

How do I... Assign a Regular Work Schedule Using a Pattern Template?

ACTION

1. From any *Genie*, **select** the employee **name** and **click** the **Schedule launch** button in the upper right hand corner to open the *Schedule Editor*.
2. To select more than one employee, hold down the **Ctrl or Shift** key and **select** multiple employee **names**. Then, click the *Schedule launch* button in the upper right hand corner.
3. In *Schedule Editor*, locate the **Time Period Box** in the middle top of the screen. Using the drop down arrow, **select** the **range of dates** or appropriate **schedule period** (pay period).
4. **Click** the **name** of the employee for whom you are assigning a pattern.
5. **Select Shift Menu, Add Pattern**. The *Pattern Editor* opens for the employee whom you selected.
6. Click **Insert Pattern** button and **select a pattern** from the list. Click **OK**.
7. In Work Start Date, **enter** the **date** on which the employee starts working this pattern (typically the first day a pay period)
8. **Edit** the **Pattern Start Date** to reflect the first day of the pay period. (**Note:** All work schedule pattern templates are built to coincide with the pay period.)
9. In the *Recurring box*, **select** the **number of weeks** in the pattern. **Select 1** for a pattern that repeats each week (i.e. 5-8's, 4-10's) or **Select 2** for a pattern that repeats every two weeks (i.e. 9-80's or schedules that differ from the first week of the pay period to the second week of the pay period).
10. For a **temporary pattern**, in End Date, **enter** the **date** on which the employee stops working this pattern or . . .
11. For a **permanent pattern**, **select Forever**. The pattern repeats until otherwise specified.
12. Click **OK**.
13. Select **Save** in the *Schedule Editor*.