of the selected day, click the **No** button. The selected date will indicate that you are *Not Available* with the notation *All Day*.
 - If you *are available* for any portion of the selected day, click the **Yes** button. A box appears where you can designate the hours you are available for the day.
 - In the **Start** field select the earliest time you are available
 - In the **End** field, select when your availability ends.

The calendar will indicate that you are *Available* on the day with the time range of your availability.

- Click the **OK** button to close the box.

The selection lists of the Start and End fields show military times in 15-minute increments (for example, 13:15 equals 1:15 pm). Your selections will be converted to standard time.

Modifying Your Availability Settings

If you have indicated that you are not available on all or a portion of a day and you need to change this:

- Click the **Available** or **Not Available** link on the selected day on the calendar. (The link displayed depends on whether you indicated you are available for a portion of the day.) The **Are you available any portion of this day** appears. You can click these buttons are on this box:
 - Click the **Yes** button to open the **Designate the time for which you are available** box and enter your availability.
 - Click the **No** button to indicate that you are not available on the day.

- Click the **Reset** button to restore the default indication that you are available all day.