



Associate True Availability Form

Dear Associate,

At Walmart, we strive to provide flexibility while ensuring we have our associates in the right place at the right time to take care of our customers. **Reducing or changing the hours you are available to work may impact the hours you receive.**

Print Name

WIN #

Facility#

True Availability:

Your True Availability represents the hours you are available to work. Your scheduled shifts will fall within your True Availability. To maximize the number of hours assigned to you, carefully consider your availability.

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time:	_____	_____	_____	_____	_____	_____	_____
Stop Time:	_____	_____	_____	_____	_____	_____	_____

Weekly hours requested

Minimum: _____ Maximum: _____ (Not to exceed 40-hrs.)

Daily hours requested

Minimum: _____ Maximum: _____

Split Availability:

Split availability can be used when you are not available during specific times of the day (example: available in the morning from 7am – 11am, and available in the evening from 4pm – 10pm). Each block of time must be a minimum of **4 hours**. Only one shift per day will be auto-assigned.

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time:	_____	_____	_____	_____	_____	_____	_____
Stop Time:	_____	_____	_____	_____	_____	_____	_____
Start Time:	_____	_____	_____	_____	_____	_____	_____
Stop Time:	_____	_____	_____	_____	_____	_____	_____

Reoccurring events (examples: night class every other Thursday, military service duty)

Beginning Day	Time	Ending Day	Time	Exception (how often)	Date to Begin	End
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Associate Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____

Manager: Your signature acknowledges that you have had a conversation with the associate about the possible impact to assigned hours due to any change in availability.

**This form is not a guarantee of employment, a position, shift, or minimum number of hours
This form supersedes previous forms. Maintain this form in the associate's personnel file.**