

# Add Standard Hours to a Staff Member's Availability

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An instructor's Standard Available Hours are considered their normal work schedule. Standard hours display in white on the *Day View Calendar* for the instructor.

The screenshot shows the Jackrabbit system interface for staff member Dianne H Harris. The 'Staff: Dianne H Harris' label is highlighted with a yellow box. The 'Availability' tab is also highlighted with a yellow box. The 'Add Std Hours' button is highlighted with a yellow box and a mouse cursor. The 'Standard Available Hours' table is shown below, with a trash can icon next to the first row. The 'Exceptions' table is shown below that, with a trash can icon next to the second row.

Date From	Date Through	Monday Start End	Tuesday Start End	Wednesday Start End	Thursday Start End	Friday Start End	Saturday Start End	Sunday Start End	
08/27/2018	12/31/2018	5:00 PM 10:00 PM	5:00 PM 10:00 PM	5:00 PM 10:00 PM	5:00 PM 10:00 PM		12:00 PM 5:00 PM		

  

Available/Unavail:	Label	Color	Date From	Date Through	Start Time	End Time	Mon	Tues	Wed	Thu	Fri	Sat	Sun	
Unavailable	college tour		8/29/2018	8/29/2018	9:00 AM	10:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Available	Able to work		08/31/2018	08/31/2018	6:00 PM	11:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

To add standard hours:

1. Point to **Staff** in the menu bar and click **List Active Staff**.
2. Click a staff **name**.
3. Click the **Availability** tab.
4. Click the **Add Std Hours** button to add standard working hours.
5. **Save Changes**.

To delete any standard hours, click the **Trash Can** icon next to the hours you want to delete.

