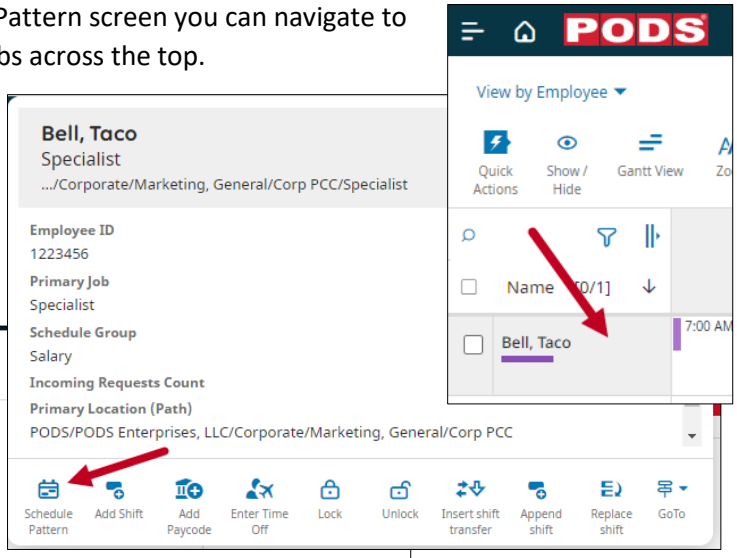
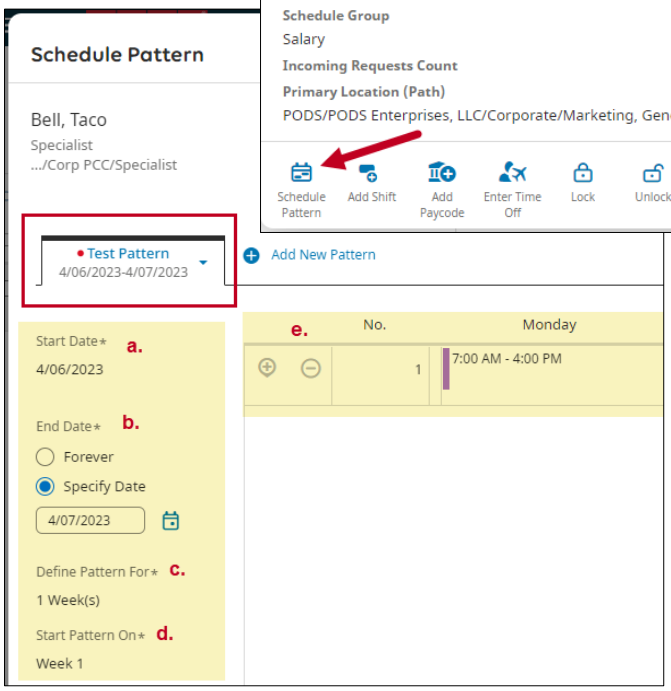
UKG – Schedule Patterns Job Aid

Schedule Patterns

View existing Schedule Pattern – From the Schedule Pattern screen you can navigate to any previously created schedules by clicking on the tabs across the top.





1. On the **Workforce Management Homepage**, click the **Full Schedule arrow** on the **Manage Schedule tile** to open the **Schedule Planner with Absence Calendar**
2. **Right click** an **associate name** to select and open the associate summary box
3. **Click** the **Schedule Pattern icon** to open the **Schedule Pattern** screen
4. **Click** the tab for **the pattern** you want to view to see pattern info
   a. **Start date** = date the pattern is effective
   b. **End Date** =
      i. Forever
      ii. Specify date: select date to end
   c. **Define Pattern** = # of weeks or days the pattern is effective
   d. **Start Pattern On** = the week you want the pattern to start

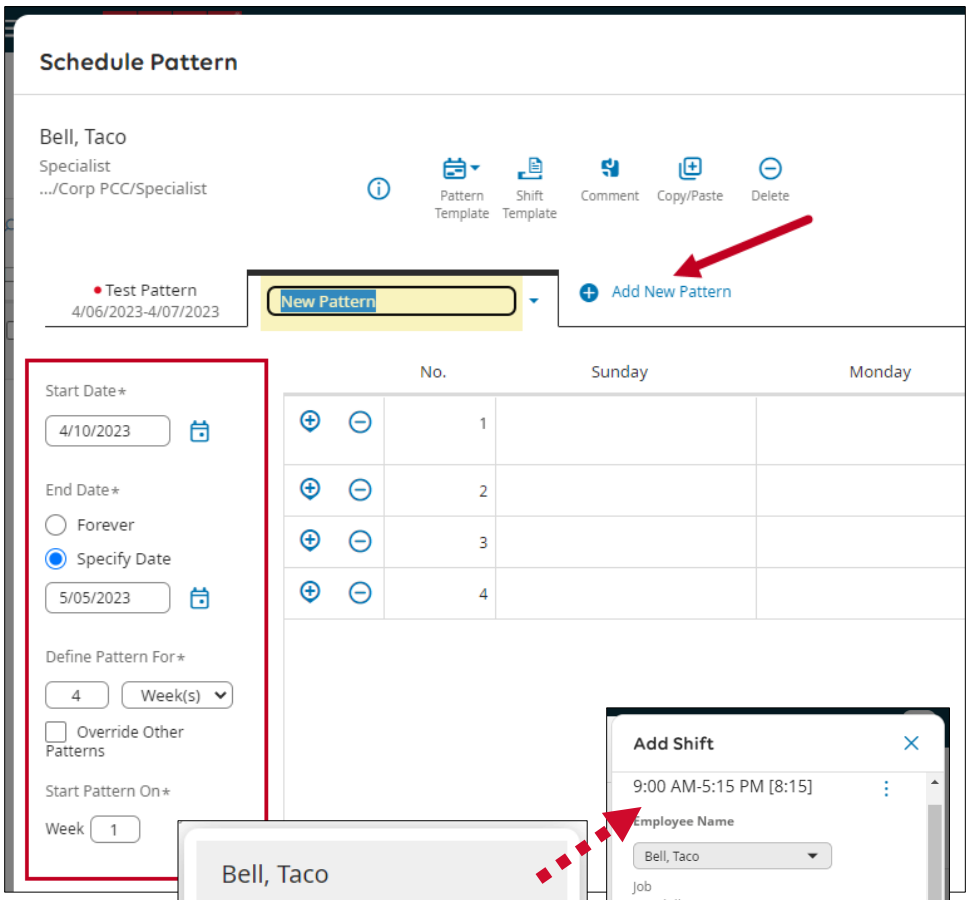
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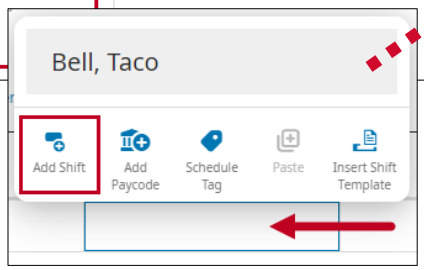
Create a New Schedule Pattern – Once a schedule pattern has been defined, it can be saved as a schedule template and used for any associate or group.

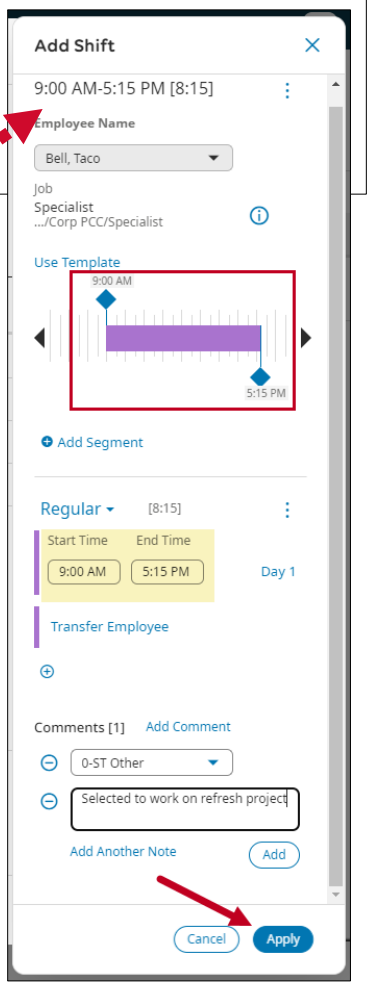
1. **Right click** an **associate name** to select and open the associate summary box
2. **Click** the **Schedule Pattern icon** to open the **Schedule Pattern** screen
3. **Click New Pattern** and **input** the **name** you would like to give the pattern
4. **Complete** the **required fields** to define the pattern info (Start Date, End Date, etc.)

NOTE: Checking the Override Other Patterns box will overwrite any previously applied schedule patterns and paycodes.

5. **Right click** any **cell** in the schedule to open the **Shift glance** box
6. **Click** the **Add Shift icon** to open the **Add Shift panel**
7. **Use the sliders** to adjust the **start and end times** of the shift **OR input** the **Start and End time** in the boxes below the slider
8. **Click Apply** to add the shift to the schedule
9. **Repeat the process** for all other cells in the schedule **OR right click** the **completed cell** and use the **Copy/Paste** function to apply the same shift to the **desired cells**
10. **Click Apply** at the bottom of the **Schedule screen** to add the pattern to the associate's schedule
11. **Click Save** on the **Schedule Planner screen** to save changes to the schedule







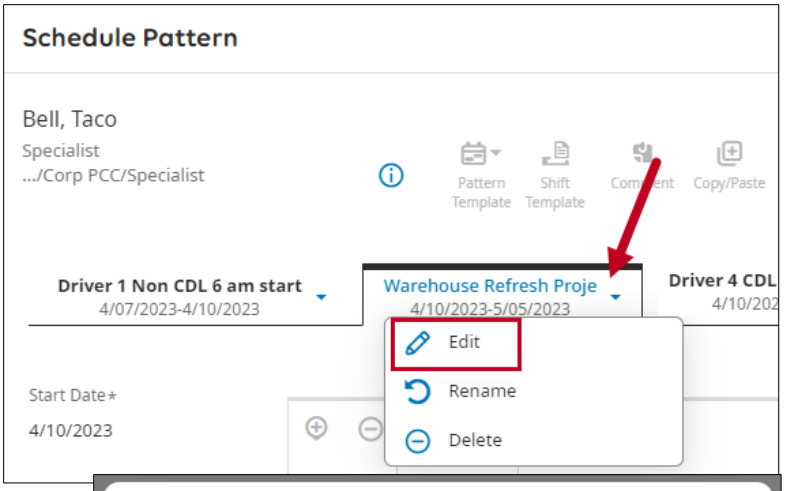
Tips:

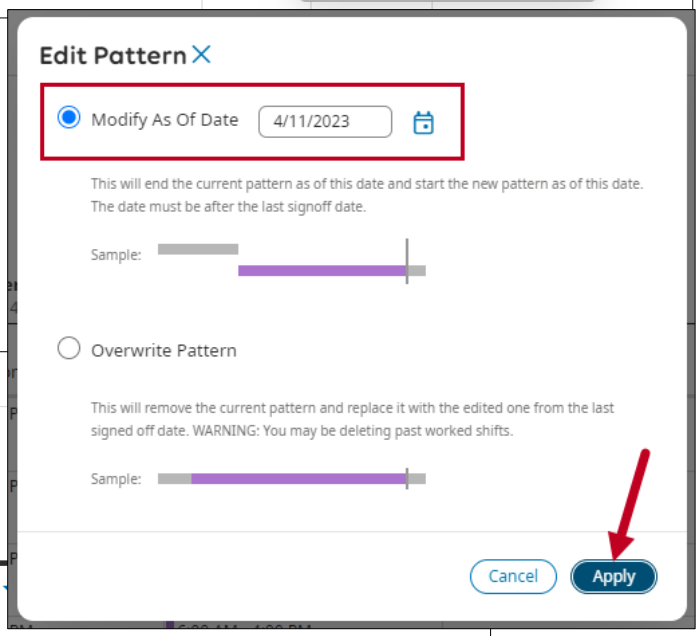
- *Create schedule patterns for multiple associates by selecting the tick box next to each name*
- *Left click any cell in schedule pattern to directly type in shift times*
- *Leave the **Override Other Patterns** box unchecked to add the additional shift to same day of the schedule*
- *Use the Delete icon to remove shifts from a pattern*

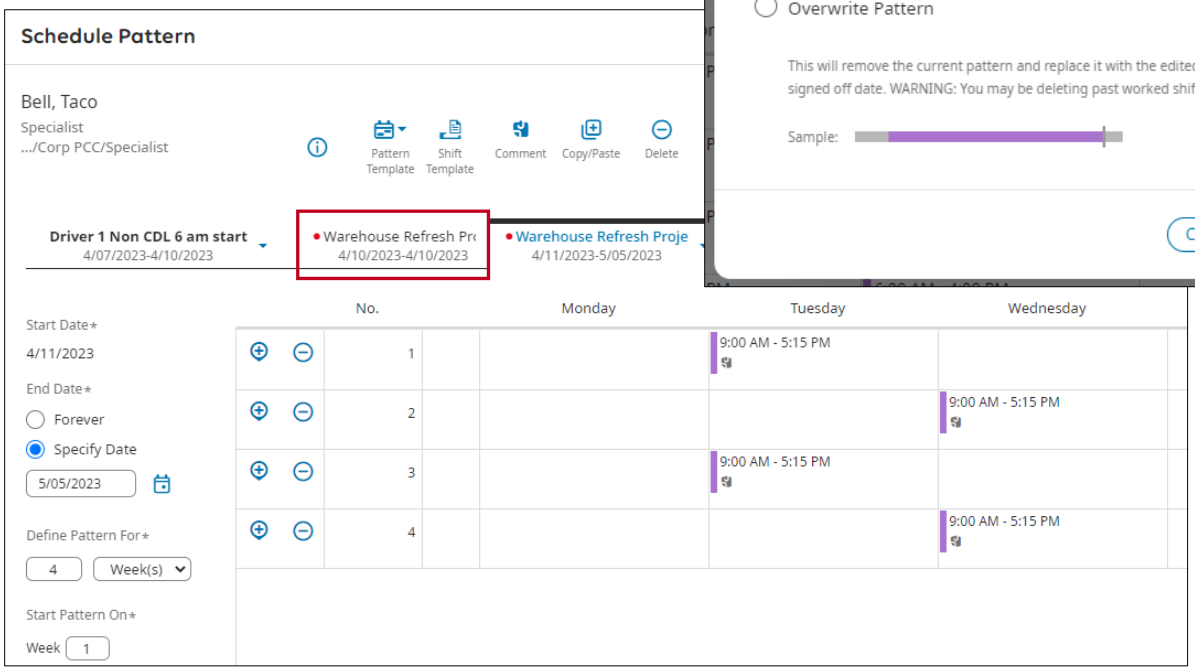
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Edit an Existing Schedule Pattern – You can modify existing patterns that have been applied to associate schedules from the **Schedule Pattern screen**.

1. From the **Schedule Pattern screen, click** the **arrow** next to the schedule pattern name you want to edit
2. **Select Edit** from the dropdown menu to display the **Edit Pattern dialog box**
3. **Input** the **Modify as of Date** to define the date the edited pattern will begin (dates cannot be past dates) then **click Apply** to open the schedule pattern for editing
4. **Complete** schedule pattern **edits** as needed and **click Apply** at the bottom of the **Schedule screen** to add the pattern to the associate's schedule
5. **Click Save** on the **Schedule Planner screen** to save changes to the schedule







*Tip: The original schedule will automatically show an end date based on the **Modify As of Date** entered and the editable pattern will show in a separate tab.*

Important *Patterns with past end dates cannot be modified or deleted. To avoid deleting past worked shifts, **do not select Overwrite Pattern** on the **Edit Pattern dialog box**.*