

Document Information

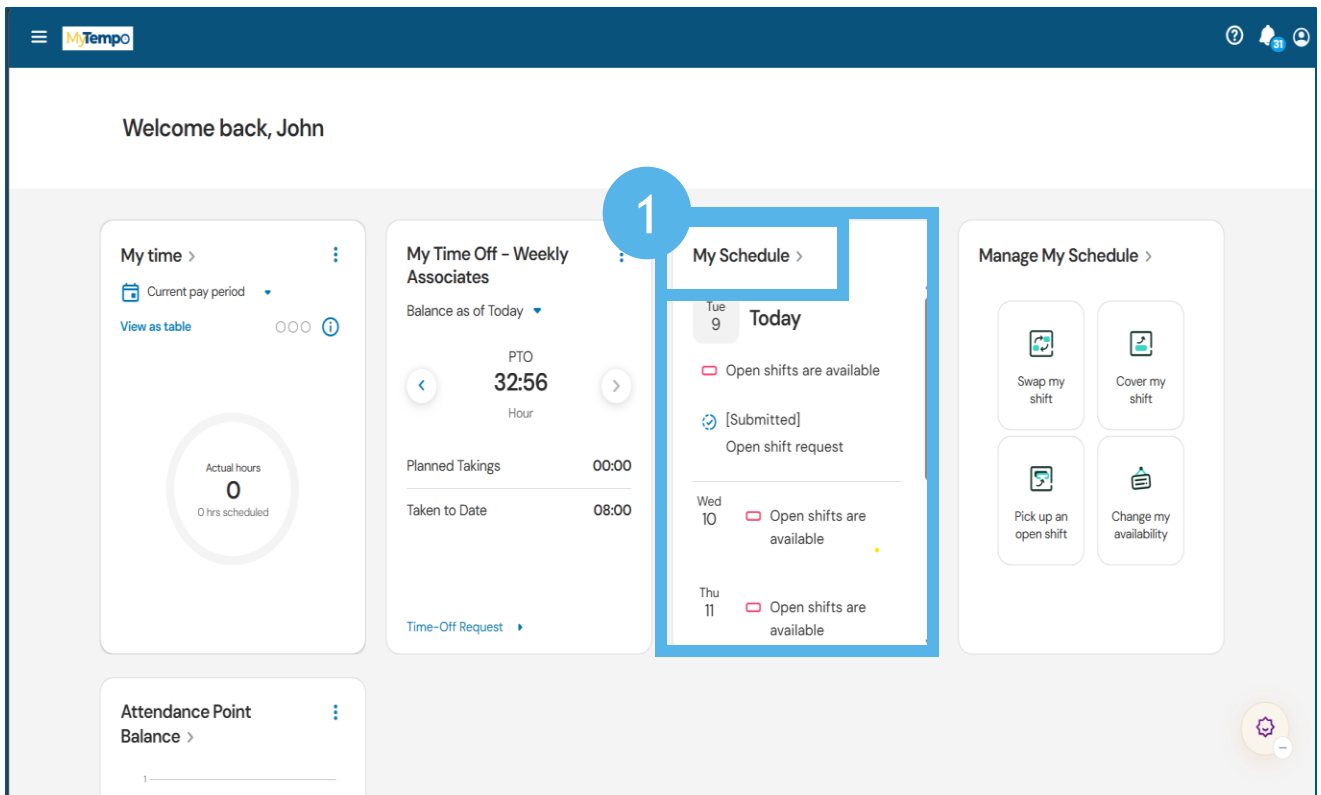
How-To Guide	Availability Request
Relevant Audience(s)	Frontline/Field Associate
Topic(s) included	How to update your availability
Version	V2
Date Last Updated	07-15-2026
Date Last Reviewed	04-14-2026

This how-to guide will cover the following topics:

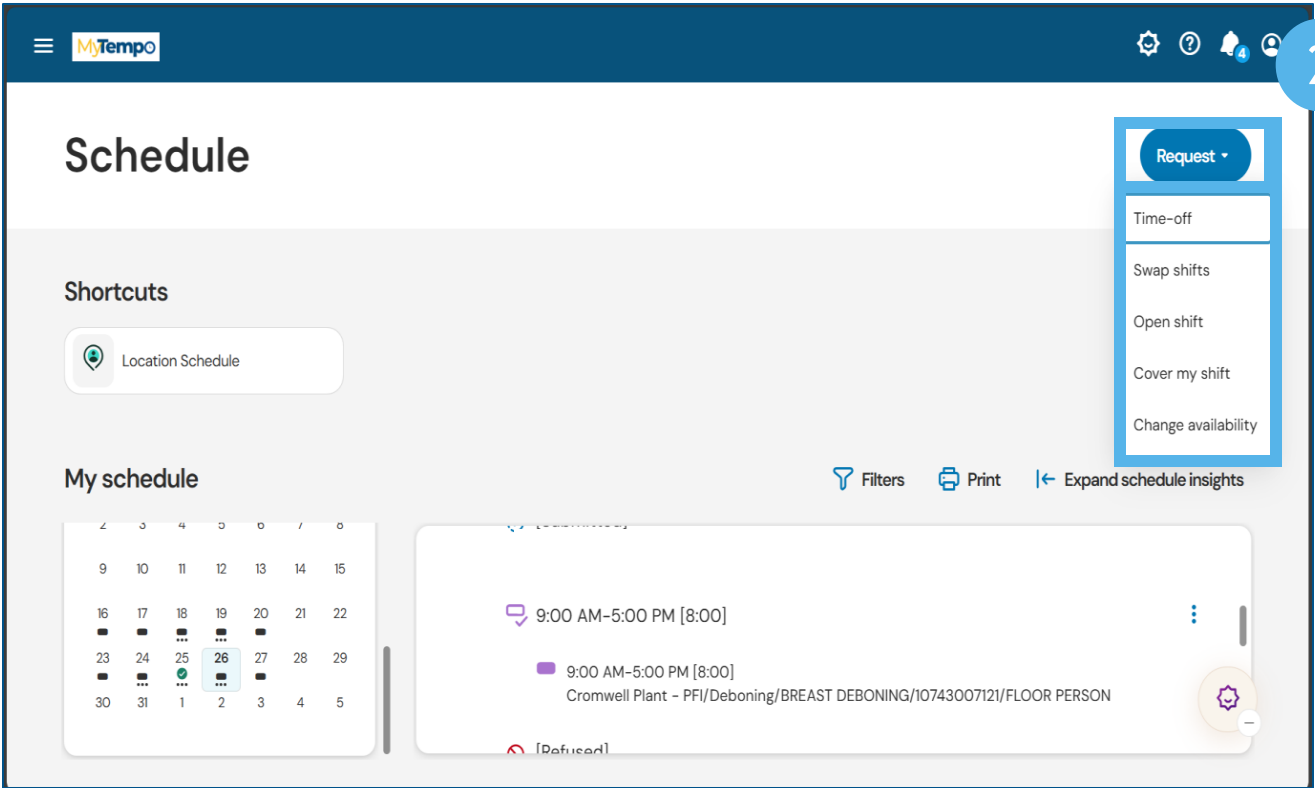
- How to update your availability

How to Update Availability

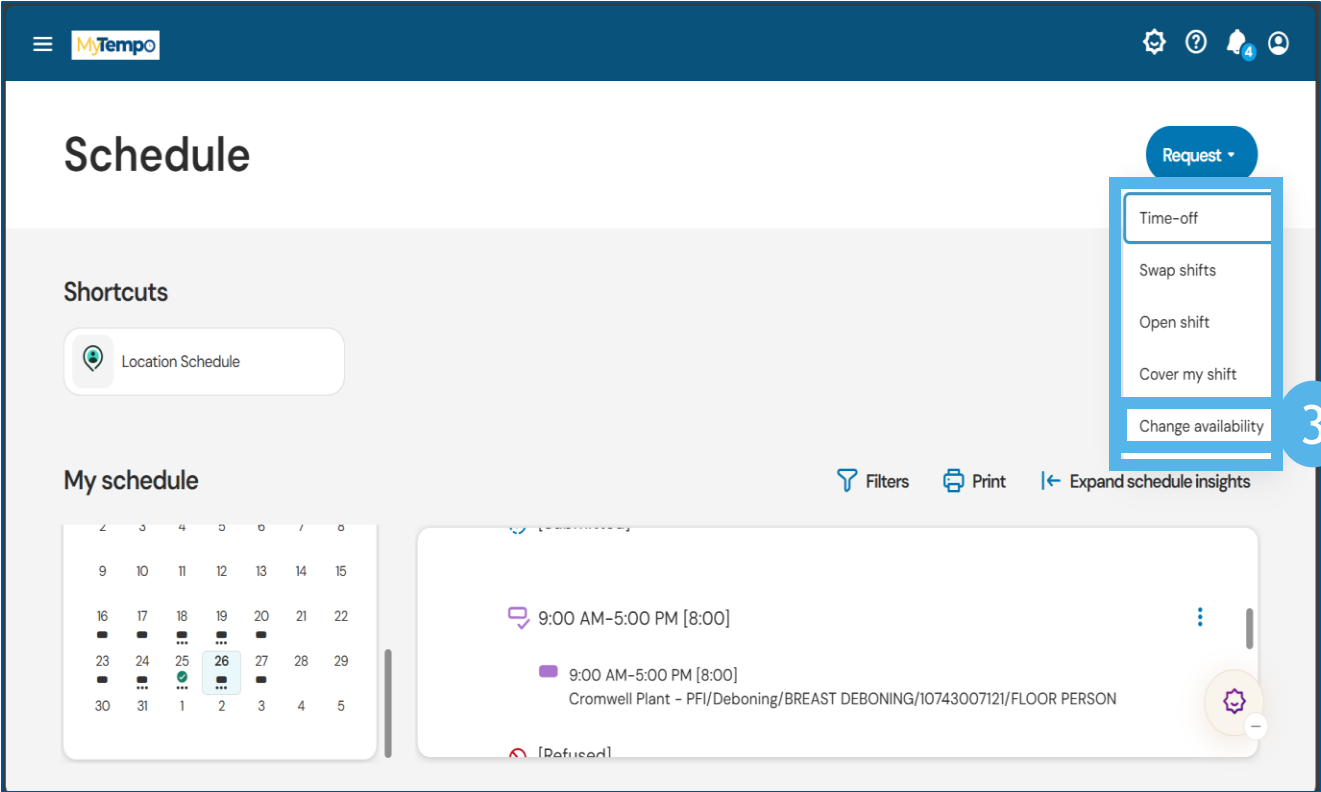
1. From the home page, look for **My Schedule** tile and select **My Schedule**.



2. From the **Schedule** page, select **Request** in the upper right corner.



3. Select **Change availability** from the drop down list.



4. On the calendar, select the day(s) on which you want to change your availability and select **Next**.

Note: The current date is selected by default.

The screenshot shows the MyTempo interface with a modal titled "Availability Change". The modal contains a calendar for March 2026. The date 26 is highlighted with a blue box, and the "Next" button is also highlighted with a blue box. Both are labeled with a blue circle containing the number 4.

Availability Change

Select the days for which to change your availability.

March 2026

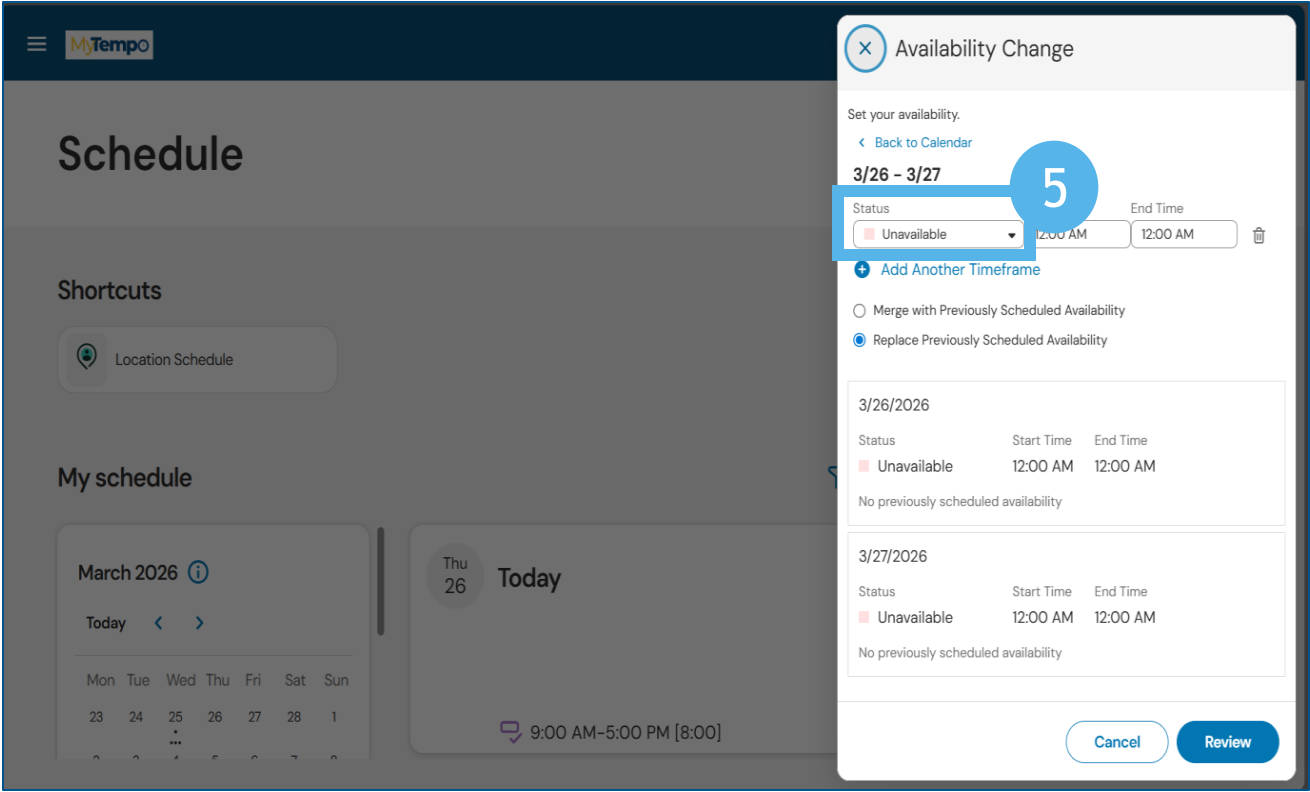
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Today: Thu 26

9:00 AM-5:00 PM [8:00]

Buttons: Cancel, Next

5. From the drop down:
- Select **Available** to indicate you are able to work, or
 - Select **Unavailable** to indicate you are not able to work.



6. Enter the **Start Time** and **End Time** for the period you are available or unavailable.

MyTempo

Schedule

Shortcuts

Location Schedule

My schedule

March 2026

Today

Mon

Tue

Wed

Thu

Fri

Sat

Sun

23

24

25

26

27

28

1

...

...

...

...

...

...

...

Thu 26

Today

9:00 AM-5:00 PM [8:00]

Availability Change

Set your availability.

Back to Calendar

3/26 - 3/27

Status

Unavailable

Start Time

12:00 AM

End Time

12:00 AM

Add Another Timeframe

Merge with Previously Scheduled Availability

Replace Previously Scheduled Availability

3/26/2026

Status

Unavailable

Start Time

12:00 AM

End Time

12:00 AM

No previously scheduled availability

3/27/2026

Status

Unavailable

Start Time

12:00 AM

End Time

12:00 AM

No previously scheduled availability

Cancel

Review

6

7 of 9

7. Select either:
- **Merge with Previously Scheduled Availability** to keep your current availability and add the new times, or
 - **Replace Previously Scheduled Availability** to delete your current availability and use only the new times

Availability Change

Set your availability.

[Back to Calendar](#)

3/26 - 3/27

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

[Add Another Timeframe](#)

☐ Merge with Previously Scheduled Availability

☒ Replace Previously Scheduled Availability

3/26/2026

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

No previously scheduled availability

3/27/2026

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

No previously scheduled availability

[Cancel](#) [Review](#)

8. After entering all the details, **select Review.**

MyTempo

Schedule

Shortcuts

Location Schedule

My schedule

March 2026

Today

Mon

Tue

Wed

Thu

Fri

Sat

Sun

23

24

25

26

27

28

1

...

4

5

6

7

8

9

Thu 26 Today

9:00 AM-5:00 PM [8:00]

Availability Change

Set your availability.

Back to Calendar

3/26 - 3/27

Status

Start Time

End Time

Unavailable

12:00 AM

12:00 AM

Add Another Timeframe

Merge with Previously Scheduled Availability

Replace Previously Scheduled Availability

3/26/2026

Status

Start Time

End Time

Unavailable

12:00 AM

12:00 AM

No previously scheduled availability

3/27/2026

Status

Start Time

End Time

Unavailable

12:00 AM

12:00 AM

No previously scheduled availability

Cancel

Review

8

9. Confirm your details and press **Submit** to share with your Supervisor

MyTempo

Schedule

My schedule

June 2026

Today < >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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	1	2	3	4	5

Wed 24 Today

10:55 PM-7:55 AM [9:00]

10:55 PM-7:55 AM [9:00]

DILLON PLANT - PFI • SECOND PROC • GRADE REHANG • 10343004206 • GEN LABORER

Thu 25

10:55 PM-7:55 AM [9:00]

Sun 28

10:55 PM-7:55 AM [9:00]

Availability Change

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

Show List Edit Request

March 2026

Mon	Tue	Wed	Thu	Fri	Sat	Sun
23	24	25	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

9

Comments [0] Cancel Submit