

Updated Work Pattern Template

Both tabs should be completed by the manager. Tab 1 is used to record the number of weeks in the work pattern and hours per day. You will only need to input information in the grey cells. Tab 2 is used to enter the shift start and finish times.

PATTERN HOURS TAB 1

The screenshot shows a spreadsheet interface for 'PATTERN HOURS TAB 1'. It includes a summary section at the top and a weekly breakdown table below. Blue callout boxes provide instructions:

- Insert number of weeks in the pattern:** Points to the 'Weeks' field (value: 3).
- This is automatically generated based on the work pattern details:** Points to the 'Name' field (value: 21-3Wk-Wk1-M-7T-7W-7).
- Insert Contractual Hours per week:** Points to the 'Contracted Hrs' field (value: 21:00).
- Insert the hours per day in these cells:** Points to the daily time slots in the weekly breakdown table.
- This box will calculate the cumulative hours in the work pattern to make sure it matches the required hours per week:** Points to the 'Wkly Hrs' column in the weekly breakdown table.

Name	21-3Wk-Wk1-M-7T-7W-7							*created based on the input	
Weeks	3	enter number of weeks in pattern and average hours here.							
Contracted Hrs (as show on iTrent)	21:00	21:00	Contracted hrs in Hrs & Mins						
Calculated Ave Weekly Hrs	21:00	*calculated based on the input							

Week numbers are automatically added based on above	Times to be entered as Hours and Minutes separated by a colon (:). If not entered in this time format they cannot be saved	Calculated based on daily hrs entered.	Based on hrs entered
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Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Wkly Hrs	Week
1	07:00	07:00	07:00	00:00	00:00	00:00	00:00	21:00	63:00
2	00:00	00:00	07:00	07:00	07:00	00:00	00:00	21:00	
3	00:00	07:00	07:00	07:00	00:00	00:00	00:00	21:00	
	00:00	00:00	00:00	00:00	00:00	00:00	00:00		
	00:00	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.

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

- The hours for each week and day in the pattern are then entered in the rows and columns below. Highlighted in the yellow box above. If you are entering 7 and a half hours this would be 07:30. A warning will appear 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	
1	3	Wed			00:00			00:00			00:00			00:00			00:00	
1	4	Thu			00:00			00:00			00:00			00:00			00:00	
1	5	Fri			00:00			00:00			00:00			00:00			00:00	
1	6	Sat			00:00			00:00			00:00			00:00			00:00	
1	7	Sun			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.

- Week no should auto populate as well as Day (numerical) and Day (alphabetical)
- 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.