

How do I... Change an Employee's Regular Work Schedule?

If an employee's pattern is changing permanently, use this procedure to make the change.

To change an employee's regular work schedule that is *also assigned a standby schedule* refer to instructions for Employee's on Standby.

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 you want the change to take effect.
8. **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.)
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 you want the change to take effect or . . .
11. For a **permanent pattern**, **select Forever**. The pattern repeats until otherwise specified.
12. Select **Override other patterns**.
13. Select **Save** in the *Schedule Editor*.