# GUIDANCE NOTES

# STAFF AVAILABILITY FORM

Version 1: August 2023

## Contents

# 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.

## Selecting Unavailability

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



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*).

# 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.

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**.



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.

## 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.



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 **

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▼ **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

**SA** srvPower, 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.

## 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 **