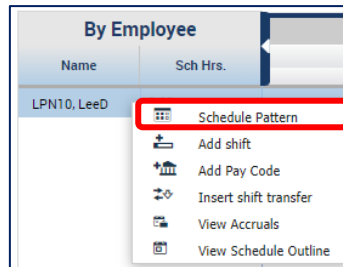# Adding a Schedule Pattern

Adding a Schedule Pattern

Schedule patterns are used for workers who do not work standard shifts, such as 8am – 5pm, Monday – Friday. Patterns allow the schedule to be assigned for non-sequential days, such as Tuesday, Thursday, Saturday and Sunday, or for evening or night shifts. An assigned pattern can be changed easily as well when an employee's shift assignment changes.

Creating a New Schedule Pattern

To create a new Schedule Pattern for an employee, follow the instructions below.

1. From any View or the employee's timecard, select the **Go To** menu, then select **Schedule Editor**.

2. Right-click on the employee's name on the left side of the page and select **Schedule Pattern.**

The screen below will display with the employee's current pattern assignment, if any. This screen will not display if there is no current pattern assignment. If this is the case, skip Step 3.
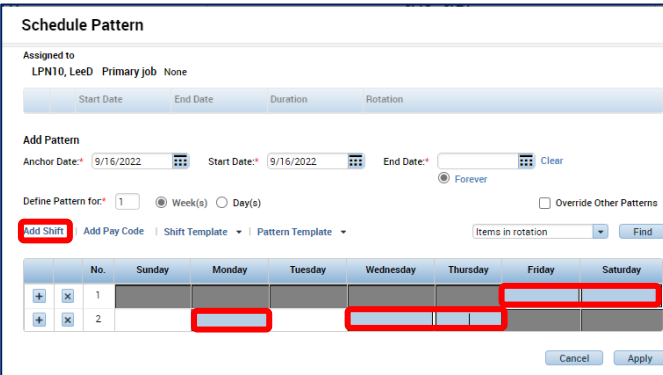
3. Click **Add Pattern**.

The **Schedule Pattern** screen displays.

4. The **Anchor Date** and **Start Date** fields default to the start date selected from the Time Period in the Schedule Editor. Edit the dates if needed.

5. Leave the **Forever** radio button selected, unless the pattern is for a set length of time. In that case, select the **End Date**.

6. Check the **Override Other Patterns** check box. This message will display but no action is required.

⚠ Warning Selecting Override may delete shifts or unavailable days, except for locked days or shifts.

7. Hold down the **CTRL** key and select the dates for the pattern from the weekday grid on the page. Selected days for this example are circled in red in the graphic below.

8. Once the correct days are selected, click **Add Shift.**

The screen below displays.

9. Click the **+** icon on the left side of the screen **twice** to add two more rows for the shift.

		Type	Day	Start Time	Day	End Time	Sch. Hours	Labor Level Transfer	Work Rule Transfer
+	✕	Regular	1	12:00am	1	1:00am	1:00		
+	✕	Regular	1	1:00am	1	1:00am	0		
+	✕	Regular	1	1:00am	1	2:00am	1:00		

10. Edit each row with the information for the new shift.

    a) The first row will be designated as **Regular** for the first portion of the shift.

    b) The second row will be designated as **Break** for the lunch break. Click in the **Type** cell on the second row for a list and select **Break.**

    c) The third row will be designated as **Regular** for the last portion of the shift.

11. Click **Apply**.

Schedule Pattern

Assigned to
LPN10, LeeD   Primary job   None

Insert Template ▾   Shift Label [   ]   Shift Details   6:45am-2:00am(-5:15h)

		Type	Day	Start Time	Day	End Time	Sch. Hours	Labor Level Transfer	Work Rule Transfer
+	✕	Regular	1	6:45am	1	10:45am	4:00		
+	✕	Break	1	10:45am	1	11:15am	0:30		
+	✕	Regular	1	11:15am	1	3:15pm	4:00		

Cancel   Apply

12. The **Schedule Pattern** screen displays again with the created shift populated in the previously selected days. If the correct days were not selected, the schedule can be deleted from that day or cut/copied and pasted on a different day. A shift may also be edited to change the start or end time.

13. Once the schedule pattern is correct, click **Apply.**

Schedule Pattern

Assigned to
LPN10, LeeD   Primary job   None

Start Date	End Date	Duration	Rotation

Add Pattern

Anchor Date:* [9/16/2022] 🗓   Start Date:* [9/16/2022] 🗓   End Date:* [   ] 🗓 Clear
                                                  ◉ Forever

Define Pattern for:* [1] ◉ Week(s) ○ Day(s)   ☐ Override Other Patterns

Add Shift | Add Pay Code | Shift Template ▾ | Pattern Template ▾   [645a-315p ▾]   Find

		No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+	✕	1						645a-315p	645a-315p
+	✕	2		645a-315p		645a-315p	645a-315p		

Cancel   Apply

A confirmation message will display pertaining to the **Override Other Patterns** check box.

14. Select **Yes**.

Confirm

Selecting Override may delete shifts or unavailable days, except for locked days or shifts. Do you want to continue?

Cancel   Yes

A popup page will display with both the previous pattern and the new pattern.

15. If correct, click **OK.**

Schedule Pattern

Assigned to
LPN9, LeeD   Primary job   None

		Start Date	End Date	Duration	Rotation
✎	✕	10/01/2022	Forever	1 week	1 Week:645a - 315p(Sat,Mon,Wed,Thu,Fri)
✎	✕	9/16/2022	Forever	1 week	1 Week:245p - 1115p(Sun,Tue,Wed,Fri,Sat)

Add Pattern   OK

16. The pattern will then populate the selected days on the **Schedule Editor** page and will set the schedule for future weeks since "Forever" was selected.

17. Select the **Save** button to save the changes.

Schedule Editor

Loaded: 2:18PM   11/16/2022 - 11/30/2022 ▼   1 Employee(s) Selected ▼   Edit

View | Column Selection | Visibility Filter | Select all | Gantt View | Sorting   Refresh | View Comments | Share | Save | Go To

By Employee		11/13 - 11/19			11/20 - 11/26		11/27 - 12/03	
Name	Sch Hrs.	Wed 11/16	Thu 11/17	Fri 11/18	Sat 11/19	Sun 11/20	Mon 11/21	Tue 11/22
LPN10, LeeD	80:00	6:45AM - 3:15PM	6:45AM - 3:15PM		6:45AM - 3:15PM		6:45AM - 3:15PM	6:45AM - 3:15PM	6:45AM - 3:15PM

18. Return to the timecard and refresh the page to confirm the schedule is present.

NOTE: For further information regarding schedules and patterns see the **Schedule Editor Overview** job aid.