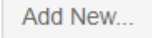
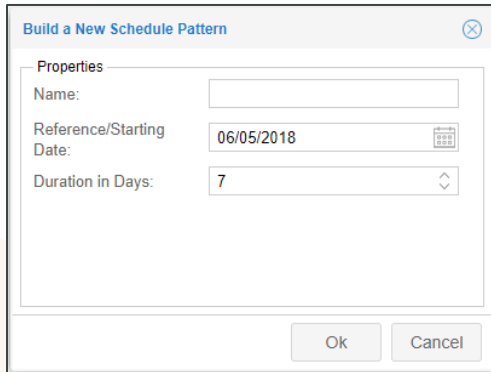


PERSONAL SCHEDULE PATTERNS

Employee personal schedule patterns are automatically repeating schedules that are defined individually for each employee. They are used when employees work a repeating schedule that is unique to them.

1. Click the  button at the top of the screen.
2. Fill in the fields



Build a New Schedule Pattern

Properties

Name:

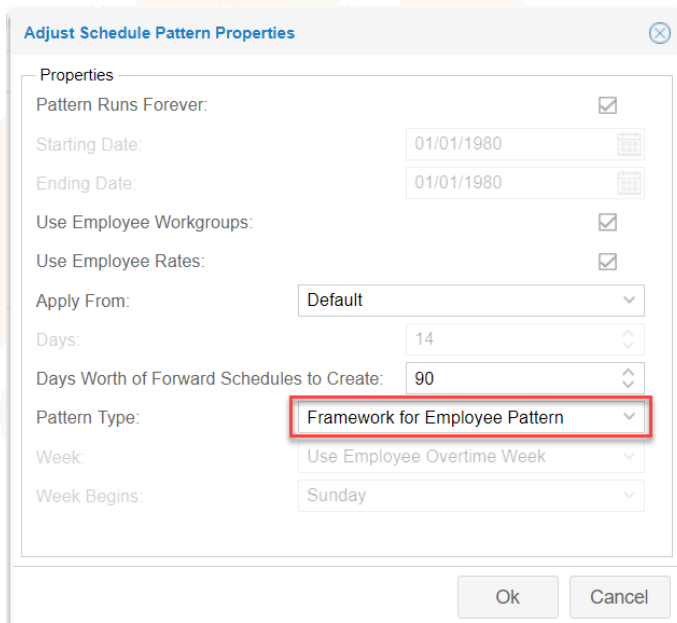
Reference/Starting Date:

Duration in Days:

Ok Cancel

Fields	Description
Name	Specify a descriptive name for the schedule pattern. Example: Weekly Pattern or Biweekly Pattern
Reference/Starting Date	The start date of the schedule pattern. The most common date is a past start date for a pay period.
Duration in Days	Indicate how frequently the schedule pattern repeats itself. Use 7 for weekly, 14 for biweekly.

3. Click  button to adjust the pattern properties. Make sure all settings match screen below.



Adjust Schedule Pattern Properties

Properties

Pattern Runs Forever:

Starting Date:

Ending Date:

Use Employee Workgroups:

Use Employee Rates:

Apply From:

Days:

Days Worth of Forward Schedules to Create:

Pattern Type:

Week:

Week Begins:

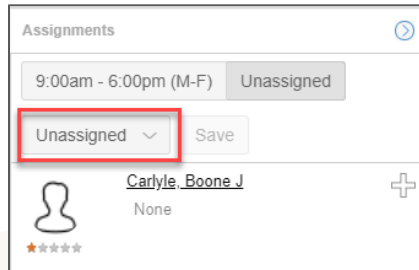
Ok Cancel

NOTE: Pattern Type must be set to Framework for Employee Pattern

Assigning personal pattern To Employees

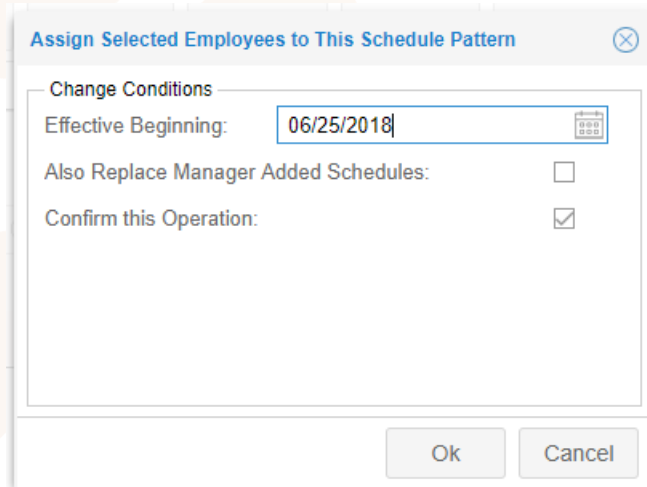
To assign or remove employees from a schedule pattern, select a schedule pattern and then click **Assignments**, the Assignments panel will expand.

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



The screenshot shows the 'Assignments' panel for a schedule pattern '9:00am - 6:00pm (M-F)'. A dropdown menu is open, showing 'Unassigned' as the selected option. A 'Save' button is visible to the right of the dropdown. Below the dropdown, there is a list of employees, with 'Carlyle, Boone J' and 'None' visible. A plus sign icon is next to the employee list.

2. Click **+** for an employee to be assigned to a schedule pattern. The **Add** icon indicates that the employee will be assigned to the schedule pattern.
3. Once all employees are selected, click the **Save** button to assign the employees selected to the schedule pattern.
4. Specify the **Effective Date** and CHECK **Confirm this Operation**.



The screenshot shows the 'Assign Selected Employees to This Schedule Pattern' dialog box. It has a title bar with a close button. The 'Change Conditions' section includes: 'Effective Beginning:' with a date field containing '06/25/2018' and a calendar icon; 'Also Replace Manager Added Schedules:' with an unchecked checkbox; and 'Confirm this Operation:' with a checked checkbox. At the bottom, there are 'Ok' and 'Cancel' buttons.

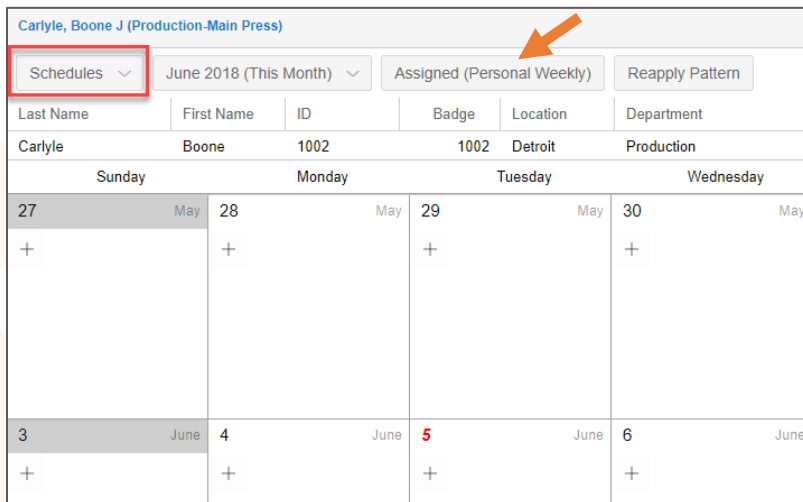
NOTE: Do **NOT** check the box **Also Replace Manger Added Schedules**. This will replace schedules made by managers, including Scheduled Time Off.

Define The Employee Schedule

Each employee assigned to a personal pattern can have their own defined schedule.

1. Search for employee that you have assigned to a personal pattern and go to their Schedules page.

NOTE: You can also assign an employee to a pattern or personal pattern by clicking on the pattern they are current assigned.

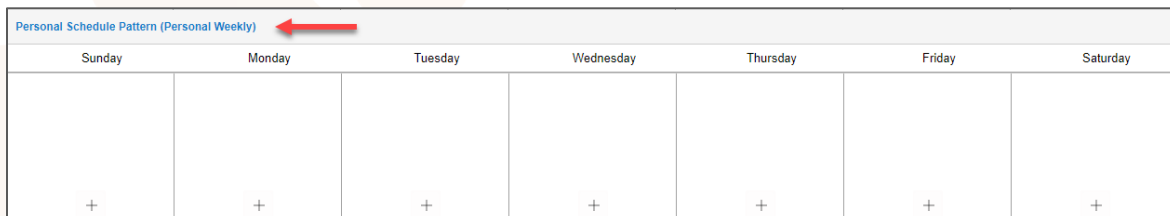


Carlyle, Boone J (Production-Main Press)

Schedules June 2018 (This Month) Assigned (Personal Weekly) Reapply Pattern

Last Name	First Name	ID	Badge	Location	Department
Carlyle	Boone	1002	1002	Detroit	Production
Sunday		Monday		Tuesday	
27 May	28 May	29 May	30 May		
+	+	+	+		
3 June		4 June		5 June	
+	+	+	+		

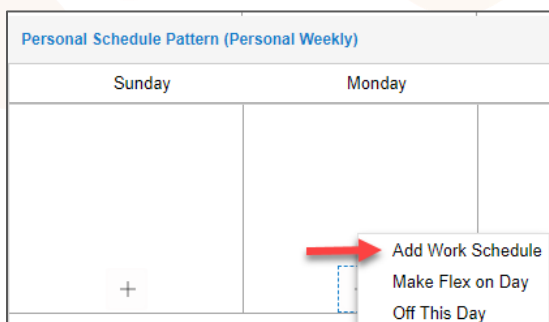
2. Expand the employee's personal pattern by clicking on **Personal Schedule Pattern** at the bottom of the screen.



Personal Schedule Pattern (Personal Weekly)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+	+	+	+	+	+	+

3. Enter a schedule by clicking then **Add Work Schedule** on the first day needing a schedule.

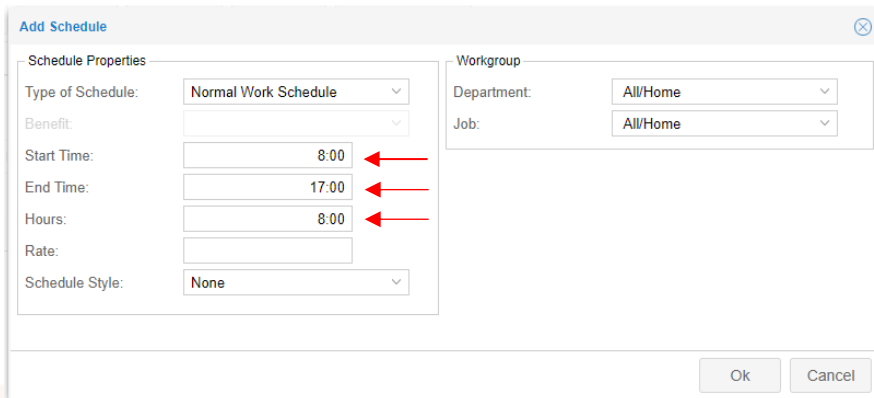


Personal Schedule Pattern (Personal Weekly)

Sunday	Monday
+	

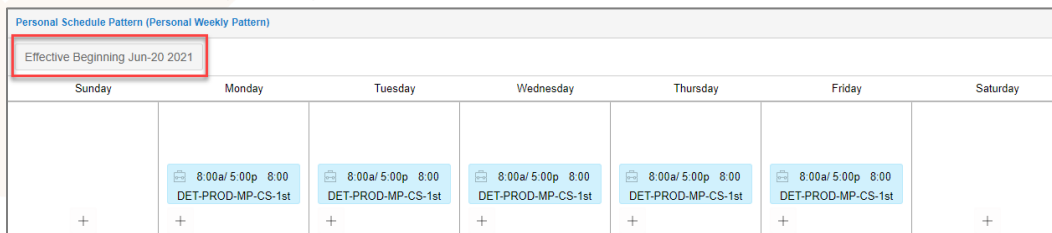
- Add Work Schedule
- Make Flex on Day
- Off This Day

4. Add Work Schedule. Specify the **START, END** and **HOURS** field properties of a schedule.



NOTE: Repeat steps 3-4 for any day needing a schedule

5. To apply the personal pattern, click the **Effective beginning [Date]** button to apply with an Effective Beginning Date.



6. Enter the Effective Beginning date and **CHECK** the **Rebuild Schedules from Pattern** box. Then click OK.

