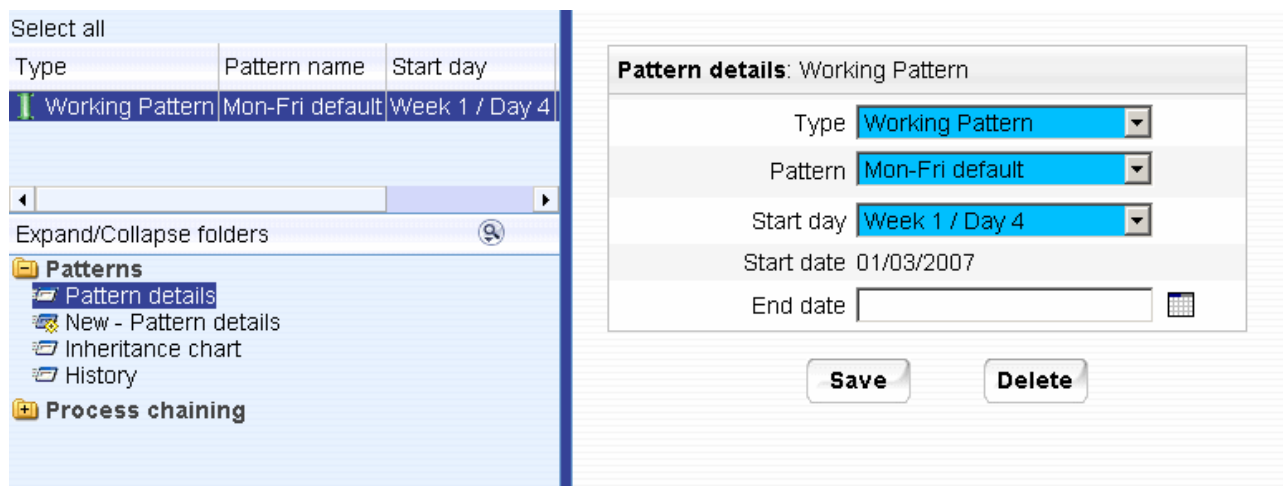## 1.1 Working Pattern

Working patterns are used to inform the system when an employee is at work so that absences such as sickness and holidays can be deducted correctly from their entitlement.

Working patterns can be viewed from the Positions menu

> **Navigate: Organisation >People (select the employee) > Employment > Positions (select position) > Patterns**

Working patterns are normally inherited from the post above. This is indicated by the green bar in the top left hand box as shown in the screen shot below:

Type should always be Working Pattern

Pattern indicates the days of the week the working pattern covers, clicking the drop down arrow displays the different work patterns available.
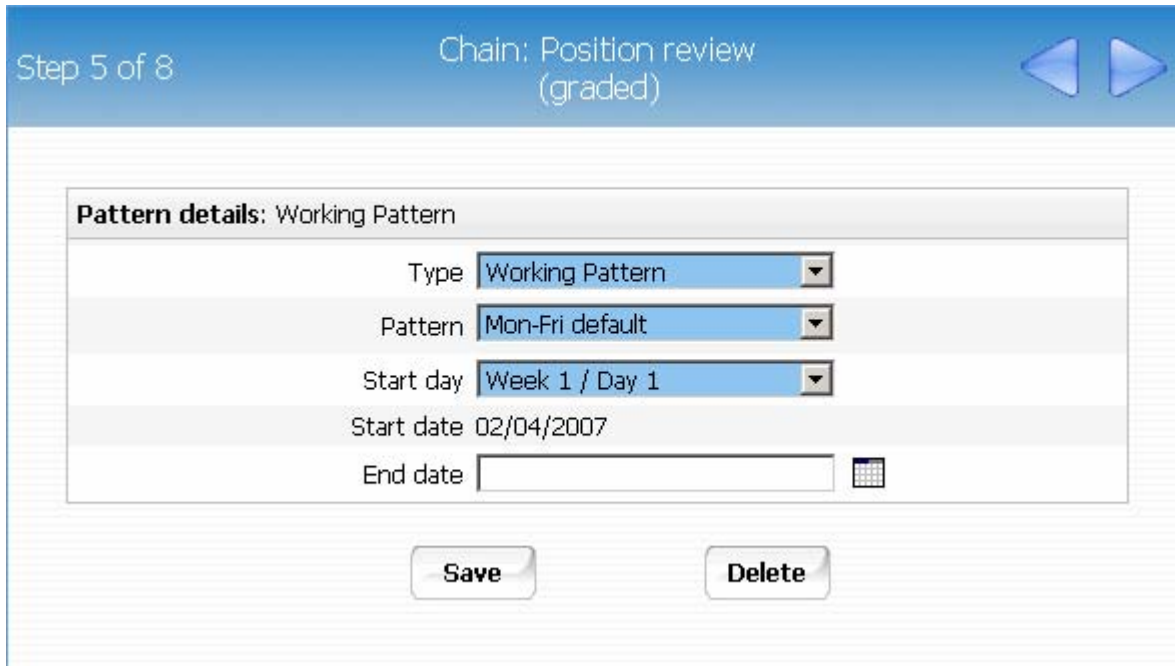
Start day indicates the **day** of the week from which the pattern starts. Monday has been pre-determined by the University as the first day of the University working week and Sunday the last day – Day 7. Day 1 **always** indicates a Monday. The example above shows a start day of Thursday being Day 4.

Start date is the date from which the working pattern is to start, or the date from which the change is to start. This may not be the first working day of the new pattern.
The start date and the start day must always correspond with each other. The example above shows a start date of 01/03/07 which is a Thursday and so start day reflects this as Day 4.

1.2 Position review screen chain

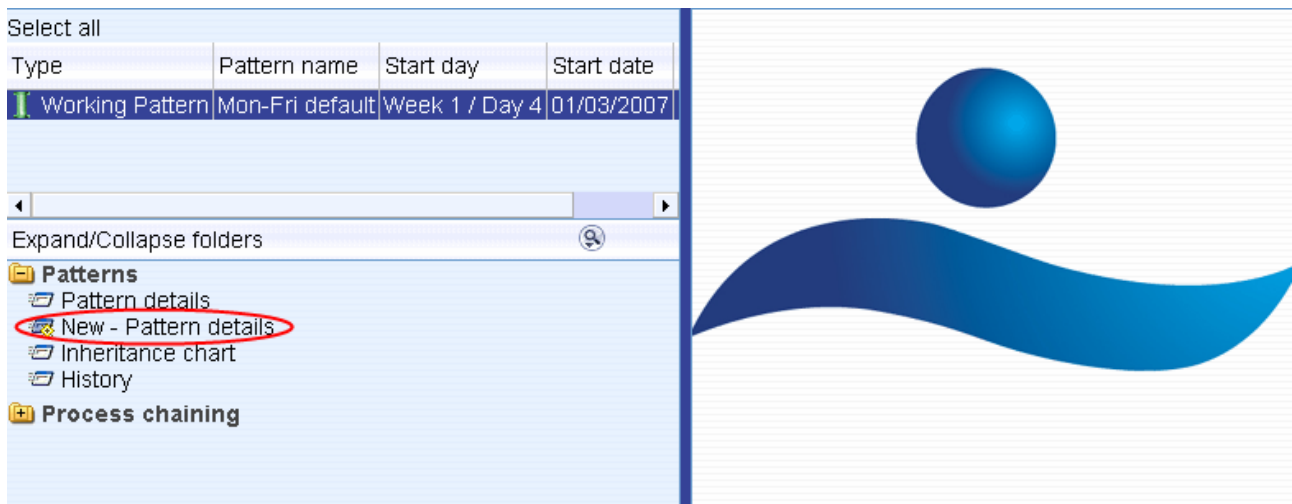Working pattern is Step 5 of the position review screen chain

The start date that is shown as part of the screen chain will be the start date that has been entered from the appropriate CHRIS form. This should be the same date that a person is attached to a position and attached to payroll.

In the example above the start date is 02/04/2007, (a Monday) the start day will automatically be shown as Day 1.

1.3 Changing a Working Pattern

There are occasions when an employee's work pattern is incorrect and needs to be changed. Normally when an employee changes their contractual hours, days of the week they work, or agrees any change in working arrangements, their position working pattern needs to be amended.

To do this, the New – Pattern details, from the Position menu should be selected. It will update the working pattern and automatically end date the previous pattern if applicable as only one Working pattern can be operational at any one time.

To amend the pattern, the level selected must be position level. The choice of (Contract) should not be used.

Select Type of Working Pattern

Select the new working pattern from the drop down list

Select the start day

This is not the same as the first **working** day. It should be the day that corresponds with the Start date below. There should never be a gap in dates from the previous pattern. If, as in the example an employee changes from full time Monday – Friday to working Wednesday, Thursday, Friday only, they will need a pattern to indicate the preceding days non-working days. Hence, with a start date of Monday 3rd September, the old pattern will end on a Sunday, and Monday not Wednesday will be the start day of the new pattern. It is the days indicated in the Pattern, not the Start day and Start date that indicates when an employee will actually be working.

The new working pattern will be viewable from its effective date. (i.e as long as the system date is 03/09/07 or afterwards)

The previous working pattern will automatically be end dated.

If an inappropriate working pattern is selected and applied incorrectly, OSP and SSP will be calculated incorrectly and this will affect an employees pay. Other leave such as unpaid leave will also be affected.