MSS: Assigning an Employee to a Schedule Pattern
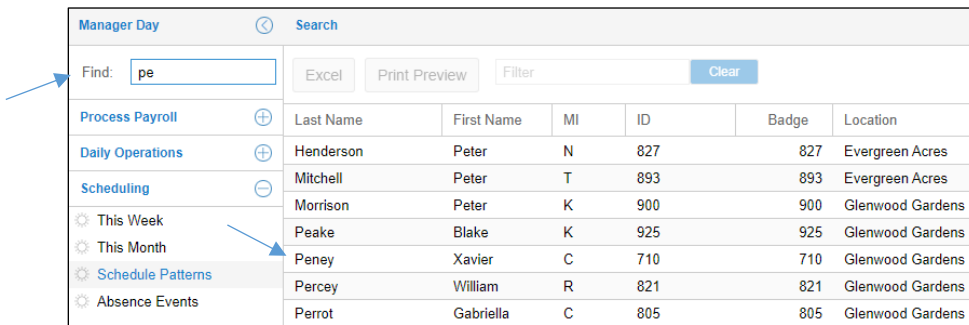
A schedule pattern is a work pattern that automatically regenerates for those employees assigned to it. Schedule patterns are built on a seven-day structure, or in multiples of seven days. Schedule patterns simplify the scheduling process for employees who work the same schedule each week. You only need to create one schedule and assign the employees to it; future schedules are automatically applied by the system according to the pattern. This type of scheduling is most suited for situations where staffing needs are predictable and repetitive. Any employee can be assigned to the schedule pattern, regardless of their workgroup assignment. You can adjust individual employee schedules as needed without affecting the schedule for the other employees assigned to the schedule pattern.
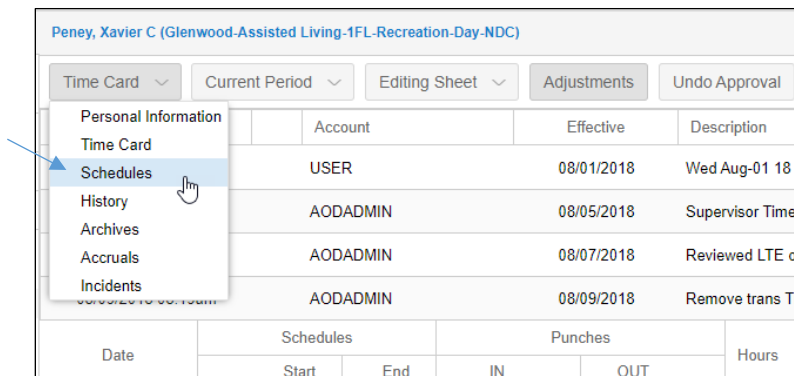
Assigning an employee to a schedule pattern

To assign an employee to a schedule pattern:

1. Use the Search field in Manager Self Service (MSS) to locate the employee's record. You can search for an employee using any part of the employee's first name, last name, ID number or badge number.

2. Click the employee's name from the list of search results.

3. Expand the Time Card drop-down list in the employee's page and select Schedules.

4. Click the **Assign to a Pattern** button.

5. Click the Schedule Pattern drop down list in the *Employee Schedule Pattern Assignment* window.

6. Select the schedule pattern you want to assign the employee to.

7. Enter an Effective Date

8. Click OK.

The schedule pattern will appear in the employee's schedules page calendar.