

## Quick guide for Teaching Unavailability eForm Use

The Teaching Unavailability eform is open twice a year for teaching staff to record their expected unavailability. Initially open in about August for one month for staff to submit any expected recurring unavailability for the following year. The eform opens again in February for staff to make any necessary amendments for semester 2. After each of the eforms open periods ADEs are given around two weeks to add, amend or decline the availability applications.

Once teaching staff have submitted their unavailability, ADEs can view all applications through [Insight](#).

If required, you can revise unavailable teaching hours or decline a teaching unavailability application. You are required to review the applications within two weeks of the Teaching Unavailability eForm windows closing.

To access the Add/Amend/Decline Teaching Unavailability eForm, log into the eForms system. Search for the eForm labelled: 'Add/Amend/Decline Teaching Unavailability'. Alternatively, you can click the link in Insight report, which will directly link to the corresponding staff member's application.

For further information, please watch the Teaching Unavailability eForm – ADE Video:

[Teaching Unavailability eForm: Add Amend Decline Video](#)

You can also find more details in the [ADE Support Guide](#).

### Frequently Asked Questions

#### ADE

- **What is the deadline to decline or revise teaching unavailability?**

The Teaching Unavailability eForm will usually be available in August for staff to apply for changes to their availability for the following year. Once the Teaching Unavailability eForm closes you will have two weeks to amend, revise or decline an application. After two weeks, the teaching unavailability data will be uploaded into Timetabling. The same schedule applies to the second round of applications in February for Semester 2.

Note: Applications for unavailability will be automatically approved if there is no intervention by the ADE

- **What do I do if a staff member misses the deadline to submit Teaching Unavailability?**

The ADE can use Add/Amend/Decline Teaching Unavailability eForm to add unavailability for a staff member who did NOT submit a Teaching Unavailability eForm before the cut-off date. After that date, please contact Timetabling Team.

- **How can I access Insight Report for my College?**

To access the Insight Report, go to the [Insight Reporting Webpage](#). You can then filter by College.

- **I've just revised a Teaching Unavailability eForm for a staff member. Why can't I see the changes in the Insight report?**

The Teaching Unavailability Insight reports updates overnight. Please check back tomorrow.

### *Supervisor*

- **Do I have access to revise or decline the staff member's teaching unavailability?**

No. If you have concerns about a staff member's teaching unavailability, please talk to your ADE.

### *College / School Admin*

- **I'm a College/School administrator and have a number of emails from teaching staff about unavailability. Is there a way I can bulk upload these?**

Unfortunately, you are not able to bulk upload their unavailability. Teaching staff are required to submit their own teaching unavailability through the Teaching Unavailability eForm.