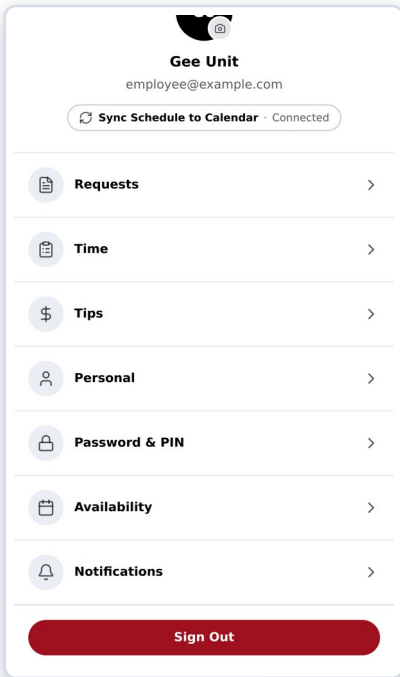


Mobile app · Profile

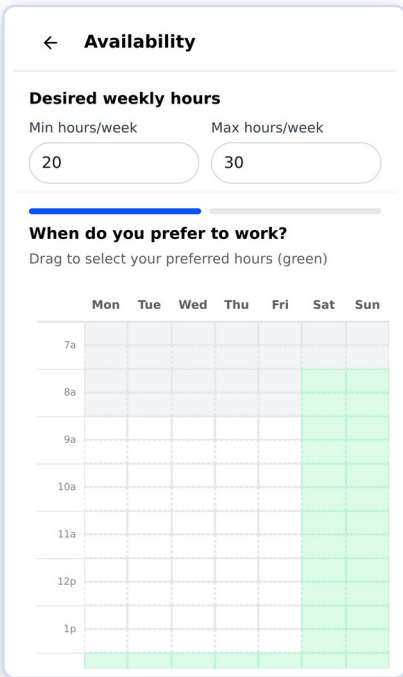
[illegible]

Preferred hours, then available hours



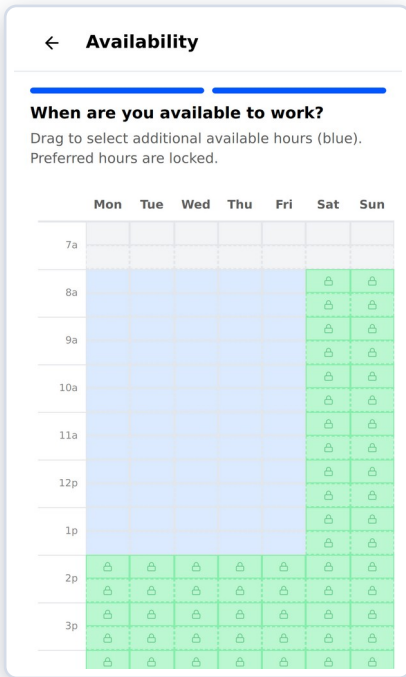
1. Open your Profile

Open Profile from your initials, then scroll down the menu to Availability.



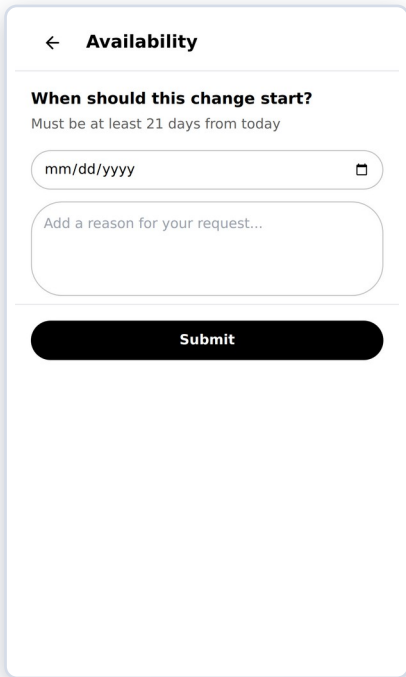
2. Paint your preferred hours

Tap Request Availability Change, then drag across the grid. Green is when you'd like to work.



3. Add the hours you can work

Step two of the same form. Blue is when you're available if needed; your green hours stay locked.



4. Say when it starts

Pick the date the new pattern should begin, add a reason, then Submit.

What happens next

- 1

Your manager reviews it

The card at the top of Availability reads Awaiting Manager Approval until they respond. You can't edit again while one is pending.
- 2

Changes start on the date you chose

Not right away — that's why the form asks for a start date. Most stores need at least three weeks' notice so schedules can be planned around it.
- 3

Set your weekly hours too

Desired weekly hours at the top of the page tells your manager the range you want. It's how they spot when you're being given too few or too many hours.

Green versus blue: green is “I'd like these hours”, blue is “I can do these if you need me”. Managers schedule green first.

← Availability

✎

Desired weekly hours

20 - 30 h/week

Green = preferred hours, blue = available hours.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
7a							
8a							
9a							
10a							
11a							
12p							
1p							
2p							
3p							

Your availability, as your manager sees it