

Creating a Repeating Schedule

Schedule Planner
Loaded: 13:27

Show:

Time Period:

Save | Actions | Shift | Pay Code | Accrual Amount | Pattern | Group | Tools | View

- Click on the Schedule Planner link on the left side of the screen.
- Highlight the employee name to be changed.
- Click on the Pattern tab and select Add Pattern from the drop-down.
- The Pattern Editor screen will appear.

Pattern Editor

TRAIN13, MANAGER

Effective Dates:

*Work Start Date: * Forever Override other patterns

*Pattern Start Date: * End Date:

Recurring: Weeks Days

No.	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1							
2							
3							

- Enter the 1st day of the pay period for the Work Start Date and Pattern Start Date.
- Leave the Forever radio button highlighted or select End Date and enter an end date.
- Select (2) for the recurring number of weeks for the schedule.
- Hold down CTRL key and highlight the days to be scheduled.
- Click on Insert Shift and select from the drop-down. Schedule now appears in the highlighted days.
- If necessary repeat steps for additional days of scheduling.
- Click OK – you will now return to Schedule Planner.
- Click on **Save**.