

Schedule Pattern

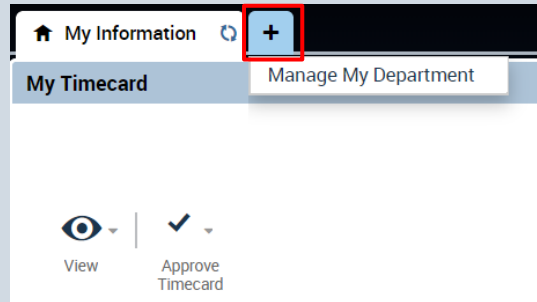
Purpose:

This job aid will help you create a schedule pattern for an employee.

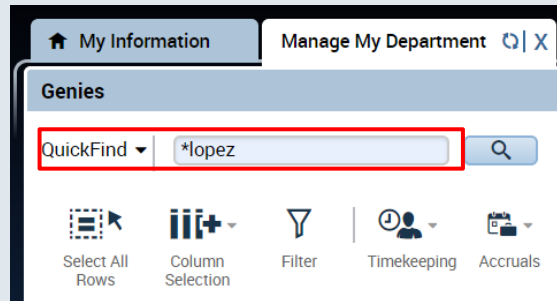
Steps

Screenshots

Click on the '+' and select Manage my Department

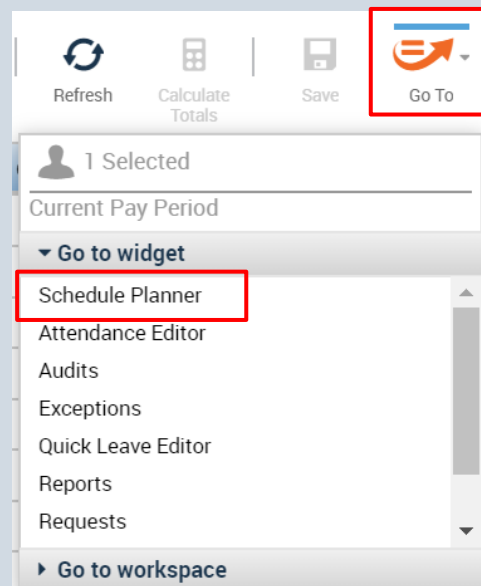


Find the employee by using the QuickFind window and inserting their name or employee ID.



Click on their name once to select them.

On the right side of the window, select the Go To drop down menu and choose "Schedule Planner"



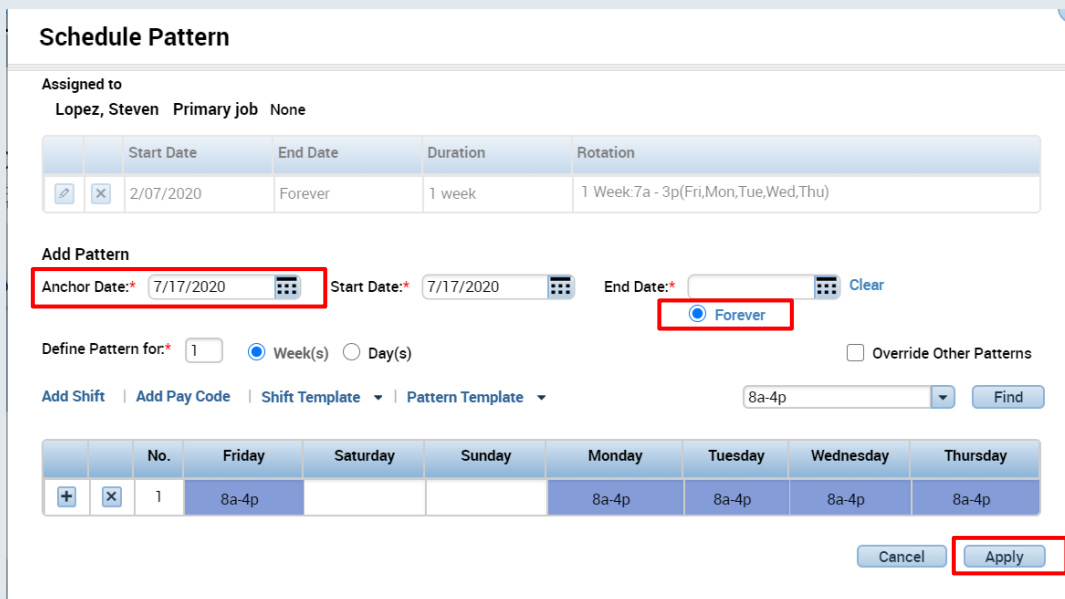
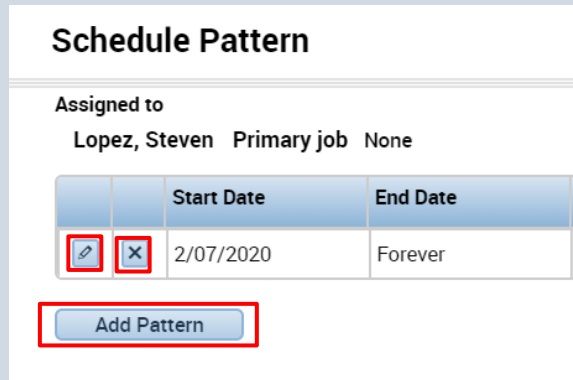
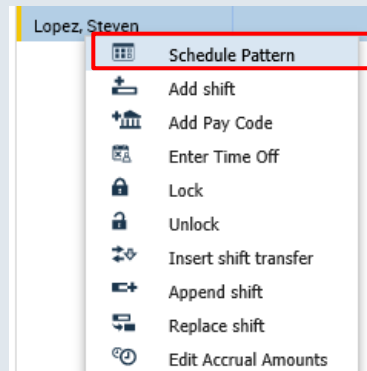
Steps

This will bring you to a page that shows the schedule pattern of the employee. Find the employee name on the left side, right click it and choose “**Schedule Pattern**” from the drop down list

This pop up window will show any existing patterns that the employee has. You can edit an existing pattern by pressing the **Edit icon**, you can also delete an existing pattern by clicking the **Delete icon**.

To add a new pattern press the icon at the bottom of the window that says “**Add Pattern**”

Screenshots



Fill in the **anchor date**, which is the day the pattern begins, it should be on a Friday due to the pay period. Then select the start date and the end date or check in the **Forever bubble** for making the pattern repeat forever. After that you have the option to define the pattern for multiple weeks or for a certain amount of days and then you would fill in the desired schedules manually. **If you wish to end another pattern to replace with this pattern, be sure to select 'Override Other Patterns'**. Once done, press **Apply** in the bottom corner.