Work Pattern Spreadsheet

This work pattern spreadsheet is for work patters that **are not** split shifts.

This should only be completed if employee has **one** start and finish time**.**
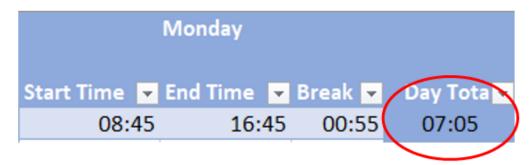
*Please do not complete Daily Hours tab.

Step 1: Open the spreadsheet and select Work Pattern Input tab.

Daily Hours	**Work Pattern Input**

Step 2: You will be required to complete start and finish times including lunch break for all weeks the employee's working pattern is for. The times should be recorded in 24-hour clock i.e., 8:45 – 16:45, 00:55 minute break.

*Please note:

When start and finish times including lunch break is recorded, a total daily hour will populate to ensure the hours inputted are correct for each day.

Monday			
Start Time ▼	**End Time** ▼	**Break** ▼	**Day Tota** ▼
08:45	16:45	00:55	07:05

Column AD will provide you with a total hour for the week to also ensure correct hours have been keyed.

SEE VIDEO ON NEXT SLIDE

Split Shift Work Pattern Spreadsheet

- If an employee works a split shift work pattern i.e. 08:00-12:00 then 18:00-21:00. You will complete the Split Shift Work Pattern Spreadsheet.

- On Tab One *"Pattern Hours"* of the spreadsheet you will only complete the blue boxes. All other cells auto populate.

Name	36-3Wk-Wk1-					*created based on the input
Weeks	3	enter number of weeks in pattern and average hours here.				
Contracted Hrs (as show on iTrent)	36.00	36:00	Contracted hrs in Hrs & Mins			
Calculated Ave Weekly Hrs	0:00	*calculated based on the input				

Tab Two Shift Times

- You will enter the start and finish times in the relevant cells.

- If the employee has an unpaid meal break during the shift please record the length of the break in column R. Leave blank if there is no break. In Column Q please indicate if the break is paid or unpaid.

- The below example display an employee on a split shift of 08:00-11:00 then 13:00-16:00. The employee does not have a meal break.

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	08:00	11:00	03:00	13:00	16:00	03:00			00:00			00:00			06:00	06:00