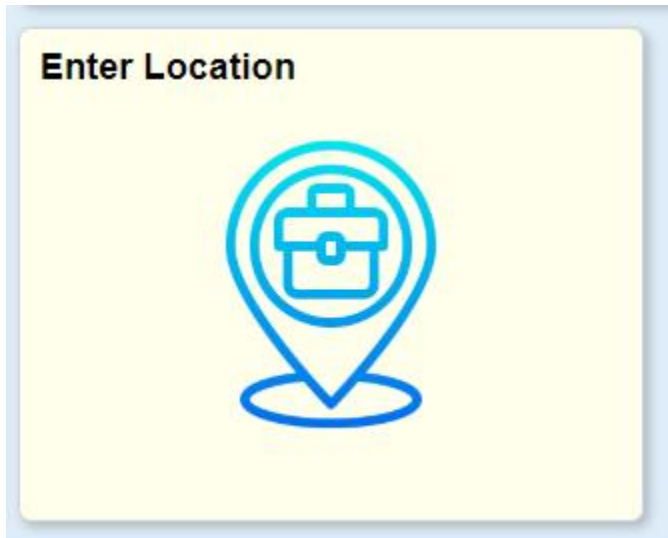


PeopleSoft Staff Availability Employee Manual

This document will walk you through entering your Work Location/Availability information into PeopleSoft.

Accessing the Tile

- Log in to PeopleSoft
- On the Employee Self Service homepage select the “Enter Location” tile



Changing the Date Range

One week is displayed at a time.

You can traverse to previous and upcoming timeframes by clicking the arrows on either side of the displayed date range.



◀ 22 March - 28 March 2020 ▶

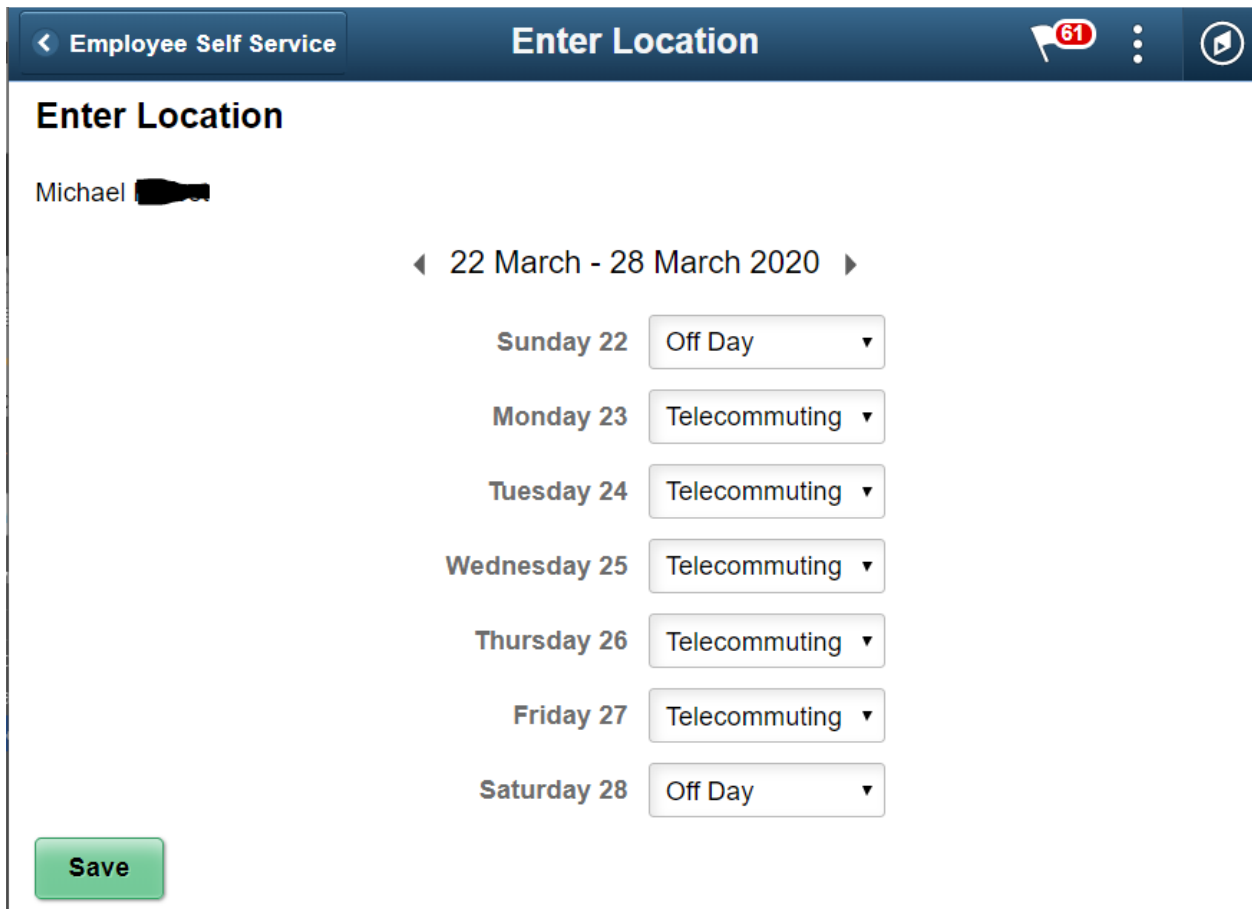
Sunday 22 ▼

Entering your Location

Use the drop downs next to each day to select your work Location\Availability for that day.

- **Off Day** – Not Working
- **On-Site** – Working at a City of Spokane location
- **Telecommuting** – Working from home

Click the Save button



The screenshot shows a web interface for 'Employee Self Service' with a header 'Enter Location'. The user is identified as 'Michael'. The main content area shows a date range from '22 March - 28 March 2020'. Below this, there are seven rows, each representing a day of the week with a corresponding dropdown menu for location selection. The dropdowns are set to 'Off Day' for Sunday and Saturday, and 'Telecommuting' for Monday through Friday. A green 'Save' button is located at the bottom left of the form area.

Day	Location/Availability
Sunday 22	Off Day
Monday 23	Telecommuting
Tuesday 24	Telecommuting
Wednesday 25	Telecommuting
Thursday 26	Telecommuting
Friday 27	Telecommuting
Saturday 28	Off Day

Save