

This userguide will take you through the steps you will be required to take to ensure your colleague schedules are set up for full time furlough.

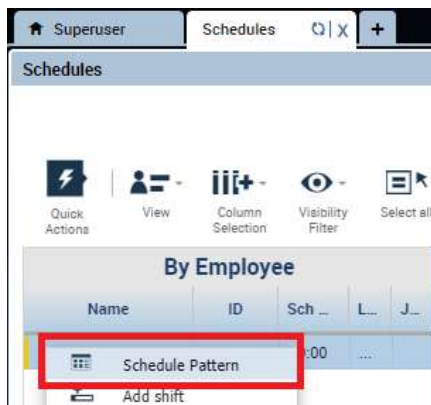
In this guide we will cover:

1. End Dating Schedules
2. Setting up a full-Time furlough Schedule

1. End Dating a Manual Schedule

To end date your current schedules

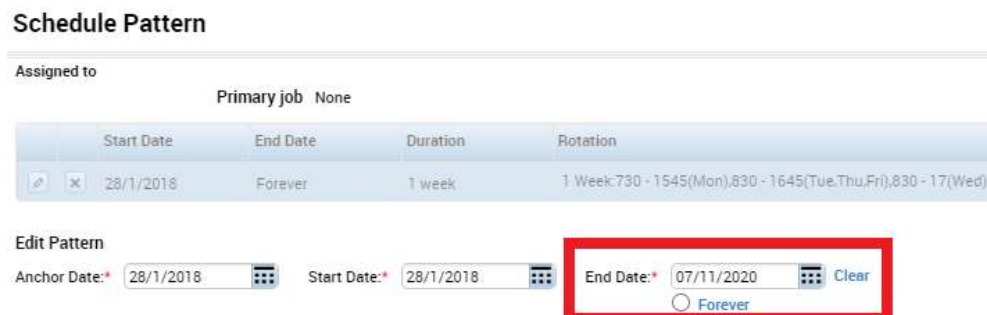
1. Go to **Schedule** Widget
2. Right Click on the Colleagues name
3. Select Schedule Pattern



4. Click on the pencil to edit the date



5. Enter your end date that we specified to you in the training – Day before your go live date.



6. Click Apply

Edit Pattern

Anchor Date: 28/1/2018 Start Date: 28/1/2018 End Date: 07/11/2020 Clear
 Forever Override Other Patterns

Define Pattern for: 1 Week(s) Day(s)

Add Shift | Add Pay Code | Shift Template | Pattern Template | Items in rotation Find

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		730-1545	830-1645	830-17	830-1645	830-1645	

Cancel Apply

7. Click Yes in the confirmation message

Confirm

Your update to the Work Start Date and/or End Date for this pattern will not change pattern shifts or pay codes between 28/1/2018 and 09/8/2020. Pattern shifts or pay codes outside of this range will be deleted. Do you want to continue?

Cancel Yes

8. Click ok

Schedule Pattern

Assigned to Primary job None

Start Date	End Date	Duration	Rotation
28/1/2018	07/11/2020	1 week	1 Week:730 - 1545(Mon),830 - 1645(Tue,Thu,Fri),830 - 17(Wed)

Add Pattern OK

2. Setting up a Full-Time Furlough Schedule

1. Go to **Schedule Widget**
2. In the click **View** and select **By Employment Terms**
3. Right click on the Relevant Colleague's Employee Number
4. Click **Schedule Pattern**
5. Click **Add New Pattern**

Schedule Pattern

Assigned to Primary job None

Start Date	End Date	Duration	Rotation
28/1/2018	Forever	1 week	1 Week:730 - 1545(Mon),830 - 1645(Tue,Thu,Fri),830 - 17(Wed)

Add Pattern OK

Complete as below:

- a. **Anchor Date:** Date the pattern should begin (**must be a Sunday Date**)
 - b. **Start Date:** Same as anchor date
 - c. **End Date:** Mark as **Forever**
 - d. **Define Pattern:** enter a number, which will define the length of the schedule e.g. 1 week, 2 weeks etc. A colleague working every other Sat would have a 2-week schedule.
6. Complete each field under the day with the shift times e.g. 800– 1500
Please use 24-hour clock format and no dot (.) or colon (:)

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	8-15	6-14					

To enter Furlough in the days that the colleague isn't working:

7. Right Mouse Button on the relevant day, Select **Add Paycode**

Define Pattern for: Week(s) Day(s) Override Other Patterns

|
 |
 |

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		9-17					

Add Pay Code

- a: **Paycode:** Furlough
- b: **Amount:** How many hours the colleague would normally work
- c: **Start Time:** Start of their Shift

8. Click **Apply**

Schedule Pattern

Pay Code:*

Amount (HH:mm):*

Override Accrual Days:

Start Time:*

Transfers:

Job:





Labor Level:

9. Repeat this until the colleague contracted hours are met
10. Click **Apply**

Schedule Pattern

Assigned to

Primary job None



	Start Date	End Date	Duration	Rotation
 	28/1/2018	07/11/2020	1 week	1 Week:730 - 1545(Mon),830 - 1645(Tue,Thu,Fri),830 - 17(Wed)
 	08/11/2020	Forever	1 week	1 Week:Furlough7:30(Mon,Tue,Wed,Thu,Fri)

Edit Pattern

Anchor Date:* 08/11/2020  Start Date:* 08/11/2020  End Date:*  Clear
 Forever

Define Pattern for:* Week(s) Day(s) Override Other Patterns

Add Shift | Add Pay Code | Shift Template ▾ | Pattern Template ▾





No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
  1		Furlough7.5	Furlough7.5	Furlough7.5	Furlough7.5	Furlough7.5	

11. Click **Ok**

Schedule Pattern

Assigned to

Primary job None

	Start Date	End Date	Duration	Rotation
 	08/11/2020	Forever	1 week	1 Week:Furlough7:30(Mon,Tue,Wed,Thu,Fri)
 	28/1/2018	07/11/2020	1 week	1 Week:730 - 1545(Mon),830 - 1645(Tue,Thu,Fri),830 - 17(Wed)

12. The Schedule Pattern will disappear and go back to the main schedules screen

13. Click **Save**



14. **Applying Pattern** will then display below the colleagues name, Click refresh after a few seconds and the pattern will apply from the effective date you set.

Please Note: Ensure that any unpaid break is deducted from the contracted hours.