

Add Standard Hours to a Staff Member's Availability

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An instructor's Standard Available Hours are considered their normal work schedule. Standard hours display in white on the *Day View Calendar* for the instructor.

Jackrabbit

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Standard Available Hours

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Date From	Date Through	Monday Start End	Tuesday Start End	Wednesday Start End	Thursday Start End	Friday Start End	Saturday Start End	Sunday Start End	
08/27/2018	12/31/2018	5:00 PM ▼ 10:00 PM ▼	5:00 PM ▼ 10:00 PM ▼	5:00 PM ▼ 10:00 PM ▼	5:00 PM ▼ 10:00 PM ▼	▼ ▼	12:00 PM ▼ 5:00 PM ▼	▼ ▼	

Exceptions

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Available/Unavail:	Label	Color	Date From	Date Through	Start Time	End Time	Mon	Tues	Wec	Thu	Fri	Sat	Sun	
Unavailable ▼	college tour		8/29/2018	8/29/2018	9:00 AM ▼	10:00 PM ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Available ▼	Able to work		08/31/2018	08/31/2018	6:00 PM ▼	11:00 PM ▼	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

To add standard hours:

1. Point to **Staff** in the menu bar and click **List Active Staff**.
2. Click a staff name.
3. Click the **Availability** tab.
4. Click the **Add Std Hours** button to add standard working hours.
5. **Save Changes**.

To delete any standard hours, click the **Trash Can** icon next to the hours you want to delete.