

Casual Availability

As a Casual employee you will need to add your availability into your Sodexo UKG Calendar/Schedule. Doing this will help Workforce Planning plan future shifts.

Adding Your Availability

If you are new to the business, your first 4 weeks of rostered hours will be added by your workforce scheduler – this will need to be provided in writing.

You can add your availability 28 days from today's date – for example

If it's the 1st of the month, you can add availability from day 29 and you can add up to 3 months availability.

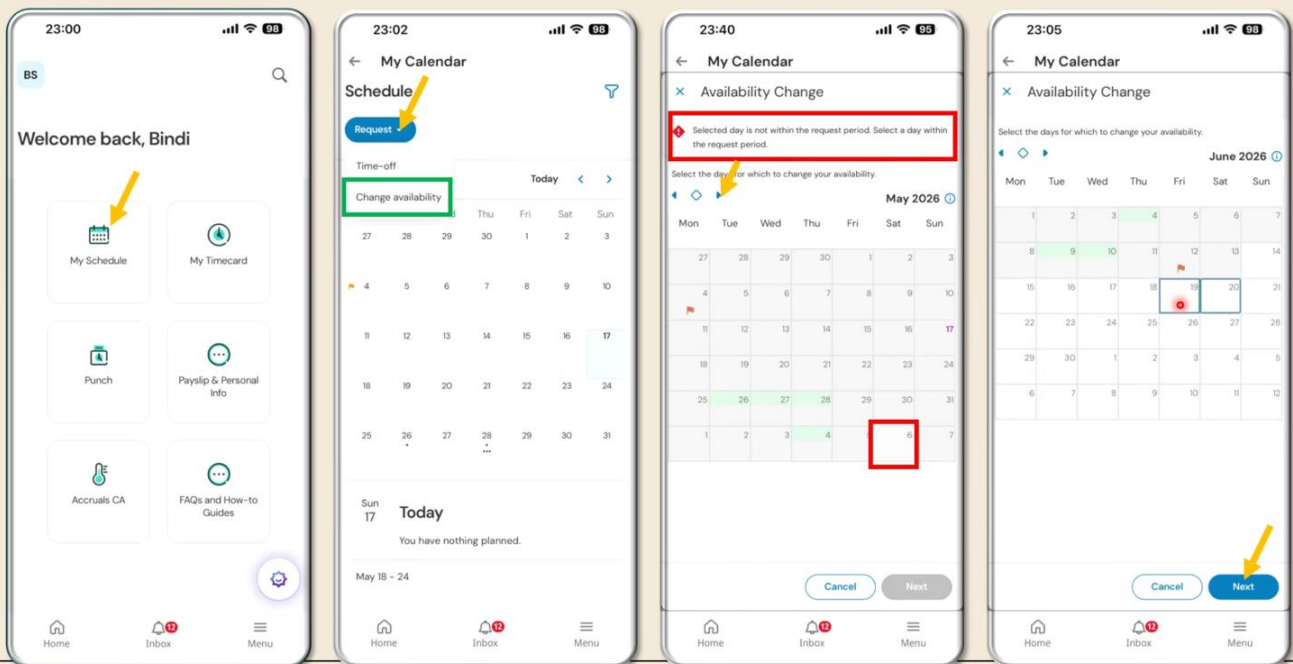
Add via your Mobile

Go to > My Schedule tile and click on Requests > Change availability

Find the desired date at least 28 days in the future and click on the dates you are **available**. Or the dates you want to add as **unavailable**.

You can add up to 3 months of availability in advance. When you have added your availability click **Next**

UKG App – Casual Availability



Review the dates you have selected

The start and end time section should be left blank as that is whole day and needs to be clear so the scheduler can add you to a shift when needed.

Select the status – **Available or Unavailable.**

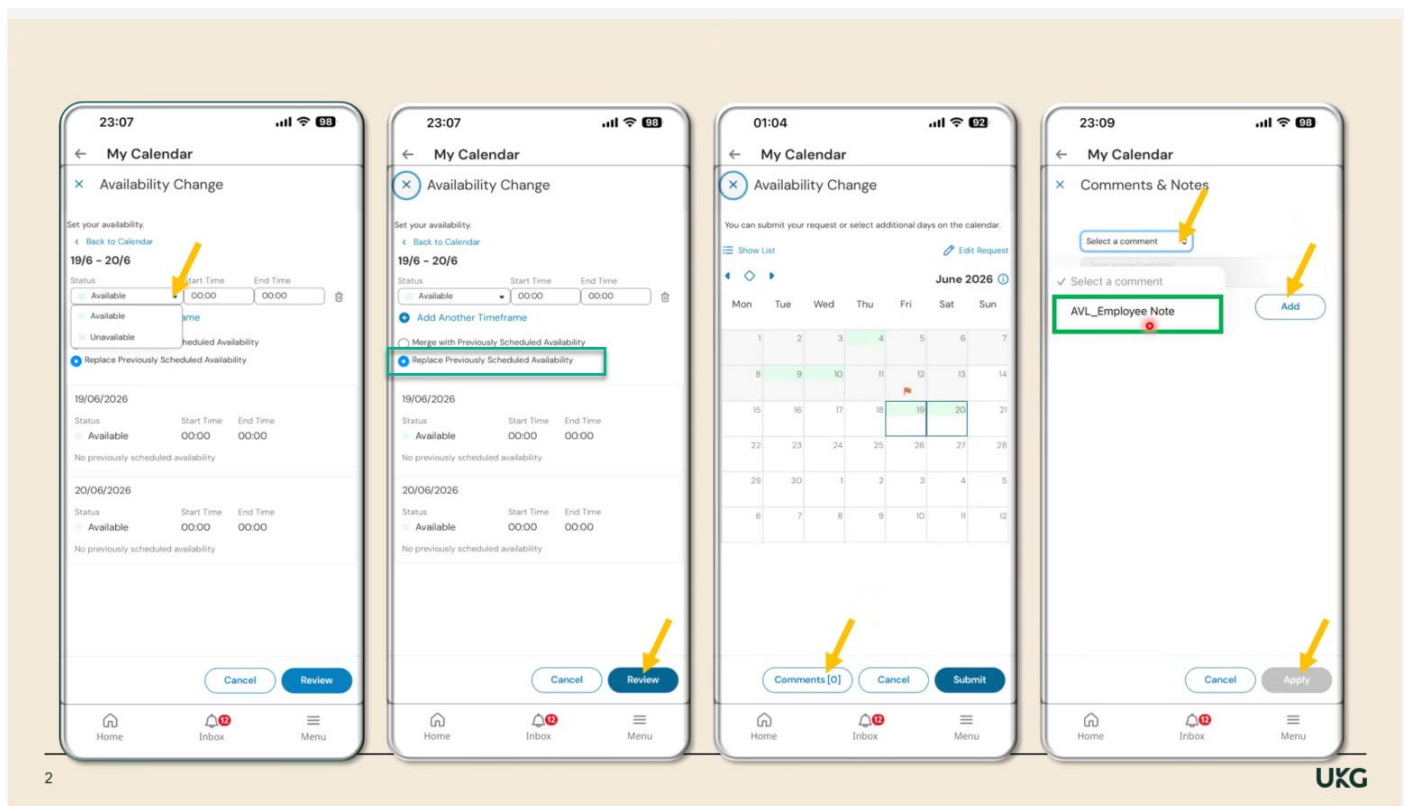
Select **Replace Previously Scheduled Availability**

Click on **Review**

Add a comment if needed > Click **Add**

Click **Apply** > Click **Submit**

Its set to auto approve.



Check or Change Your Availability

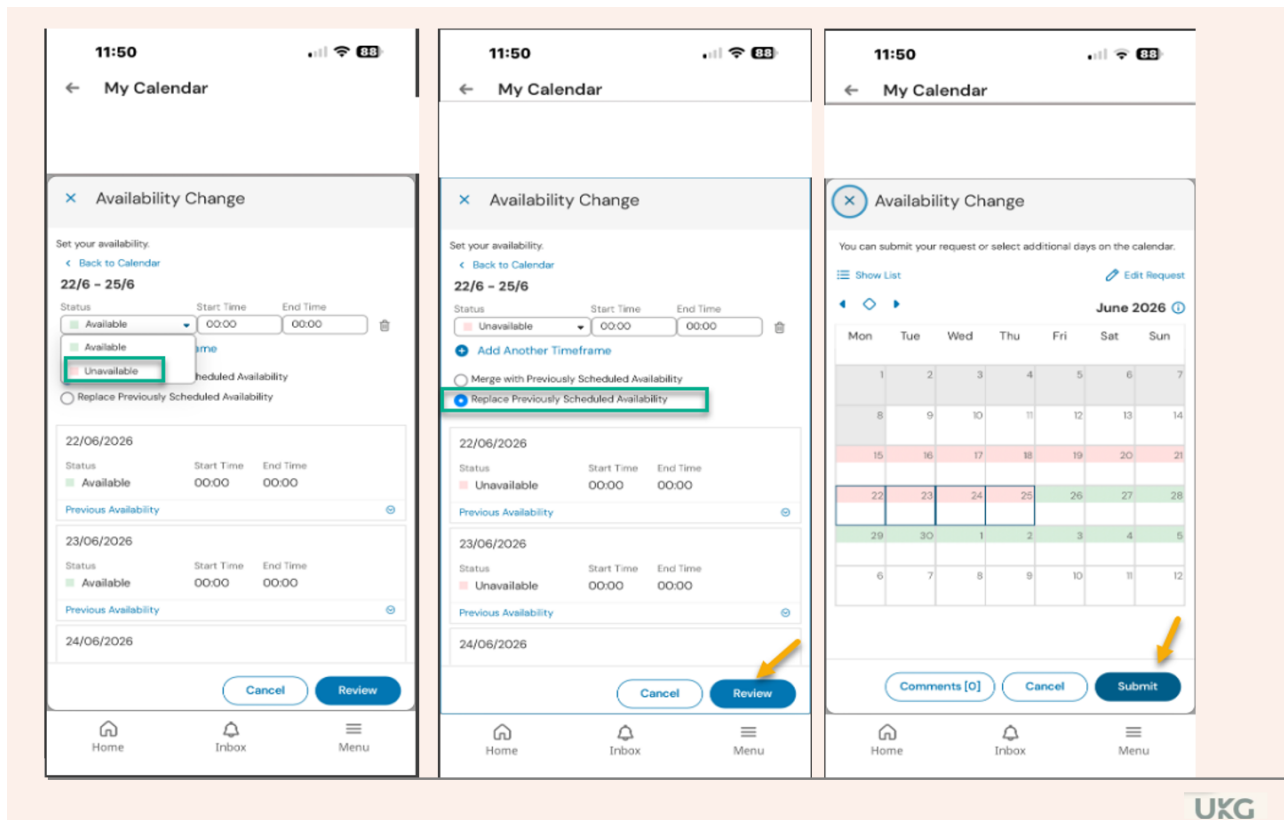
To Review or Change the availability dates you added > Go to My Schedule and click on **Change Availability**

Click on the dates you want to change > Click **Next**

Choose **Unavailable** from the status box

Click **Replace Previously Scheduled Availability** > Click **Review**

Review the change > Click **Submit**



Green - Available

Pink/Red - Unavailable