

Adding a Schedule Pattern



Overview

Schedule patterns are used for workers who do not work standard shifts, such as 8am – 5pm, Monday Friday. Patterns allow the schedule to be assigned for non-sequential days, such as Tuesday, Thursday, Saturday and Sunday, or for evening or night shifts. An assigned pattern can be changed easily as well when an employee's shift assignment changes.

Creating a New Schedule Pattern

To create a new Schedule Pattern for an employee, follow the instructions below.

1. Click on the **Manage Schedule** tile header.

Manage Schedule >

3/31/2026 • Last Update 8:35 AM

Starting

0

>

Missing

5

>

MM PP JM NN PP

On Break

0

>

Leaving

0

>

The **Schedule Planner** displays.

Schedule Planner		Mon 3/30 – Sat 4/04																Sun 4/05 – Sun 4/05							
View By Employee		Timeframe Yesterday Plus 6 Days		Location My Direct Reports		Loaded 8:44 AM		Refresh		Save															
Show / Hide		Table View		Zoom																					
Name (0/7)		Mon 3/30		Tue 3/31		Wed 4/01		Thu 4/02		Fri 4/03		Sat 4/04		Sun 4/05											
		12A	4A	8A	12P	4P	8P	12A	4A	8A	12P	4P	8P	12A	4A	8A	12P	4P	8P	12A	4A	8A	12P	4P	8P
☐ EXEMPIT, EDWARDB				8:00 AM – 5:00 PM				8:00 AM – 5:00 PM																	
☐ LPNI, LEEB																									
☐ MAINTI, MIKEB				7:00 AM – 3:00 PM				7:00 AM – 3:00 PM								7:00 AM – 3:00 PM									
☐ MANAGERI, JUNIORB				8:00 AM – 5:00 PM				8:00 AM – 5:00 PM								8:00 AM – 5:00 PM									
☐ NEWBYI, NEILB				8:00 AM – 5:00 PM				8:00 AM – 5:00 PM								8:00 AM – 5:00 PM									
☐ POLICEI, PATB				7:00 AM – 5:00 PM				7:00 AM – 5:00 PM								7:00 AM – 5:00 PM									
☐ PUNCHI, PENNYB				8:00 AM – 5:00 PM				8:00 AM – 5:00 PM								8:00 AM – 5:00 PM									

2. From the Name column, **double-click the employee's name.**

Adding a Schedule Pattern

The **Schedule Pattern** page displays.

Schedule Pattern

LPNI, LEEB
Job
.../008/0000/150310/Job

New Pattern
3/30/2026-Forever

Add New Pattern

Start Date*
3/30/2026

End Date*
☒ Forever
☐ Specify Date

Define Pattern For*
1 Week(s)

☒ Override Other Patterns

Start Pattern On*
Week 1

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1							

Cancel Apply

Note: When creating a schedule pattern for a single employee with multiple assignments, select the assignment for the schedule pattern from the Assignment list. The employee's default assignment is pre-selected.

3. Specify a **Start Date**
4. Leave the **Forever** radio button selected, unless the patterns is for a set length of time. In that case, select the **End Date**.
5. In the **Define Pattern For** field, specify the length of the cycle that repeats (in days or weeks).

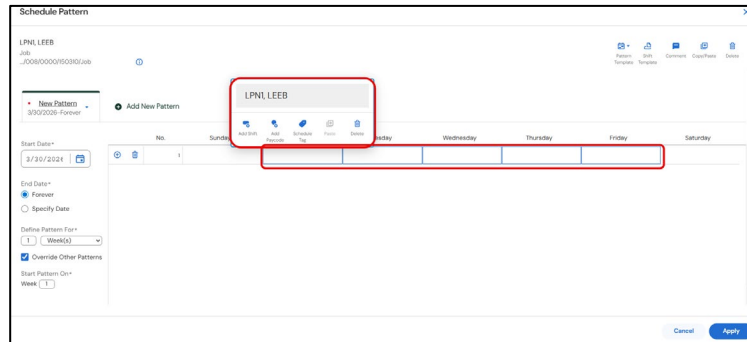
Note: By default, schedule patterns have a maximum length of 52 weeks (364 days). If a pattern length is entered that is greater than the set limit, a message will display to provide the valid range.

6. Select the **Override Other Patterns** check box if the pattern should overwrite any shifts and pay codes created by a previously applied pattern. Otherwise, shifts and pay codes in the current pattern are added to those previously created. Select Save from the upper right-hand corner.

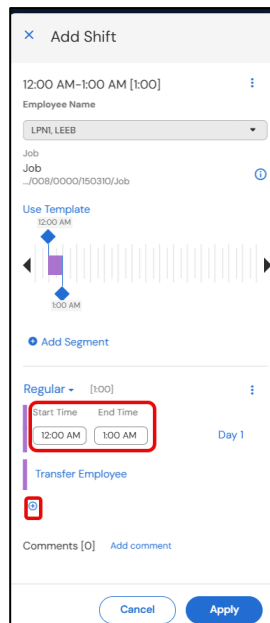
Note: Shifts created manually (not part of a pattern) are never overwritten by a pattern, regardless of this setting. However, you must ensure that any manually created shifts do not conflict with the pattern created shifts.

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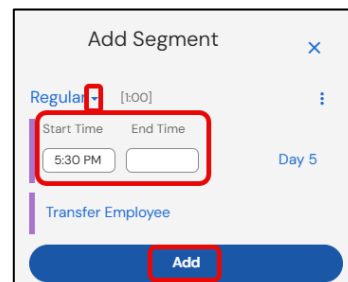
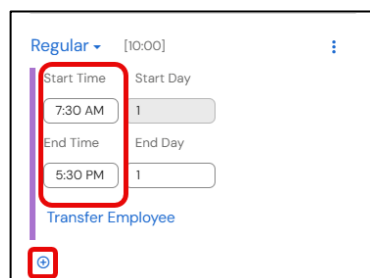
7. Hold down the **CTRL** key and **select the dates** for the pattern from the weekday grid on the page.
 - a. Selected days for this example are circled in **red** in the graphic below.
8. Once the correct days are selected, **click on a cell** and click **Add Shift**.



The **Add Shift** slider opens on the left-hand side of the screen.



9. Enter the **Start Time** and **End Time** for the employee's Shift.
10. Click the **Plus** Symbol, the **Add Segment** field displays to enter in the employee's designated break.

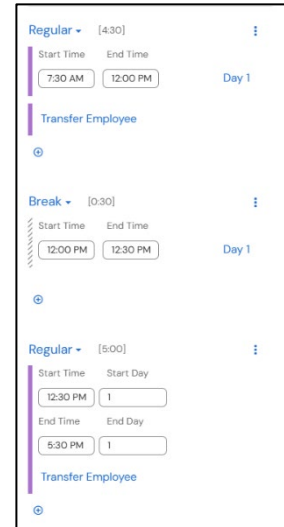


11. Click the **drop down** next to Regular to designate this as **Break** for the lunch break.
12. Enter the Break **Start Time** and **End Time**.
13. Click **Add**.

Adding a Schedule Pattern

The shift displays in three sections

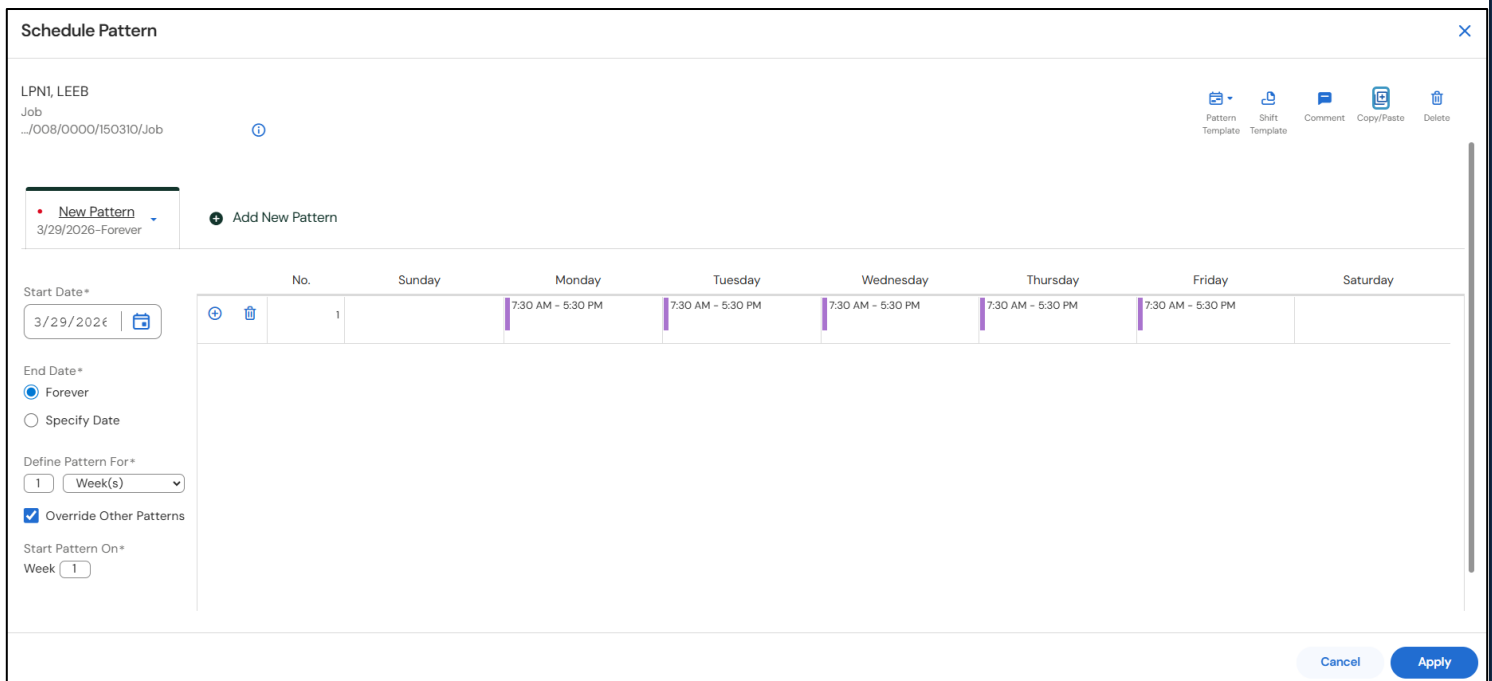
- The first section will display the first portion of the shift and total hours.
- The second section will display the lunch break portion and total hours.
- The third section will display the last portion of the shift and total hours.



14. Click the **Apply** button.



Schedule displays on dates.



Note: Use the Copy-Paste icon on the upper right toolbar to copy a shift and paste it in a different date cell.

15. Click the **Apply** button to apply this pattern.