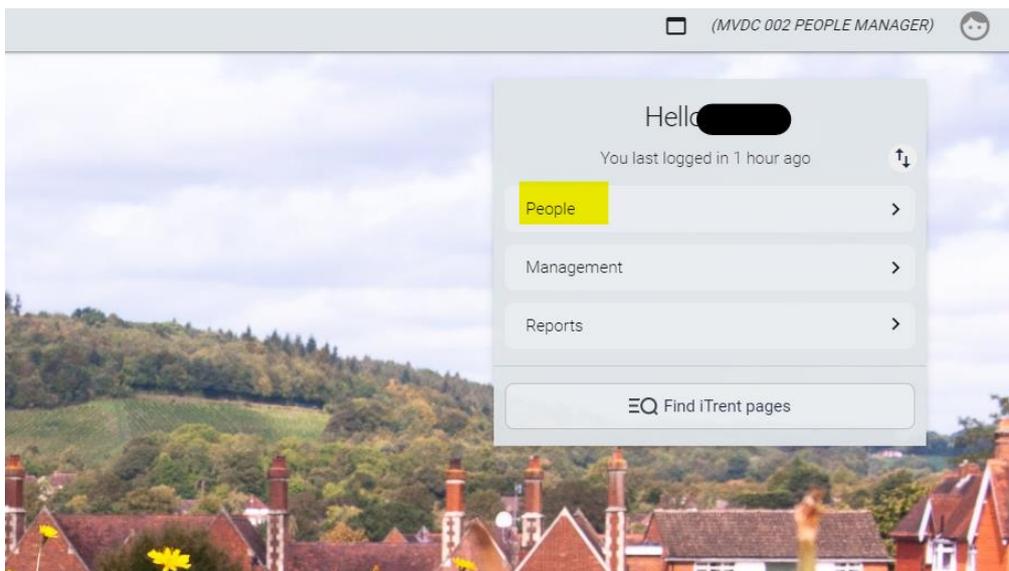


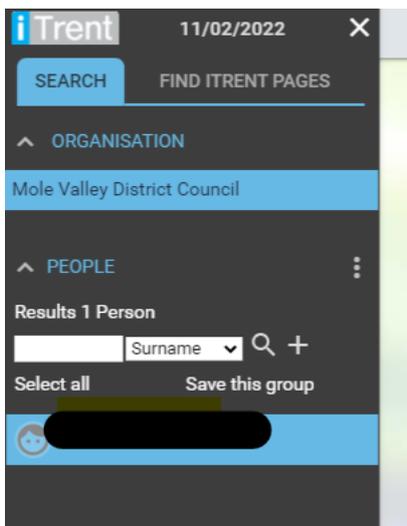
People Manager – Working Pattern Override

If you have an employee that works shifts, non-standard repetitive working pattern. When they go off on A/L or S/L you need to make sure that the correct working hours for the period are entered. This is to ensure that holidays are deducted correctly and so that SSP is calculated correctly.

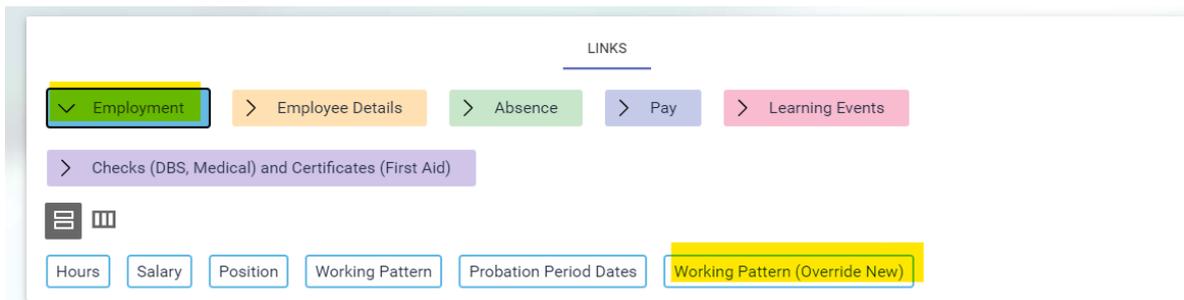
Select **People** from left hand menu



Search for the person that requires a pattern override



Select **Employment** and then **Working Pattern (Override New)**



You need to select the relevant position from the drop down

Ensure **Working Pattern** is selected

From Date: Monday of the week the pattern needs amending

To Date: Sunday of the week the pattern ends on

Number of Days: Should always be a multiple of 7

A screenshot of the 'Pattern override' form. The title bar shows 'Pattern override Pattern Override 07/02/2022 - 13/02/2022' and a 'MENU' button. The form is divided into two main sections: 'Pattern information' and 'Pattern date details'.

Pattern information:

- Position: [Redacted]
- Pattern type: Working Pattern (dropdown)
- From date: 07/02/2022 (calendar icon)
- To date: 13/02/2022 (calendar icon)
- Number of days in this pattern: 7

Pattern date details:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Week 1	09:15	09:15	00:00	09:15	09:15	00:00	00:00	37:00

At the bottom of the form are two buttons: 'VALIDATE' and 'SAVE'.

Then override the number of hours actually worked within the period. The total per week should equal their contracted hours.

Click **VALIDATE**, will advise if the inserted pattern is ok. Once ok, click **SAVE**