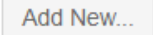
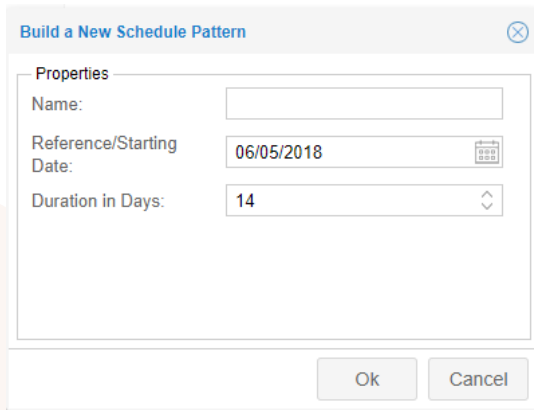


## WEEKLY SCHEDULE PATTERNS

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



**Build a New Schedule Pattern**

Properties

Name:

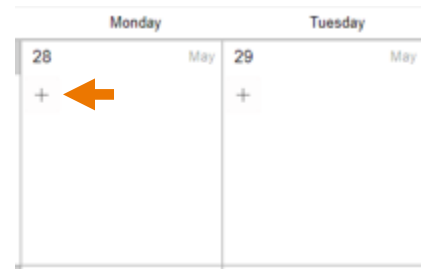
Reference/Starting Date:  

Duration in Days:

Ok Cancel

Fields	Description
Name	Specify a descriptive name for the schedule pattern. Example: 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. <b>Use 7 for weekly.</b>

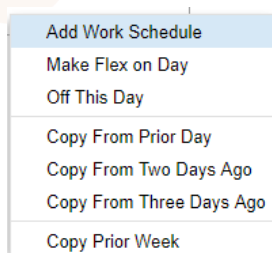
3. To define schedules in a schedule pattern, click the PLUS (+) on first day you want to schedule. The following options are available:



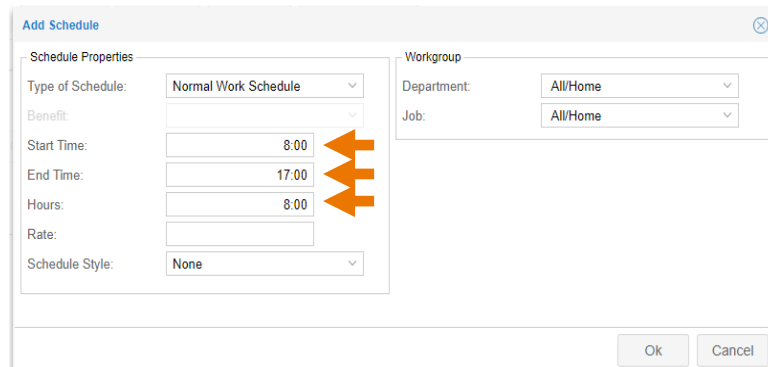
Monday 28 May Tuesday 29 May

+ +

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



- Add Work Schedule
- Make Flex on Day
- Off This Day
- Copy From Prior Day
- Copy From Two Days Ago
- Copy From Three Days Ago
- Copy Prior Week



**Add Schedule**

Schedule Properties

Type of Schedule:

Benefit:

Start Time:

End Time:

Hours:

Rate:


Schedule Style:

Workgroup


Department:

Job:

Ok Cancel

- 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
	9:00a/ 6:00p 8:30	9:00a/ 6:00p 8:30	9:00a/ 6:00p 8:30	9:00a/ 6:00p 8:30	9:00a/ 6:00p 8:30	
+	+	+	+	+	+	+


- Click  button to above the calendar view to adjust Pattern properties. Make sure 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:  

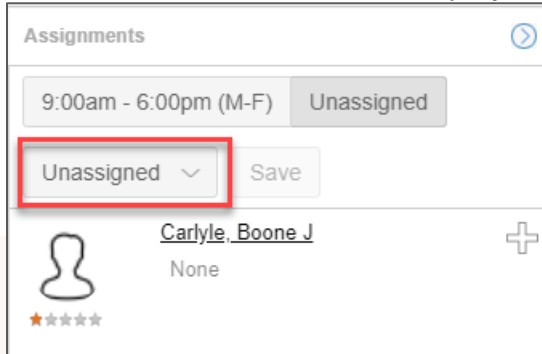
Week:  

Week Begins:  

## Assigning Schedule pattern To Employees

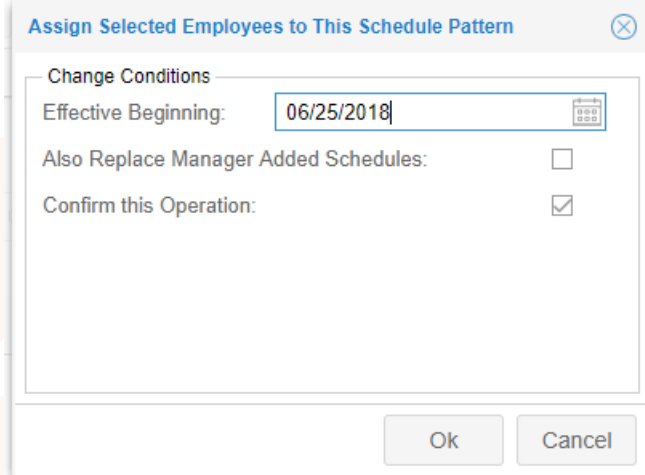
To assign or remove employees for a schedule pattern, select a schedule pattern and then click **Assignments**, the Assignments panel is then expanded.

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



The screenshot shows the 'Assignments' panel. At the top, it displays '9:00am - 6:00pm (M-F)' and 'Unassigned'. Below this is a dropdown menu with 'Unassigned' selected, and a 'Save' button to its right. Underneath, there is a list of employees. The first employee is 'Carlyle, Boone J' with a profile icon, a plus sign, and a rating of five stars.

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**.



The screenshot shows a dialog box titled 'Assign Selected Employees to This Schedule Pattern'. It has a close button in the top right corner. 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.