

# Worker Availability and Capability

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**Pathway:** [Operations > Resource Scheduling > Worker Availability and Capability](#)

The Worker Availability and Capability tool is used to define daily time frames a worker is available for route assignments. It also enables the identification of the specific lines of business that the worker is capable of servicing such as Residential, Roll Off, Front End Load, and others. Once an availability record has been established for a worker, there is no need to update it unless there has been a change in the worker's availability. The times inputted in this tool will automatically be reflected in other tools like Dispatch and the Resource Calendar.

## Logic

- **Permission 440** (Resource Scheduling) is required to view and edit.
- By default, Division and Department filters are set to All.
- A worker can have only one weekly active availability at a time.
- Workers can simultaneously have one active availability for Odd weeks and one active availability for Even weeks.

WORKER AVAILABILITY AND CAPABILITY											
+ DIVISION All		DEPARTMENT Operations		SEARCH							
NAME ↑	CAPABILITIES	TYPE	EFFECTIVE DATE	END DATE	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Example Worker 1 Ops	Front End Load, Portable...	Weekly	01/01/2022				6:00 am - 6:00 pm 12 hours		6:00 am - 6:00 pm 12 hours		
Example Worker 2 Driver	Residential	Weekly	01/01/2022		6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours
Example Worker 3 Driver	Front End Load, Residenti...	Weekly	01/01/2022		6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours
Example Worker 4 Driver	Front End Load, Residenti...	Weekly	01/01/2022		6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours
Example Worker 5 Spv - Driver	Portable Toilets, Roll Off	Weekly	10/25/2022					6:00 am - 2:00 pm 8 hours			
Example Worker 6 Driver	Portable Toilets, Roll Off	Weekly	10/01/2022	10/07/2022		6:00 am - 11:00 am 5 hours	6:00 am - 9:00 am 3 hours		6:00 am - 9:00 am 3 hours		
Example Worker 6 Driver	Portable Toilets, Roll Off	Weekly	10/09/2022	11/30/2022		6:00 am - 2:00 pm 8 hours	6:00 am - 2:00 pm 8 hours	6:00 am - 2:00 pm 8 hours	6:00 am - 2:00 pm 8 hours	6:00 am - 2:00 pm 8 hours	1:30 am - 3:30 am 2 hours
Example Worker 7 Site Manager	Front End Load, Residenti...	Weekly	01/01/2022				6:00 am - 6:00 pm 12 hours		6:00 am - 6:00 pm 12 hours		
Example Worker 8 Ops Supervisor	Front End Load, Residenti...	Weekly	01/01/2022		6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours
Example Worker 9 CLW Driver	Front End Load, Residenti...	Weekly	01/01/2022		6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours	6:00 am - 6:00 pm 12 hours

## Field Descriptions

Field	Description
<b>Filters</b>	
Division	Filters to display workers who's availability was added under the selected Division.
Department	Filters to display the workers of the selected Department. Department is indicated when the worker is created in the system.
<b>Fields</b>	
Name	Displays the name of the worker the availability and capabilities apply.
Capabilities	Displays the Lines of Business the worker can service. Select the field to add/remove capabilities.
Type	Indicates if the availability for the worker based on an Odd/Even or Weekly schedule.
Effective Date	Indicates the date the worker's availability begins.

Field	Description
End Date	Ends the worker's availability and will display the worker as <i>Not Available</i> in other Operations tools such as Dispatch and Calendar Resources.
Sunday - Saturday	Displays the time and duration (hours) the worker is available to be assigned to a route for that day.

## Add Worker Availability

To edit an existing availability record, double click within the row of the worker and the Edit Worker Availability popup editor will display.

The screenshot shows the 'WORKER AVAILABILITY AND CAPABILITY' interface. At the top, there are dropdown menus for 'DIVISION' (set to 'All') and 'DEPARTMENT' (set to 'Operations'). Below this is a table with columns: NAME, CAPABILITIES, TYPE, EFFECTIVE DATE, END DATE, SUNDAY, MONDAY, and TUESDAY. The table lists several workers, including 'Example Worker 1 Ops', 'Example Worker 2 Driver', 'Example Worker 3 Driver', 'Example Worker 4 Driver', 'Example Worker 5 Spv - Driver', 'Example Worker 6 Driver', 'Example Worker 7 Site Manager', 'Example Worker 8 Ops Supervisor', and 'Example Worker 9 CLW Driver'. A red box highlights a green '+' icon in the top left corner. An 'ADD WORKER AVAILABILITY' popup is open over the table, showing fields for Worker, Type, Effective Date, End Date, and start times for each day of the week (SUNDAY START, MONDAY START, TUESDAY START, WEDNESDAY START, THURSDAY START, FRIDAY START, SATURDAY START). A 'SAVE' button is at the bottom of the popup.

1. Select the **green '+'** icon from the top of the screen to display the Add Worker Availability popup editor.
2. Select the **User** you would like to create an availability record for.
3. Select the **Type** of Availability. Options include:
  - *Weekly* - indicates the worker is available for the days and times selected all weeks.
  - *Odd* - indicates the days and times the worker is available on odd weeks.
  - *Even* - indicates the days and time the worker is available on even weeks.
4. Select the Start Time and Hours for each day of the week. If the worker is unable to work, leave the Start Time and Hours field for that day blank. To clear an entered time, select the 'X' located on the right side of the field.
5. Click **Save** when finished.

## Worker Availability in Dispatch

*Operations > Dispatch*

The Dispatch tool reflects worker availability by displaying an unavailable worker's name in red followed by (Not Available). This is only meant to assist dispatch operators in assigning/reassigning worker resources and does not prevent an unavailable worker from being assigned to a route.

DISPATCH OPERATIONS > DISPATCH

FROM: 04/01/24 TO: 04/01/24 DIVISION: CORPUS LINE OF BUSINESS: Commercial, Roll Off, Residential

Standard Select Route Sheet

ROUTE	TRUCK	DRIVER	PRE TRIP	POST TRIP	OPTIMIZED	SCHEDULED	SERVICED	PENDING	DO NOT SERVICE	EXCEPTIONS	DISPOSAL
CORPUS - Commercial - Monday Apr 1, 2024 ( 0 of 3 )											
<input type="checkbox"/>	COR 201	951						107 (100%)	0	0	0 (0 tons)
<input type="checkbox"/>	COR 202							87 (100%)	0	0	0 (0 tons)
<input type="checkbox"/>	COR 203	953						117 (100%)	0	0	0 (0 tons)
<input type="checkbox"/>	COR 204							1 (100%)	0	0	0 (0 tons)
<input type="checkbox"/>	COR DUMPSTER...							8 (100%)	0	0	0 (0 tons)
CORPUS - Residential - Monday Apr 1, 2024 ( 0 of 3 )											
<input type="checkbox"/>	NO ROUTE ASSIG...										
<input type="checkbox"/>	COR 101	324						1 (100%)	0	0	0 (0 tons)
<input type="checkbox"/>	COR 401	5039						25 (100%)	0	0	0 (0 tons)
CORPUS - Roll Off - Monday Apr 1, 2024 ( 0 of 1 Cor...											
<input type="checkbox"/>	ALVARO	Alvaro						490 (99%)	3 (1%)	0	0 (0 tons)
CORPUS - Roll Off - Monday Apr 1, 2024 ( 0 of 1 Cor...											
<input type="checkbox"/>	ALVARO	Alvaro						11 (100%)	0	0	0 (0 tons)

**EDIT ROUTE RECORD**

TRUCK: 951  SET AS DEFAULT

DRIVER: Michael Shannon - Driver (Not Available)  SET AS DEFAULT

HELPER 1: Michael Shannon - Driver (Not Available)  SET AS DEFAULT

HELPER 2: Moses Rodriguez - Driver  SET AS DEFAULT

SCHEDULED START TIME: Nikita Raiyani - Driver (Not Available)  SET AS DEFAULT

EXPECTED END TIME: Olivia Paige - Software Engineer

STATUS: William Ortega - Driver

DEFAULT DISPOSAL LOCATION: Paul Smith - Driver (Not Available)  SET AS DEFAULT

TRANSPORTER: Pedro Hernandez - Driver

START YARD: Rudy Jones - Driver

END YARD: Samantha Johnson - Dispatcher

George Villa - Driver

Scott Roberts

Servio Vazquez - Driver

**SAVE**

## Worker Availability in Resource Calendar

Operations > Resource Calendar

The Resource Calendar displays the availability and capability for all workers and includes access to Worker Calendar and Edit Route Record.

RESOURCE CALENDAR OPERATIONS > RESOURCE

WORK ASSIGNMENT TYPE: Driver, Helper, Technician, Truck DIVISION: CORPUS, DAYTON, HILLSBORO, HOUSTON, QAW LINE OF BUSINESS: Commercial, Document Destruction, Hazardous Waste

Week 14 (A) April, 2024

RESOURCE	SUN, MAR 31	MON, APR 1	TUE, APR 2	WED, APR 3	THU, APR 4	FRI, APR 5
<b>Albert Roberts</b> Driver Commercial, Residential	6:00 am - 6:00 pm	12:51 am - 8:51 pm	1:37 am - 7:37 pm	12:31 am - 6:31 pm	1:07 am - 5:07 pm	12:19 am - 11:19 pm
<b>Alicia Jones</b> Driver Residential, Roll Off		3:24 am - 7:24 pm Route HOU 201 - Driver	3:18 am - 5:18 pm Route HOU 201 - Driver	3:28 am - 6:28 pm Route HOU 201 - Driver Route HOU 302 - Driver	3:25 am - 6:25 pm Route HOU 201 - Driver	Route HOU 201 - Driver
<b>Aliena Somers</b> Admin-NS Driver, Helper, Technician Commercial, Roll Off		5:00 am - 1:00 pm Sick Route HOU 101 - Driver	5:00 am - 1:00 pm Route HOU 101 - Driver	5:00 am - 1:00 pm Route HOU 101 - Driver	5:00 am - 1:00 pm Route HOU 101 - Driver	5:00 am - 1:00 pm Route HOU 101 - Driver
<b>George Calderon</b> Operations Mgr Driver Commercial, Roll Off	6:00 am - 6:00 pm	9:00 am - 6:00 pm	9:00 am - 6:00 pm	9:00 am - 6:00 pm	9:00 am - 6:00 pm	
<b>Amanda Smith</b> Driver Residential	6:00 am - 6:00 pm	Route DAY 203 - Driver	4:52 am - 8:52 pm Route DAY 103 - Driver Route DAY 203 - Driver	5:03 am - 8:03 pm Route DAY 103 - Driver Route DAY 203 - Driver	5:00 am - 5:00 pm Route DAY 203 - Driver	5:47 am - 8:47 pm Route DAY 103 - Driver Route DAY 203 - Driver
<b>Andre Esperaza</b> Driver Residential, Roll Off		6:01 am - 5:01 pm	6:25 am - 3:25 pm	5:34 am - 2:34 pm	6:16 am - 6:16 pm	6:05 am - 1:05 pm
<b>Anthony Heggers</b> Driver Commercial, Residential		6:08 am - 6:08 pm Route HOU 401 - Driver	6:08 am - 4:08 pm Route HOU 401 - Driver	6:07 am - 5:07 pm Route HOU 401 - Driver	6:00 am - 6:00 pm Route HOU 401 - Driver	6:09 am - 6:09 pm Route HOU 401 - Driver