





## About Employee Available Hours

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### **Employee Available Hours:**

The Employee Available Hours screen captures the number of available Tenant Request (TR) and Preventive Maintenance (PM) staff hours for the next four weeks. The data generated in the Resources Forecast Report is based on these hours and helps determine whether there are enough staff member resources to complete the work ahead. This feature is particularly useful in large facilities with many Engineers and vendors working and smaller facilities likely do not require this feature.

Weekly data fields for both TR and PM for each property are displayed. Employee available hours for the past three weeks are also displayed. The upcoming four-week entries can be modified. Each week the Employee Available Hours table will be automatically adjusted to allow for entry in the upcoming fourth week.