# Updating your availability on the mobile app

It is your responsibility as a casual employee when working at Sodexo to keep your availability up to date via the mobile app. This will assist in trying to provide you with work opportunities that align with where you are available to work and avoid being offered opportunities to work where you are not available to work.

Tip: It is recommended that you maintain your availability status up to 6 weeks in advance.

Make a change to your availability – Full Days

1. Tap the **My Schedule** tile from your home screen.

2. Tap **Request**.

3. Tap **Change Availability.**

*Note: You **cannot** change your available status once you have accepted work and shifts have been assigned. In circumstances where you are **no longer able to work** the assigned engagement, please **advise your manager** at earliest opportunity so the engagement can be cancelled.*
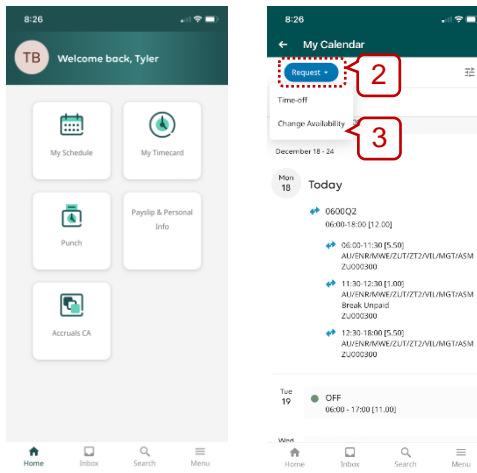
4. Tap to select the **date(s)** you wish to change your availability (outlined in blue).

5. Tap **Next**.

6. Tap the **Status** dropdown and tap either '**Unavailable**' or '**Available**'.

    Note: Default is 'unavailable'.

    There is no need to adjust the **Start** or **End** times, (00:00 to 00:00) this will ensure the status is applied for the entire day(s).
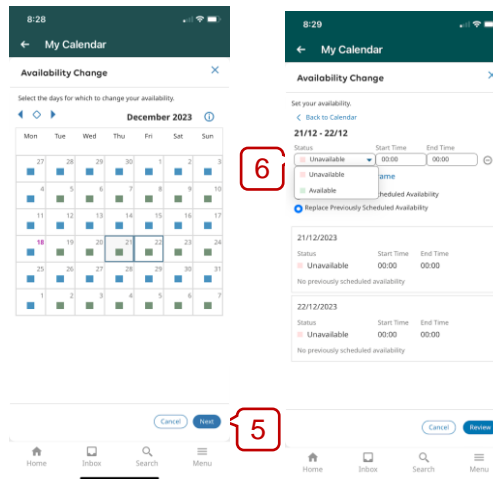
Make a change to your availability – Part Days

7. Alternatively, change the **Start Time** and / or **End Time** to indicate a block of time for the change in availability, and then select either:

    a. **Merge with Previously Scheduled Availability** to replace *only those hours* in the day, or

    b. **Replace the Previously Scheduled Availability** to replace the availability status for the *entire* day.

8. Tap **Review**.

9. Tap **Submit.**

Your availability change appears in your Requests tab (auto approved).
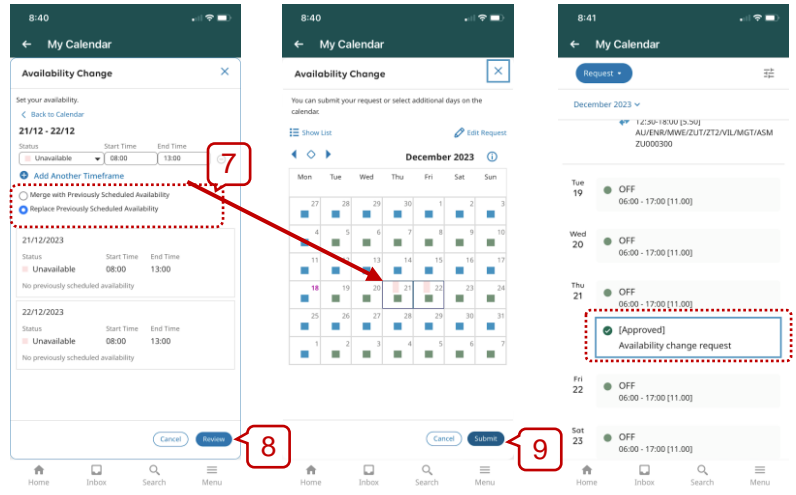
View your availability in the calendar

10. Tap Open **My Calendar** and select the **Filters** icon

11. Checkmark the **Availability** filter under Request Types to filter out the availability change requests.

12. Select **Change Availability** (refer above) to view availability in my Calendar. You will see your availability highlighted across the days in question:

*Note: '**unavailable**' days are pink, '**available**' days are green.*