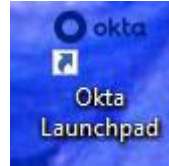
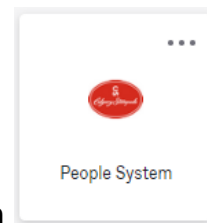




How to Change your Availability on the Desktop

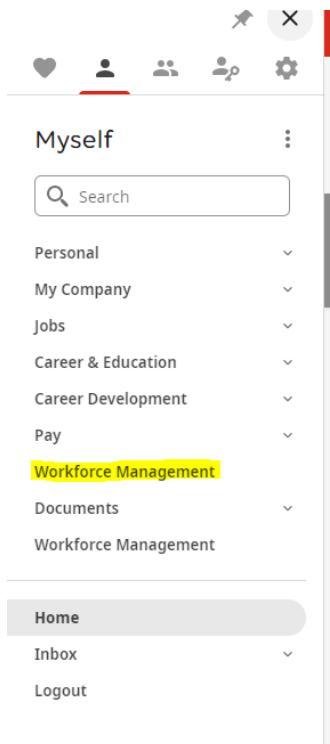


Step 1: Log into People System through Okta . The username and password will be sent to you in an e-mail from IT. It is usually your username and password you use to log into your computer.



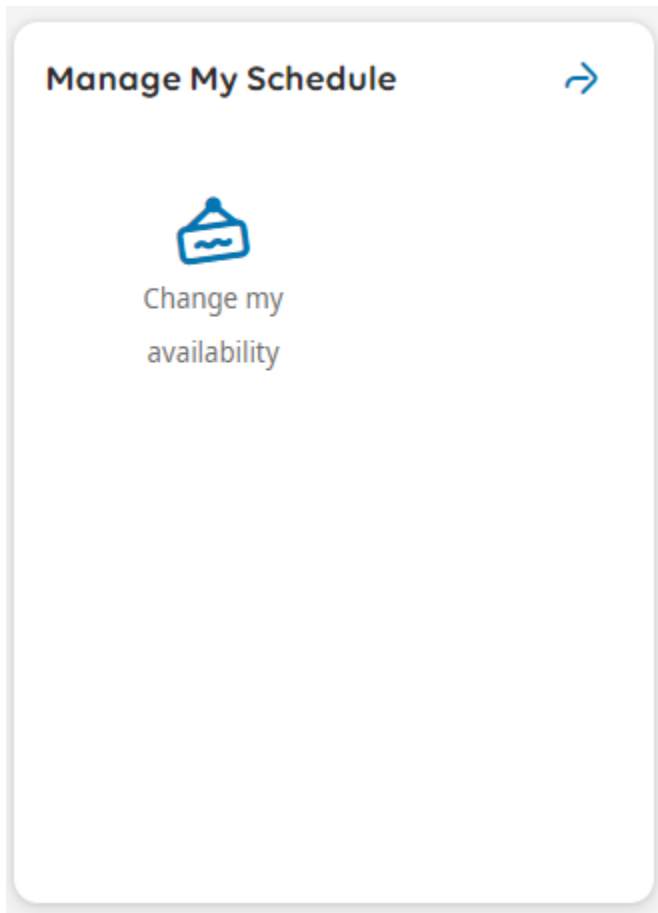
Step 2: Once you have logged on click on the People System Icon

Step 3: Click on the **Myself** icon and then the **First Workforce Management** in the list



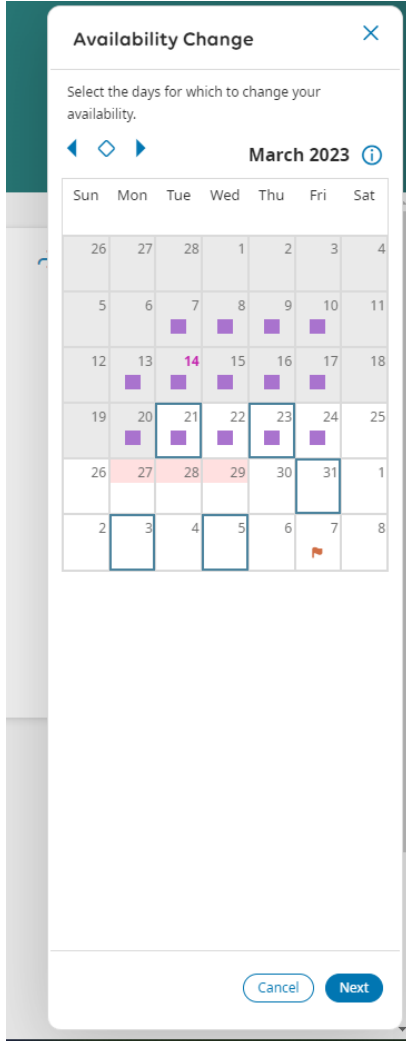


Step 4: This will open UKG Dimensions in another Tab. On the home screen you will see a tile labeled “Manage My Schedule”. Click on the “Change my Availability” Icon.





Step 5: a screen will pop up on the right with a calendar. Select the dates you want to edit. You can use the arrows to switch to a different month. The grey area indicates a timeframe you are not allowed to update your availability. A blue square indicates the days you have selected. When you are done selecting the dates to edit. Click “Next”.





Step 6:

Select the status you are updating (Unavailable or Available) from the drop down and enter in the start and end times of your change. You can then either Merge your changes with your current availability or replace what you had. Once everything is completed, Click “Review”.

The screenshot shows a mobile application interface for managing availability. At the top, there is a title bar 'Availability Change' with a close button (X). Below the title bar, the text 'Set your availability.' is followed by a 'Back to Calendar' link. The dates '3/21, 3/23, 3/31' and '4/03, 4/05' are listed. A table-like structure shows the status, start time, and end time for each date. The status is set to 'Unavailable' with a red square icon. Below this, there are two radio button options: 'Merge with Previously Scheduled Availability' and 'Replace Previously Scheduled Availability', with the latter being selected. At the bottom, there are 'Cancel' and 'Review' buttons.

Status	Start Time	End Time
Unavailable	12:00 AM	12:00 AM

3/21/2023

Status	Start Time	End Time
Unavailable	12:00 AM	12:00 AM

No previously scheduled availability

3/23/2023

Status	Start Time	End Time
Unavailable	12:00 AM	12:00 AM

No previously scheduled availability

3/31/2023

Status	Start Time	End Time
Unavailable	12:00 AM	12:00 AM

No previously scheduled availability

4/03/2023

Status	Start Time	End Time
Unavailable	12:00 AM	12:00 AM

No previously scheduled availability



Step 7: A screen will pop up for you to review your update. If you need to edit it

click  [Edit Request](#) . If everything is correct, click “Submit”.

Availability Change ✕

You can submit your request or select additional days on the calendar.

[Show List](#) [Edit Request](#)

◀ ◊ ▶ **March 2023** ⓘ

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Congratulations, you have now updated your Availability in Dimensions on your Desktop!