

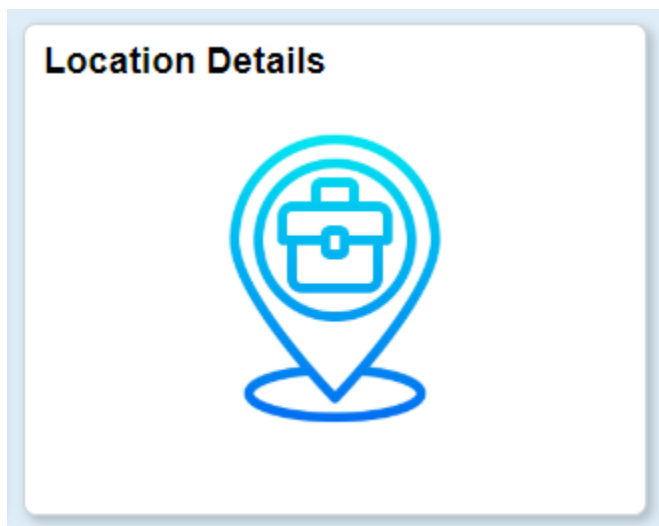
PeopleSoft Staff Availability Manager Manual

This document will walk you through entering and modifying your staff's Work Location/Availability information in PeopleSoft as well as how to review the data using PeopleSoft Pivot Grids.

Viewing/Modifying Staff Location

Accessing the 'Location Details' Tile

- Log into PeopleSoft
- On the Manager Self Service homepage select the 'Location Details' tile



Using the Employee Search Page

You can click the “Get Employees” button to pull up every employee you have access to or you can refine your search by entering values into the following fields:

- **Employee ID** – partial entries acceptable
- **Department ID** – partial entries acceptable
- **First Name** – partial entries acceptable; not case-sensitive
- **Last Name** – partial entries acceptable; not case-sensitive

Manager Self Service Employee Search

Empl ID Last Name

Department 5300 First Name M

Get Employees

Select Employee 6 rows

23076	Minh [REDACTED]	Temporary/ Seasonal-Labor
21409	Michael [REDACTED]	Information Systems Analyst II
16130	Michaela [REDACTED]	Temporary/ Seasonal-Labor
	Michael [REDACTED]	

Entering Employee Location

Use the drop downs next to each day to select the employee's 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

Use the [Return to Select Employee](#) hyperlink to return to the Employee Search Page

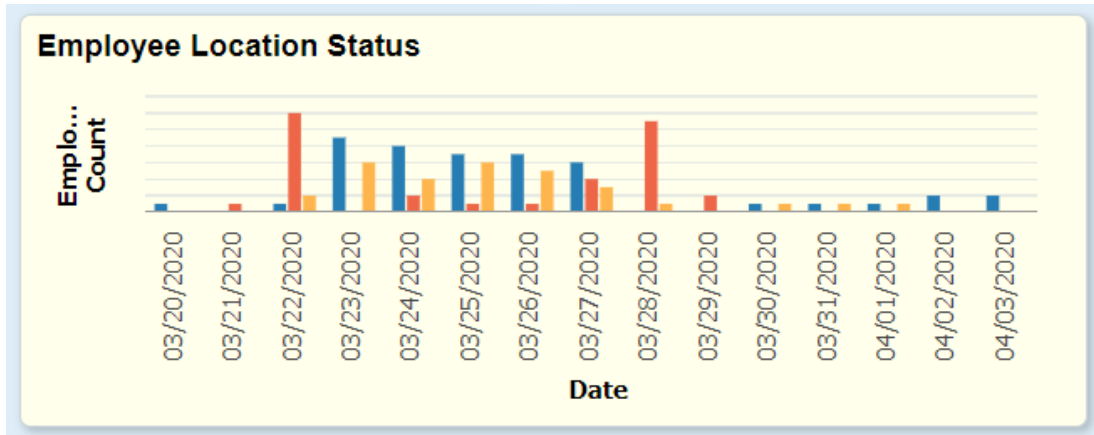
The screenshot shows a web interface for entering an employee's location. At the top, there is a navigation bar with a back arrow, 'Employee Search', 'Enter Location', a home icon, a notification icon with '61', a menu icon, and a profile icon. Below the navigation bar, the title 'Enter Location' is displayed. The employee's name 'Julie [REDACTED]' is shown, along with a 'Return to Select Employee' link. The date range '22 March - 28 March 2020' is indicated. A list of days from Sunday 22 to Saturday 28 is provided, each with a dropdown menu. The dropdown for Saturday 28 is open, showing three options: 'Off Day', 'On-Site', and 'Telecommuting'. A green 'Save' button is located on the left side of the form.

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

Reviewing Staff Location

Accessing the 'Employee Location Status' Tile

On the Manager Self Service homepage select the 'Employee Location Status' Tile



Interacting with the Pivot Grid

Grid Overview

The grid displays a two-week window of the location status for all your employees (backwards 7 days and forward 7 days). If an employee has not made a Location entry they will not show up in the grid.

Employee Location Status

Locale Cd: Telecommuting (46) Off Day (34) On-Site (30)

Rpt Dt: 03/22/2020 (15) 03/23/2020 (15) 03/24/2020 (14) 03/25/2020 (14) 03/26/2020 (13) 03/27/2020 (13) 03/28/2020 (12) 03/29/2020 (2) 03/30/2020 (2) 03/31/2020 (2)

Name: Darcie ██████████ (13) Michael ██████████ (13)

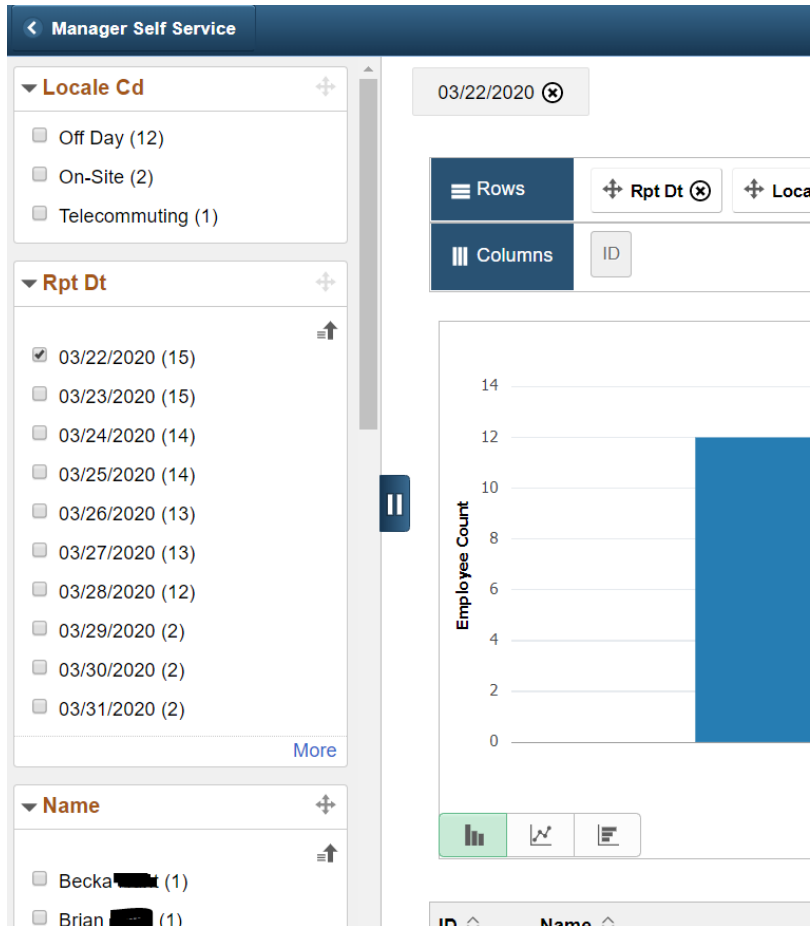
Employee Location Status

ID	Name	Job Title	Dept Title	Rpt Dt	Locale Cd
10573	Joy ██████████	Accounting Clerk	Accounting	03/22/2020	Off Day

Filtering results

You can filter the results displayed by making selections on the left hand panel. You can filter by:

- Location Status
- Date
- Name
- Job Title
- Department



Exporting Data to Excel

- Click the Cog in the upper right hand corner of the graph
- Select 'Export Data'

