

How to add or remove a Schedule Pattern

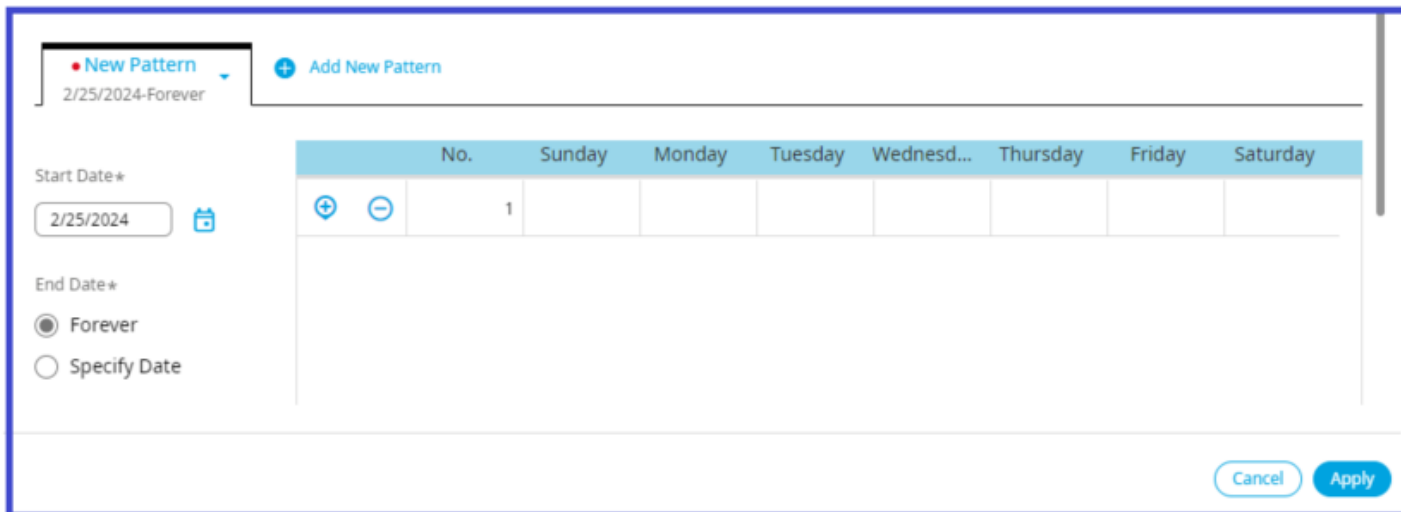
This job aid explains how to add or remove Schedule Pattern.

About Schedule Patterns

- Patterns can be created for a variety of reasons which could include:
 - Weekend Commitments (Example: Employee works every third weekend)
 - Same schedule every week (Example: Everyday 9-530pm)
 - Rotating schedule every other week (Example: week of day shifts, week of night shifts)
 - On Call patterns (Example: Every Tuesday on call and every other Saturday on call)
 - Employees can have more than one pattern assigned if necessary.
- Best practice is to start a schedule pattern either on employee's hire date or first day of a pay period.
- All full-time exempt employees should have a schedule pattern entered.

Add a Schedule Pattern:

1. In the schedule, **double click** on the employee's name of who you are entering a pattern for. Be sure to check that you do not have multiple employees selected unless that is your intention.
2. The schedule pattern box will open on your screen.



New Pattern

+ Add New Pattern

2/25/2024-Forever

Start Date*

2/25/2024

End Date*

☒ Forever
 ☐ Specify Date

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1							

Cancel

Apply

3. Select your **Start Date and End Date (if applicable)**.
 - a. Make sure you select either the employee's start date or the first day of a pay period.

New Pattern

2/25/2024-Forever

Start Date*

2/25/2024

End Date*

☒ Forever

☐ Specify Date

4. Fill out the **Define Pattern For** selections:

- If the Pattern recurs every week, leave the selection as 1.
- If the pattern changes bi-weekly, change to 2 (Example: Every other weekend commitment)
- If the employee works every third weekend, change to 3.

Start Date*

2/25/2024

End Date*

☒ Forever

☐ Specify Date

Define Pattern For*

1 Week(s)

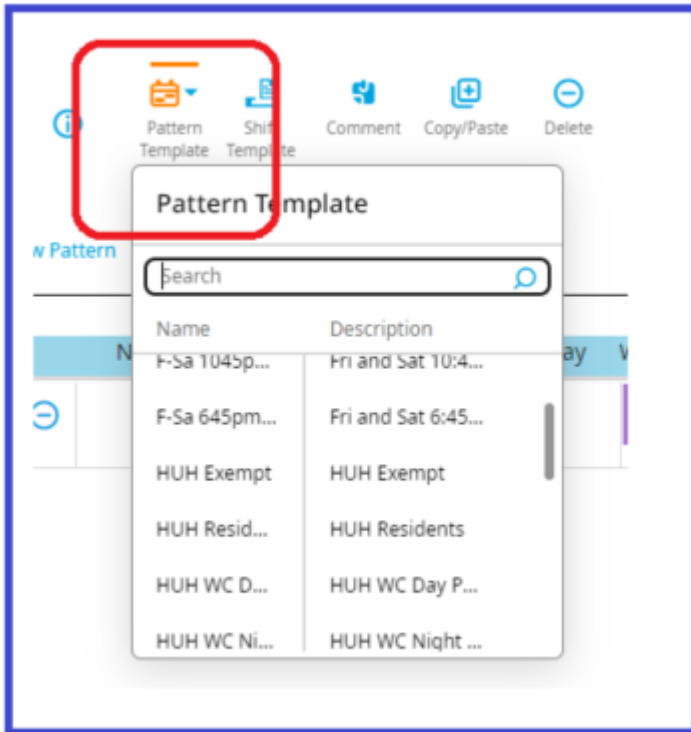
☐ Override Other Patterns

Start Pattern On*

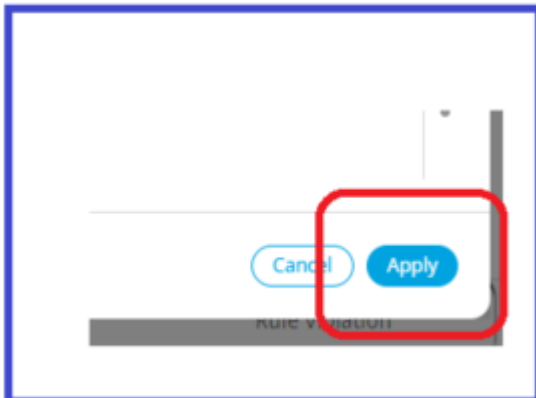
Week 1

5. Enter the **shifts** in the cells or choose a **Pattern Template** if applicable.

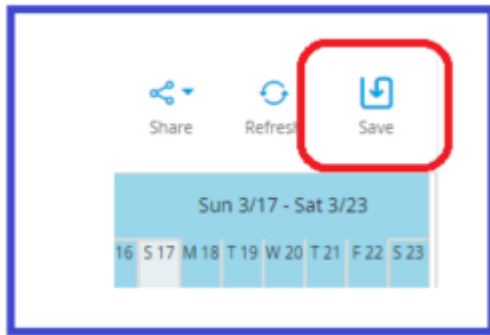
- You can manually enter the shifts just like you would do in the schedule.
- You can add work rules or business structure transfers.
- You can also add paycodes to a pattern.
- The templates provided are the most used patterns collected at your organization.



6. Click **Apply**.



7. Check the schedule to ensure that the pattern is accurate, then click **Save**.



Remove a Schedule Pattern:

1. In the schedule, **Double Click** the employee's name.
2. In the **schedule pattern editor box**, enter the **End Date** to stop the pattern.

HUU Exempt 2/25/2024-3/23/2024 + Add New Pattern

Start Date*
2/25/2024

End Date*

☐ Forever

☒ Specify Date

3/23/2024

Define Pattern For *

No.	St
+	-
1	

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