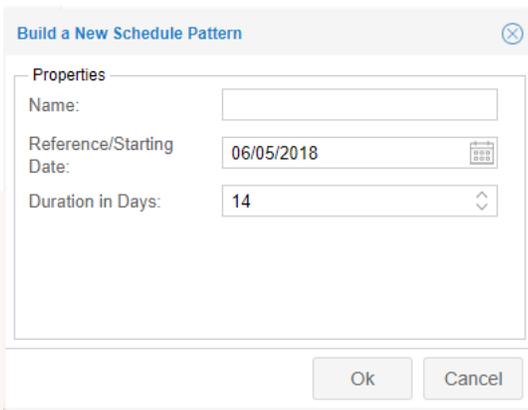# BIWEEKLY SCHEDULE PATTERNS

Schedule Patterns can be used to assign predictable, repeating schedules to groups of employees. If, for example, you have a group of employees that work every period Monday through Friday 9:00am – 5:00pm you can setup a Pattern that applies to these employees every period.

1. Click the [Add New...] button at the top of the screen.
2. Fill in the fields

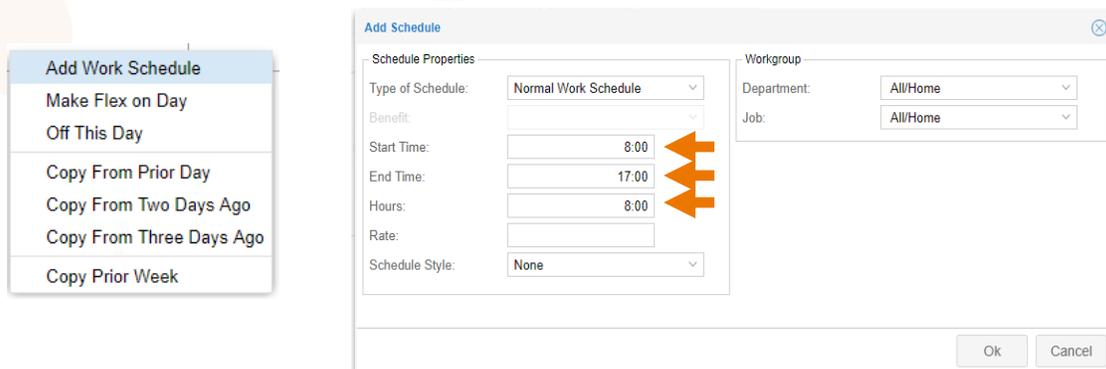| Fields	Description
Name	Specify a descriptive name for the schedule pattern. Example: 9:00am – 6:00pm (M-F)
Reference/Starting Date	The start date of the schedule pattern. The most common date is a past start date for a pay period. For Bi-weekly it will define which is the first week
Duration in Days	Indicate how frequently the schedule pattern repeats itself. **Use 14 for biweekly.**

3. To define schedules in a schedule pattern, click the PLUS (+) on first day you want to schedule. The following options are available:
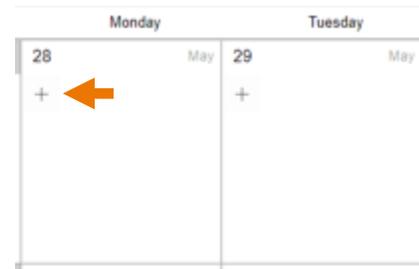
4. Choose **Add Work Schedule**. Specify the **START, END** and **HOURS** field properties of a schedule.

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5. Click ⊞ on the next day that needs a schedule, select **Copy from Prior Day** to copy the schedule you created on the previous day. Repeat this step for all the days included in the schedule pattern.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	🕐 8:00a/ 5:00p 8:00	🕐 8:00a/ 5:00p 8:00	🕐 8:00a/ 5:00p 8:00		🕐 8:00a/ 5:00p 8:00	🕐 8:00a/ 5:00p 8:00
+	+	+	+	+	+	+
	🕐 8:00a/ 5:00p 8:00	🕐 8:00a/ 5:00p 8:00	🕐 8:00a/ 5:00p 8:00	🕐 8:00a/ 5:00p 8:00	🕐 8:00a/ 5:00p 8:00	
+	+	+	+	+	+	+

6. Click [Advanced] button to adjust Pattern properties.   Make sure settings match screen below.

Adjust Schedule Pattern Properties ⊗

Properties

Pattern Runs Forever:	☑
Starting Date:	01/01/1980 📅
Ending Date:	01/01/1980 📅
Use Employee Workgroups:	☐
Use Employee Rates:	☑
Apply From:	Default ⌄
Days:	14
Days Worth of Forward Schedules to Create:	90
Pattern Type:	Standard Schedule Pattern ⌄
Week:	Use Employee Overtime Week ⌄
Week Begins:	Sunday ⌄

[Ok] [Cancel]
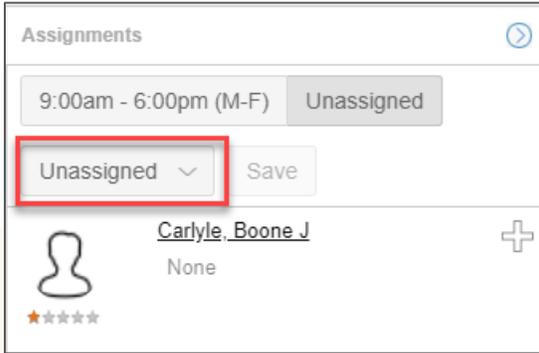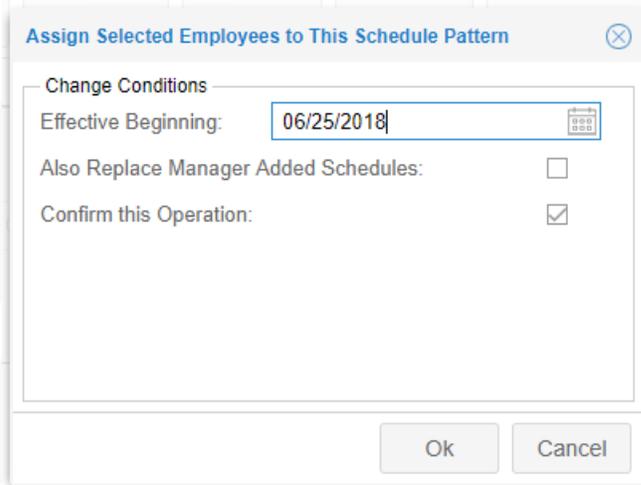
Assigning Schedule pattern To Employees

To assign or remove employees for a schedule pattern, select a schedule pattern and then click [Assignments] , the Assignments panel is then expanded.

1. Select the list to choose the employees from. It will show the list of employees

2. Click ⊹ for an employee to be assigned to a schedule pattern. The [Add] icon indicates that the employee will be assigned to a schedule pattern.

3. Once all employees are selected, click the [Save] button to assign employees selected to the schedule pattern.

4. Specify the **Effective Date** and confirm save by checking, **Confirm this Operation**.

*NOTE: Do **NOT** check the box **Also Replace Manger Added Schedules**. This will replace schedules made by managers, including Scheduled Time Off.*

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