



GUIDANCE NOTES

STAFF AVAILABILITY FORM

Version 1: August 2023



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Guidance Notes for submitting Staff Availability Form

The staff availability process is a mechanism for academic staff to request not to be timetabled to teach Monday-Friday between 9am and 6pm. The staff availability form is specific to the scheduling of teaching.

A staff availability request must be submitted each Trimester so we can ensure we timetable with accurate and up-to-date information. For this reason, previous availability data is not carried forward.

All submitted staff availability requests will be sent to your Dean or School Head of Learning and Teaching for approval. If the request is approved, it will be automatically sent to your school timetabling team for processing.

Checking Your Details

1. Login to the staff availability form at <https://staff.napier.ac.uk/services/school-support-service/Timetabling/Pages/Timetabling-Staff-Availability.aspx>
2. From the landing page, select Continue to move onto the next part of the staff availability form.

STAFF AVAILABILITY

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A staff availability request must be submitted each Trimester so we can ensure we timetable with accurate and up-to-date information. For this reason, previous availability data is not carried forward.

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Continue



Selecting Unavailability

1. To submit a new request, select New Submission from the options.

A screenshot of a selection menu. It features two buttons stacked vertically. The top button is red with the text "New Submission" in white. The bottom button is dark grey with the text "Back to Home" in white.

2. The Your Details section displays you name, school and contact email address. Select Continue. *(If any of your details are incorrect, please contact HR before completing the request).*

A screenshot of a form titled "YOUR DETAILS". The title is in a dark grey header bar. Below the header, the following information is displayed:

First Name	Alli
Surname	Coyle
Email	A.Coyle@napier.ac.uk
School	School Support Service

Below the table, there is a note: "These details are auto-populated from University systems." followed by "If any details are incorrect please contact HR before continuing."

At the bottom of the form, there are two buttons: a red "Continue" button and a dark grey "Back to My Submissions" button.



Entering your type of request

1. In this section of the form, please select your School/ Department from the drop-down list.

Request Department

Information Services	▼
Information Services	
School of Applied Sciences	
School of Arts and Creative Industries	
School of Computing Engineering and the Built Environment	
School of Health and Social Care	
The Business School	

2. In this section, please select the reason for your request. If you select *Other*, please complete the Other Reason Box.

Reason For Request

Childcare / Other Dependent Care	▼
Childcare / Other Dependent Care	
Commute / Car Sharing	
Internal / External Project Commitments	
Part-time Staff (contracted hours)	
Research Commitments	
Other	

Other Reason

--

3. In this section, please select the Trimester that the request relates to (remember that requests must be submitted each Trimester as staff availability are not carried forward).

Request Trimester

Trimester 1	▼
Trimester 1	
Trimester 2 and 3	



Entering your Unavailability

1. In this section, select the days that you are **unavailable** to teach and for each day, select the times slots that you are **unavailable**.

2. Repeat these steps for each day/ time slot that you are **unavailable** to teach (the form will show the days which selection have been made for)
3. Once you have entered all your unavailability, select Continue.

Selecting Availability (optional section for evening teaching)

Optional Section for staff with evening teaching commitments

This section is specifically for academic staff who teach in the evenings. Completing this section is entirely voluntary.

Please complete this section to inform us when you are available to be timetabled Monday-Friday between 6pm and 9pm. The staff availability form is specific to the scheduling of teaching.

A staff availability request must be submitted each Trimester so we can ensure we timetable with accurate and up-to-date information. For this reason, previous availability data is not carried forward.

All submitted staff availability requests will be sent to your Dean or School Head of Learning and Teaching for approval. If the request is approved, it will be automatically sent to your school timetabling team for processing.

AVAILABLE DAYS

This section is specifically for academic staff who teach in the evenings. Completing this section is entirely voluntary.

Please complete this section to inform us when you are available to be timetabled Monday-Friday between 6pm and 9pm. The staff availability form is specific to the scheduling of teaching.

A staff availability request must be submitted each Trimester so we can ensure we timetable with accurate and up-to-date information. For this reason, previous availability data is not carried forward.

All submitted staff availability requests will be sent to your Dean or School Head of Learning and Teaching for approval. If the request is approved, it will be automatically sent to your School Timetabling Administrator for processing.

[Continue to Available Days](#)

[Skip to Summary](#)

[Back to Unavailable Days](#)



Entering your Availability

1. In this section, select the days that you are **available** to teach and for each day, select the times slots that you are **available**.

The first screenshot, titled 'AVAILABLE DAY DETAILS', contains the instruction: 'For each day, please select the times you are available to teach.' Below this are five red buttons labeled 'Monday', 'Tuesday', 'Wednesday', 'Thursday', and 'Friday'. At the bottom are two buttons: a red 'Continue' button and a dark grey 'Back' button.

The second screenshot, titled 'MONDAY DETAILS', shows the 'Evening' section with three time slots:

- 18:00 - 19:00
- 19:00 - 20:00
- 20:00 - 21:00

 At the bottom are two buttons: a red 'Save Selections' button and a dark grey 'Back to Day Details' button.


2. Repeat these steps for each day that you are **available** to teach (the form will show the days which selection have been made for).
3. Once you have entered all your **availability**, select Continue.

This screenshot shows the 'AVAILABLE DAY DETAILS' screen after the first day has been processed. The instruction 'For each day, please select the times you are available to teach.' is still present. The 'Monday' button is now a dark grey bar with the text 'Monday (Selections made)'. The buttons for 'Tuesday', 'Wednesday', 'Thursday', and 'Friday' remain red. At the bottom are the red 'Continue' button and the dark grey 'Back' button.



Submitting your request

1. Prior to submitting your request, you will be able to review a summary of your request.
2. When you select Submit for approval, you will then see the submitted screen.

SUMMARY		SUBMITTED	
Email	A.Coyle@napier.ac.uk	 <p>Your request was successfully submitted to Garden, Claire</p>	
School	School Support Service		
Request Department	School of Applied Sciences		
Request Reason	Commute / Car Sharing		
Request Reason (Other)			
Trimesters	Trimester 2 and 3		
Times Unavailable			
Monday	09:00 - 10:00, 10:00 - 11:00		
Tuesday			
Submit for Approval			
Back			

3. Once the approver has processed your request, you will receive a Teams notification and an email notification with the outcome of your request.
4. If your request is approved, a notification email is automatically sent to the school timetabling team for the request to be processed in Syllabus Plus.
5. Below are example screenshots of the notifications which a requester will receive.



Approvals

Report • Printed on August 29, 2023

Approved

Please approve or reject this Staff Availability Request: NewEntry

The requester is

Alli Coyle

Trimester

Trimester 2 and 3

Request reason

Commute / Car Sharing

Unavailable

Monday

Morning

09:00 - 10:00, 10:00 - 11:00

Afternoon

Available

Monday

Evening

18:00 - 19:00

Previous comments

**Comment by Claire Garden on Tuesday, August 29, 2023 3:47 PM **

▼ **Final status: Approved**



Approved by
Garden, Claire

29/08/2023 16:51:22

Just approving for fun.



Requested by
Coyle, Alli

29/08/2023 16:47:40



Staff Availability Request (NewEntry - 52) - Approved



svPower, Automate
To Coyle, Alli; Coyle, Alli

Hi Alli,

Your Staff Availability request has been approved by
Claire Garden

Comments:

Comment from Claire Garden on Tuesday, August 29, 2023 3:47 PM
Just approving for fun.



Information for Approvers

1. Approver will receive a notification that a request is available for review via Teams and Email. The request should be reviewed and processed via Teams. (The email notification will update to reflect the status of the request).
2. Once processed notifications are sent to requester via Teams and email.
3. For all requests which are approved, a notification email is automatically sent to the school timetabling team for the request to be processed in Syllabus Plus.
4. Below are examples of the notification in Teams and via email.

The screenshot shows a Teams notification window titled "Approvals" with the subtitle "Approval request details". The status is "Requested". The main heading is "Please approve or reject this Staff Availability Request: NewEntry". The details provided are: The requester is Alli Coyle; Trimester is Trimester 2 and 3; Request reason is Childcare / Other Dependent Care; Unavailable on Monday Morning (00:00 - 10:00). There is a "Comments" section with a text input field containing "Add your comments here". At the bottom, there are three buttons: "More actions" with a dropdown arrow, "Reject", and "Approve".



Approvals | Power Automate

Please approve or reject this Staff Availability Request: NewEntry

Created by srvPower, Automate <srvPower@napier.ac.uk>

Requested for **Coyle, Alli** <A.Coyle@napier.ac.uk>

Date Created Tuesday, 29 August 2023 16:47

The requester is

Alli Coyle

Trimester

Trimester 2 and 3

Request reason

Childcare / Other Dependent Care

Unavailable

Monday

Morning

09:00 - 10:00

Afternoon

Available

Tuesday

Evening

19:00 - 20:00

Previous comments

**Comment by Alli Coyle on Tuesday, August 29, 2023 3:47 PM **