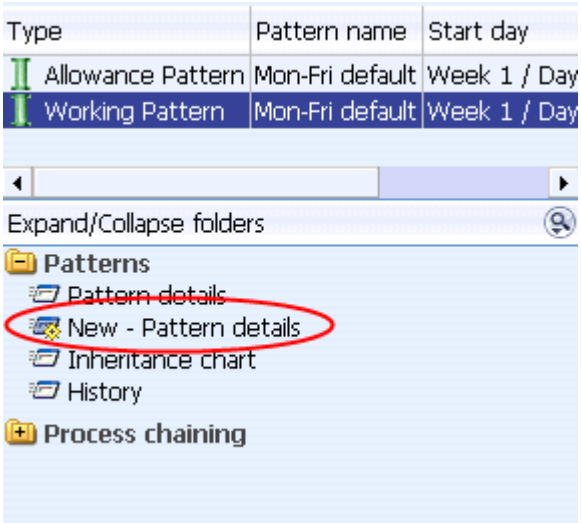
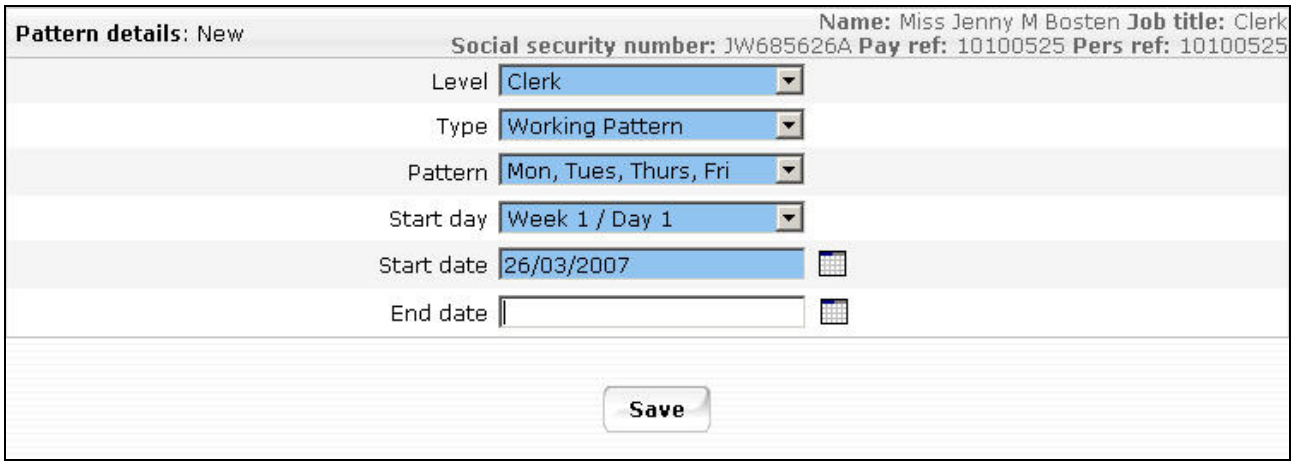
5 Changing Working Patterns

1. In order to change an employee's working pattern, you need to click the Patterns option from the Position menu. Select Working Pattern and choose the New – Pattern Details form.



2. The pattern details form will be displayed.



2. Select the appropriate position from the Level drop down box and select Working pattern from the Type field
3. Choose the new pattern from the drop down box on the Pattern field and add the details for the Start Day and Start Date (if the start date is a Monday then the start day is week 1/ Day 1, if the start date is a Tuesday, then the start day is week 1/ Day 2)
4. Click the

button.

Note that if you are setting this change up in the future, but your effective date at the top of the screen is todays date, you will not see this change in the object pane. Use the History screen to view your changes.

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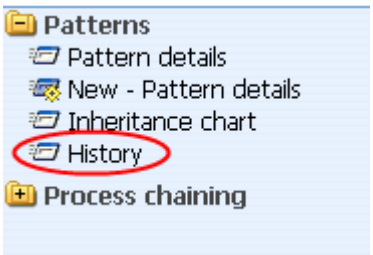
Trent will automatically place an end date against the original pattern, and the new one will be used from the start date entered. To view a history of the changes, select the History option.



History: Clerk [Working Patterns] (Permission to Fill granted)

Effective date	Working Pattern
26/03/2007	Mon, Tues, Thurs, Fri
07/02/2007	Mon-Fri default

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