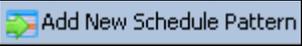


Adding a Schedule Pattern

Schedule patterns are predefined repeating schedules. You can create schedule patterns, for example, Monday - Friday 9 A.M. - 5 P.M., and assign them to employees who work the same schedule, simplifying scheduling.

To add a schedule pattern:

1. Click Schedule Patterns under Operations in the left navigation bar. A list of the available schedule patterns is displayed.
2. Click . The Schedule Pattern Properties wizard is displayed. Click Next.
3. Choose a schedule pattern type.

Schedule Pattern Type	Description
Pattern Applies Schedules	The schedule pattern applies the schedules you add to the assigned employees.
Pattern Copies Pay Period Schedules	The schedule pattern copies each employee's schedules from one pay period to the next.
Pattern Adjusts Existing Schedules Forward	The schedule pattern copies each employee's schedules from one week to the next.
Pattern is Basis for Employee Personal Pattern	An employee personal schedule pattern is created. Employee personal schedule patterns are automatically repeating schedules that are defined individually for each employee. They are used when employees work a repeating schedule that is unique to them.

4. If you choose Pattern Applies Schedules type, choose the Length of the schedule pattern. Select Weekly, Biweekly, or Other. If you choose Other, another page is displayed, allowing you to type in the number of days.
5. Indicate the length of the schedule pattern. Choose the start and end dates for the schedule pattern. You can type in dates or use the calendar selection tool. Choose a schedule pattern that lasts forever or one that expires.
6. Choose the day of the week the schedule pattern begins.
7. Select holidays, Pay Rate, and Workgroup Options. Choose whether to place schedules from schedule patterns on system-defined holidays and whether or not to use the employee's pay rate or workgroup.
8. Choose options about the Application of Schedules. Whenever the schedule pattern is applied, it adds schedules for the assigned employees. These options define when and how schedules are applied.

Field	Description
Days to Build from Today	Defines the number of days the employee is scheduled for when the schedule pattern is applied. For example, if selecting the properties for a week-long schedule pattern, you may want to apply 4 weeks at a time, or 28

Field	Description
	days.
Apply Beginning From	Defines when to start applying schedules: the beginning of the next pay period, the pay period after that, or a number of days from today. If you choose Beginning X Days from Current Date, type a number of days in the following field.
Days from Current Date	If you choose Beginning X Days from Current Date, type a number of days.

9. Select the first day of the week in the calendar displayed in a schedule pattern view. For example, you can choose Sunday as the first day of the week, even if Monday is the start date of the schedule pattern.
10. Type a meaningful name and description for the schedule pattern.