

MSS: Assigning an Employee to a Schedule Pattern

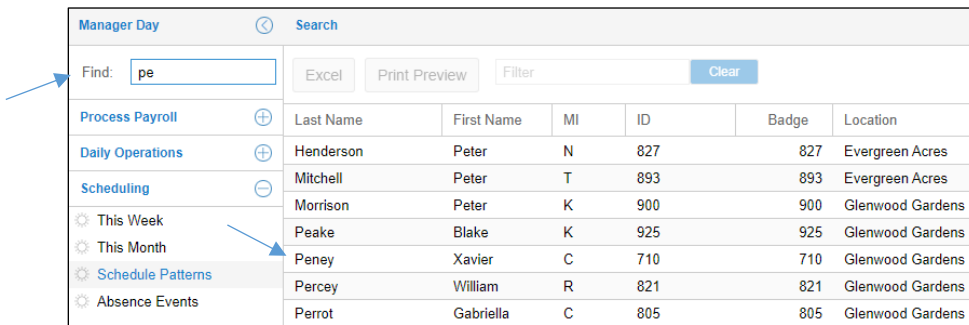
Job Aid

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.

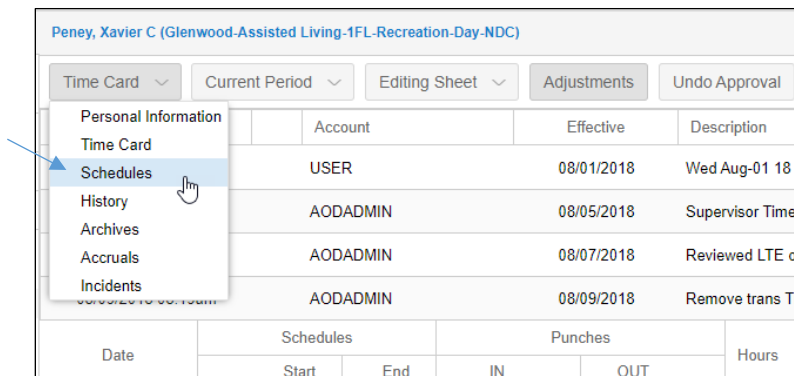
Assigning an employee to a schedule pattern

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.

The screenshot shows a window titled "Peney, Xavier C (Glenwood-Assisted Living-1FL-Recreation-Day-NDC)". At the top, there are three dropdown menus: "Schedules", "August 2018 (This Month)", and "Assign to a Pattern". A blue arrow points to the "Assign to a Pattern" button. Below the dropdowns is a calendar grid with columns for "Monday", "Tuesday", "Wednesday", and "Thursday". The grid shows dates from July 30 to August 9. Each date cell contains a "+" sign.

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

The screenshot shows the "Employee Schedule Pattern Assignment" window. The "Properties" section has two fields: "Schedule Pattern:" and "Effective Beginning:". The "Schedule Pattern:" dropdown menu is open, showing a list of options: "No Pattern", "8a-4:30p M-F", "8AM-4:30PM", "Day Shift Green", "Day Shift Orange", "Evening Green", "Evening Shift Green", "Evening Shift Orange", "M-F Day", "Night Shift Green", "Night Shift Orange", "NONE", and "Part Time Green". A blue arrow points to the dropdown menu, and a mouse cursor is hovering over "Day Shift Orange".

6. Select the schedule pattern you want to assign the employee to to.
7. Enter an Effective Date

The screenshot shows the "Employee Schedule Pattern Assignment" window. The "Properties" section has two fields: "Schedule Pattern:" and "Effective Beginning:". The "Schedule Pattern:" dropdown menu is now closed and shows "Day Shift Orange" selected. The "Effective Beginning:" field contains the date "08/09/2018" and has a calendar icon to its right. At the bottom of the window, there are "Ok" and "Cancel" buttons.

8. Click OK.

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

Penev, Xavier C (Glenwood-Assisted Living-1FL-Recreation-Day-NDC)													
Schedules		August 2018 (This Month)		Assigned (Day Shift Orange)		Reapply Pattern							
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday							
6 August +	7 August +	8 August +	9 August 7:15 8h Glenwood-Assisted Living-1FL-Recreation-Day-DNN-1 +	10 August +	11 August 7:15 8h Glenwood-Assisted Living-1FL-Recreation-Day-DNN-1 +	12 August 7:15 8h Glenwood-Assisted Living-1FL-Recreation-Day-DNN-1 +	Sch: 16:00 Act: 17:30 Fwd: 16:00						
13 August 7:15 8h Glenwood-Assisted Living-1FL-Recreation-Day-DNN-1 +	14 August +	15 August 7:15 8h Glenwood-Assisted Living-1FL-Recreation-Day-DNN-1 +	16 August 7:15 8h Glenwood-Assisted Living-1FL-Recreation-Day-DNN-1 +	17 August 7:15 8h Glenwood-Assisted Living-1FL-Recreation-Day-DNN-1 +	18 August +	19 August +	Sch: 16:00 Act: 17:30 Fwd: 16:00						
20 August 7:15 8h Glenwood-Assisted Living-1FL-Recreation-Day-DNN-1 +	21 August 7:15 8h Glenwood-Assisted Living-1FL-Recreation-Day-DNN-1 +	22 August 7:15 8h Glenwood-Assisted Living-1FL-Recreation-Day-DNN-1 +	23 August 7:15 8h Glenwood-Assisted Living-1FL-Recreation-Day-DNN-1 +	24 August +	25 August 7:15 8h Glenwood-Assisted Living-1FL-Recreation-Day-DNN-1 +	26 August 7:15 8h Glenwood-Assisted Living-1FL-Recreation-Day-DNN-1 +	Sch: 16:00 Act: 17:30 Fwd: 16:00						
27 August 7:15 8h Glenwood-Assisted Living-1FL-Recreation-Day-DNN-1 +	28 August +	29 August 7:15 8h Glenwood-Assisted Living-1FL-Recreation-Day-DNN-1 +	30 August 7:15 8h Glenwood-Assisted Living-1FL-Recreation-Day-DNN-1 +	31 August 7:15 8h Glenwood-Assisted Living-1FL-Recreation-Day-DNN-1 +	1 September +	2 September +	Sch: 16:00 Act: 17:30 Fwd: 16:00						