

SOP 35 | Associate work

Set recurring weekly availability and review extra hours

Set personal recurring hours across currently assigned properties without changing shifts.

For Mobile · Associate / Administrator / Supervisor

Before you start Managers need management access to all of the employee's assigned properties to edit personal hours.

Open My work > Availability & time off or People > Person > Work hours

Step 1 Open personal hours

From My work select Availability & time off. Managers open the person in People and use the work-hours action. Check whose hours are displayed.

Step 2 Review the current week

Use Weekly hours and the week arrows. Tap a day for details. Refresh hours if the record is stale.

Step 3 Edit the recurring plan

Select Edit weekly hours. Set the effective date and Hours time zone. Enable the days the person is available and use each day's editor to set start/end time and AM/PM.

Step 4 Review and confirm

Select Review weekly hours. Check effective date, time zone and every enabled day, then Confirm save. Availability does not assign a property or shift.

Step 5 Review earlier extra hours

If Extra hours is shown, inspect earlier one-time availability windows. Associates can open one, choose Remove window and confirm the reviewed change.

Check your result Weekly hours shows the effective recurring plan; any earlier extra-hour window remains separate.

If something goes wrong If a save is unconfirmed, use Resume unconfirmed save and Retry same save. Do not create a second change while the first result is unknown.

See the picture reference on the next page.

SOP 35 Picture reference

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Recurring weekly hours

Your hours · all assigned properties

Effective 2026-10-01 · [Change ▶](#)

America/Chicago

Sun	☐	Not available
Mon	☒	18:00–22:00 ▶
Tue	☒	18:00–22:00 ▶
Wed	☒	18:00–22:00 ▶
Thu	☒	18:00–22:00 ▶
Fri	☒	18:00–22:00 ▶
Sat	☐	Not available

Review weekly hours

Step 3 · Set the effective date, time zone, available days and recurring hours.

Application component preview with training data. Native permission prompts may differ.