

# Unavailability

You are able to book your unavailability via your Partner Portal account.

In this session, we will examine the following actions:

- Submit an unavailability request
- Receipt of your unavailability request
- Check your unavailability on the calendar

#### **Submit Unavailability Requests**

1. Log into your Partner Portal account. Expand the **Navigation Menu** and select **Unavailability**.

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	Test Partner DO NOT USE Test Partner DO NOT USE 00001				×/ /	80 / 85		
	Dashboard	Nov-19 - <	✓ → = Wed 20th	Thu 21st	Fri 22nd	Saf 23rd	Sun 24th	Ye.
÷	My Role	09:00 - 16:00	09:00 - 18:00	09:00 - 18:00	09:00 - 18:00			
0	Unavailability	09:00 - 18:00	09:00 - 18:00	09:00 - 18:00	09.00 - 18:00			
0	Agreement Renewal	09:00 - 18:00	09:00 - 18:00	09:00 - 16:00	09:00 - 18:00			
*	Training							
*	Community							
,	Partner Recruitment	navailability	<u>,</u>		BOOK TIME O	F		/
		navailability	Fri 22nd Nov 2019		Approved			
	Smarter HR Technology	0 minutes navailability	Thu 14th Nov 2019 Fri 25th May 2018		Approved Submitted			

#### 2. Click on **Book Time Off**.

/iew /	All	<b>T</b>		
18 NOV	Partner Unavailability 5 Day(s)	Fri 22nd Nov 2019	Approved	) :
14 NOV	Partner Unavailability 4 hours 30 minutes	Thu 14th Nov 2019	Approved	) :
22 MAY	Partner Unavailability 4 Day(s)	Fri 25th May 2018	Submitted	:
15 MAR	Partner Unavailability 1 Day(s)	Thu 15th Mar 2018	Submitted	:

3. Complete all the relevant fields and select your unavailability dates.

Appointment				
Panel Chair- 502436-1	•	<b>-</b>		
Select An Appointment		-		
Leave Type *				
Partner Unavailability	•	Part Day		
Start Date *		End Date*		
23-Nov-2019		23-Nov-2019		
Reason* Partner - Unavailability	<b>T</b>	<b>_</b>		
Select a Reason				
Comments				

4. Insert your unavailability regarding your role/s with the HCPC.

Please note that you will need to submit your unavailability separately for each of your HCPC roles (if applicable).

Imployee Dashboard > Book Time	off			BALANCE DETAIL
Create New Leave Rec	quest			
Appointment Papel Chair, 502436 1	× . 🖊			
Panel Chair- 502436-1	~ -			
Cpd Assessor- 502441-1 Visitor- 502439-1	Part Day			
Start Date* 23-Nov-2019	End Date* 23-Nov-2	2019 🖻		
<sub>Reason</sub> * Partner - Unavailability	Ŧ			
Select a Reason				
Comments				

#### 5. Submit your request.

Appointment Panel Chair- 502436-1	*		
Select An Appointment			
Leave Type *			
Partner Unavailability	*	Part Day	
Start Date *		End Date*	
23-Nov-2019	<b>—</b>	23-Nov-2019	
Reason*			
Partner - Unavailability	-		
Select a Reason			
Comments			

=		Dashboard				۹	Search [	)ashbo	ards or \	Widgets			2° w	
TU	l)	1-	an a	~						/ /	X	Your Request has been successfully su	omitted.	•
8		My Requests								вос	OK TIME OF		100	
<b>±</b>		View All			-								4	
0		Partner Unava 1 Day(s)	ilability		Mon 25th	n Nov 20	19	(		Submitted				
3		Partner Unava 5 Day(s)	ilability		Fri 22nd	Nov 201	9	(		Approved				
© ★		Partner Unava 4 hours 30 mi	ilability nutes		Thu 14th	Nov 201	9	(		Approved				
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/										1 - 4 of 35	< 15			
				1			IV.							
		November 2019		SELEC	T DAY	SEL	ECT WEEK	3	<	TODAY ;	> 1			
			Mon	Tue	Wed	Thu	Fri	Sat	Sun	18-Nov-2019			/	
			Oct 28	29	30	31	Nov 1	2	3	09:00-18:00				
	-			•			٠	•	•	• 502439-1				
Vienco	-	Attendance	4	5	6	7	8	9	10	Visitor, Visito	ors			
		Clockings		•	•	•		•	•	Partner Unav	vailability, 5.			*

### 6. A confirmation message will be displayed on top of your screen.

#### **Receipt of Unavailability Request**

1. Once you have submitted your request, you will receive a confirmation email stating that you have submitted an unavailability request.

2. Your unavailability notification will be sent to the relevant department.

3. Once the relevant department has confirmed your unavailability, you will receive an email in your inbox asking to visit the Partner Portal in order to check the updated status of your request.

## **Check Your Unavailability**

1. You can check the status of your requests on the **My Requests** list. Select the status of the requests you would like to check from the drop down menu.

View All	្រាំ		
View All	n 25th Nov 2019	Submitted	· .
Approved	120111072017	Gubinited	
Rejected	22nd Nov 2019	Approved	:
Cancelled			
Submitted	u 14th Nov 2019	Approved	) :
22 Partner Unavailability	Fri 25th May 2018	Submitted	:

2. Whenever you submit a request and / or a request has been confirmed, a red or orange tag will appear on your calendar.

November 2019		SELE	ECT DAY	SEL		9	<	TODAY > :
✓ Shifts	Mon	Tue	Wed	Thu	Fri	Sat	Sun	18-Nov-2019
Absonces	Oct 28	29	30	31	Nov 1	2	3	09:00-18:00
Absences	•	•	•	•	•	•	•	• 502439-1
Leave Requests	4	5	6	7	8	9	10	Visitor, Visitors
<ul> <li>Attendance</li> </ul>	•	•	•	•		•	•	Partner Unavailability, 5
Clockings	11	12	13	14	15	16	17	<ul> <li>Day(s): 5</li> <li>Estimated House: 40</li> </ul>
✓ Training	•	•	•	••••	•	•	•	Leave Request, 502439-1
	18	19	20	21	22	23	24	<ul> <li>Partner Unavailability</li> </ul>
	•••	•••	••••	•••	•••	•	•	5 Day(s)
	25	26	27	28	29	30	Dec 1	19-Nov-2019
	•	•	•	•	•	•	•	09:00-18:00 502439-1

3. You have the option to display your pending training courses on your **Work Week** calendar. Click on the **Filter** and **Apply** 

Mon 18th	Tue 19th	3	Wed 20th	Thu 21st	Fri 22nd	Sat 23rd	Sun 24th	
9:00 - 18:00	09:00 - 18:00	09:00 -	Filter Wo	ork Week				
9:00 - 18:00	09:00 - 18:00	09:00 -						
9:00 - 18:00	09:00 - 18:00	09:00 -	Start Dat	e				