

Updated Work Pattern Template

PATTERN HOURS TAB 1

The new format is clear and concise with the weeks running top to bottom and the daily hours from left to right as shown below.

Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Wkly Hrs	Week
1								0:00	0:00

Please note only the grey cells can be updated. All other cells are locked to preserve built in formulas and calculations.

Completing the form

1. Enter the number of weeks in the pattern in the grey cell next to “Weeks”
2. Enter the employee’s Contracted hour for the position relevant to the work pattern in the grey cell next to “Contracted Hrs” – this is entered as it is displayed in iTrent, i.e. as a decimal – 7 and a half hours would be 7.5
3. The hours for each week and day in the pattern are then entered in the rows and columns below.

Please note that the hours in these cells are recorded as hours and minutes - 7 and a half hours would be 07:30. A warning message is displayed if this format is not used.

SHIFT TIMES TAB 2

Completing the form

Week no	Day	Day	Start time 1	Finish time 1	Period 1 Hrs	Start time 2	Finish time 2	Period 2 Hrs	Start time 3	Finish time 3	Period 3 Hrs	Start time 4	Finish time 4	Period 4 Hrs	Deduct meal break if not recorded	meal break length (H:MM)	Total shift hours	Weekly Hrs
1	1	Mon			00:00			00:00			00:00			00:00			00:00	00:00
1	2	Tue			00:00			00:00			00:00			00:00			00:00	00:00
1	3	Wed			00:00			00:00			00:00			00:00			00:00	00:00
1	4	Thu			00:00			00:00			00:00			00:00			00:00	00:00
1	5	Fri			00:00			00:00			00:00			00:00			00:00	00:00
1	6	Sat			00:00			00:00			00:00			00:00			00:00	00:00
1	7	Sun			00:00			00:00			00:00			00:00			00:00	00:00

Please note only the grey cells can be updated. All other cells are locked to preserve built in formulas and calculations.

1. Week no should auto populate as well as Day (numerical) and Day (alphabetical)
2. If employee has a split work pattern i.e. works morning then has a 3 hours break please complete their start times and end times accordingly. It can be split into 4 fields or just against 2.
3. Please note that the hours in these cells are recorded as hours and minutes - 7 and a half hours would be 07:30. A warning message is displayed if this format is not used.
4. Deduct Meal breaks if not recorded: Select Yes or No from drop down menu
5. Meal break length H:MM if employee's meal break is to be deducted confirm time for break i.e. 00:30 or 00:60
6. Total shift hours and weekly hours will auto populate based on the data you have keyed.

Once complete please save as normal.