

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.

Туре	Pattern nar	ne Start o	day
👖 Allowance Pattern	Mon-Fri defa	ault Week	1 / Day
👖 Working Pattern	Mon-Fri defa	ault Week	1 / Day
•			Þ
Expand/Collapse Tolder	rs		۲
Patterns Pattern details			
🤕 New - Pattern de	etails		
Inheritance chart	t		
E History			
Process chaining			

2. The pattern details form will be displayed.

Pattern details: New	Social security numl	۸ per: JW68562r	Name: Miss Je 6A Pay ref: 1	enny M Bosten <mark>J</mark> .0100525 Pers r	ob title: Clerk ef: 10100525
	Level Clerk				
	Type Working Patterr	n 🗖			
	Pattern Mon, Tues, Thur	s, Fri 📃			
	Start day Week 1 / Day 1				
	Start date 26/03/2007				
	End date 📔				
	Save				

- 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 **Save** 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.



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.

New - Pattern det	ails	
Inheritance chart History		
rocess chaining		
listory: Clerk [W	orking Patterns] (Permissi	on to Fill granted
listory: Clerk [W	orking Patterns] (Permissi	on to Fill granted
listory: Clerk [W Effective date	orking Patterns] (Permissi Working Pattern	on to Fill grante
listory: Clerk [W Effective date 26/03/2007	orking Patterns] (Permissi Working Pattern X Mon, Tues, Thurs, Fri	on to Fill granted