

## How do I... Change the Regular Work Schedule of an Employee who is also assigned a Standby Schedule?

If you have employee that has two patterns assigned (one regular, one standby) and you need to change their regular schedule permanently, use this procedure to make the change.

### **ACTION**

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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, Edit Pattern**. The *Pattern Editor* opens for the employee whom you selected.
6. If the employee has more than one pattern, you can **click Choose Another Pattern** and **select** the *Regular Work Schedule* pattern that you want to edit. Click **OK**.
7. In End Date, **select** the **date** on which the employee stops working this pattern.
8. If *Override other patterns* is checked, **uncheck it**. Click **OK**.
9. Select **Save** in the *Schedule Editor*.
10. Select **Shift Menu, Add Pattern**. The *Pattern Editor* opens for the employee whom you selected.
11. Click **Insert Pattern** button and **select a pattern** from the list. Click **OK**.
12. In Work Start Date, **enter** the date on which you want the change to take effect.
13. **Edit** the **Pattern Start Date** to reflect the first day of the pay period in which the change takes effect. (**Note:** All work schedule pattern templates are built to coincide with the pay period.)
14. 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).
15. For a temporary pattern, in End Date, **enter** the **date** on which the employee stops working this pattern or . . .
16. For a permanent pattern, **select Forever**. The pattern repeats until otherwise specified.
17. Click **OK**.
18. Select **Save** in the *Schedule Editor*.