

# Dimensions / Scheduling / Assign a Repeating Schedule

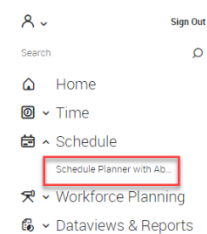
This job aide demonstrates how to assign a repeating schedule to an employee.

## Notes

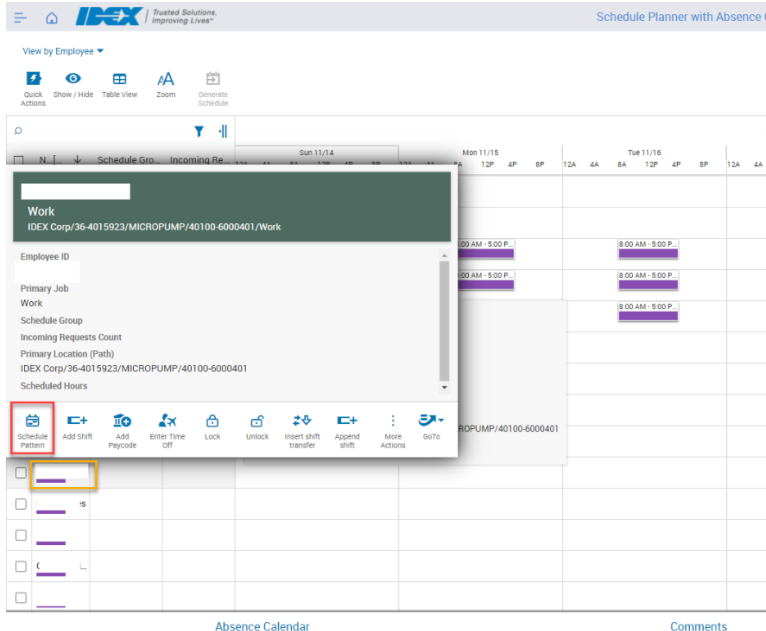
- Please note, this work instruction is only for scheduling repeating schedules, not for one-off changes.
- You can assign a repeating schedule using either pre-built or custom-built pattern templates.
  - Most commonly, they repeat every week but they can be developed for 2 week patterns, 3 week patterns, or even longer.
- You can customize the patterns by using shift templates or by manually typing in the hours in the pattern editor.

## Create a Schedule from a Pattern Template

1. From the home screen, click the main menu icon  / Schedule / Schedule Planner with Absence Calendar.



2. Right click on the employee's name that you want to assign the schedule to.
3. Click on Schedule Pattern at the bottom of the Employee Glance window.



4. In the Schedule Pattern window, click Pattern Template.
5. Type in the first few letters of the pattern that you are looking for.
  - a. Either the first few letters of your BU name or a common abbreviation are good places to start.
  - b. You can also type in a time instead of the location name if that helps. In the example below, I could have searched with "mic" or "10a" and gotten the pattern template I was looking for.
6. Choose the template that you want.

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**Schedule Pattern**

Work  
.../40100-6000401/Work

Pattern Template

Start Date  
11/07/2021

End Date  
Forever

Define Pattern For  
1 Week(s)

Start Pattern On  
Week 1

**Pattern Template**

Name	Description
MIC 10 00...	MIC 10:00p-3...
MIC 10a-6...	MIC 10:00a-6...
MIC 2 00p...	MIC 2:00p-10...
MIC 2 00p...	MIC 2:00p-10...
MIC 2 15p...	MIC 2:15p-10...

Absence Calendar

7. The new schedule pattern will appear on the days that are built into the template.
8. Choose a start date for the new schedule and press apply.
  - a. Please note that you cannot start a schedule in a signed off time period.

Schedule Pattern

Burns, Stephen

Work  
.../40100-6000401/Work

Pattern Template

Start Date  
11/07/2021

End Date  
Forever

Define Pattern For  
1 Week(s)

Start Pattern On  
Week 1

**Schedule Planner**

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		10:00 AM - 6:30 PM	10:00 AM - 6:30 PM	10:00 AM - 6:30 PM	10:00 AM - 6:30 PM	10:00 AM - 6:30 PM	

9. You can now see the schedule in the Schedule Planner.
10. You must press save or the pattern won't be applied.

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		10:00 AM - 6:30 PM	10:00 AM - 6:30 PM	10:00 AM - 6:30 PM	10:00 AM - 6:30 PM	10:00 AM - 6:30 PM	

## Create a Schedule from Shift Templates or by Manual Entry

1. Follow steps 1-3 above.
2. In the Schedule Pattern window, click Shift Template.
3. Type in the first few letters or time of the template that you are looking for.

An empty coordinate grid with x and y axes ranging from -10 to 10. The grid lines are spaced at intervals of 1 unit. The x-axis is labeled with integers from -10 to 10, and the y-axis is labeled with integers from -10 to 10. The origin (0,0) is at the center of the grid.

