https://account.subitup.com/employee

Returning staff -- The login is still your SUNY Oswego email address and your password is whatever you changed it to last semester.

For new staff -- The login for you is your SUNY Oswego email address and the initial password is ==*lakers*==**.**
(You will want to change this.)

Once you are logged in, you will be prompted to provide your availability. You will set the date from the date of your first class until the end of the semester in May.

You will see the following request:

How to Set Hourly Availability

Setting up Hourly Availability will let SubItUp and your manager know day by day what times you are available to work. This availability will later be used to schedule shifts so it is important that you fill this out accurately. The examples below will give you a good idea of how to set your availability…

Example: You have class on Monday from 10:00 am to 12:30 pm, you can work before and need a 15 minute buffer to get from work to class, this means you are able to work in the mornings until 9:45 am.

1. First select "Monday" from the "Pick a Day" column on the left

2. Next select the date range for the first semester

Date: 8/27/2012 ▼   To: 12/17/201 ▼

 3. Next select the start time of 7:00 am and the end time of 9:45 am

Start: 7:00 AM ▼   End: 9:45 AM ▼

4. Finally click the, ➕ , button. Once clicked the availability will be added on the right under "Check your Schedule"

Once you have set all of your availability click Save hourly availability button, **Save hourly availability** , on the bottom of the popup screen. Once you click this button your availability will be saved and you will not be able to change it unless your manager requests new availability or you ask your manager to let you reset your availability.

- If you make a mistake or need to delete an availability all you need to do is click the, ✖ , button next to the availability.

Once you have completed your availability, you can also complete the Personal Information Section. Here you can activate text messaging, contact preferences and change your password.