

How to... create temporary working patterns

Purpose:

This guide will show you how to add details of temporary working patterns for an employee within **People Manager** in Your HR. You would need to do this if an employee changes their daily contracted hours for any specified period of time but retains the same weekly contracted hours.

Example: employee continues to work 35 hours per week but changes their daily hours FROM:

Mon to Thur 7:24 hours, Fri 5:24 hours TO Mon to Wed 7:24 hours, Thurs to Fri 5:24 hours

Logging in to Your HR:

To log into Your HR, please refer to the **How to...Log in to Your HR Guide (ESS 1).** After login you will be presented with the **People Manager Homepage**

• Choose Your People from the menu bar





- Your direct reports/staff will then appear in a list on the left hand side panel of the screen. They will be 'shimmering' to alert you to the fact they are now available to select from.
 - As you hover over the individual names, you can view some of their main personal details.
- You can also search for a particular employee by entering their name in the search box and clicking on the **magnifying glass icon**
- Click the employee whose details you would like to view
- Choose Employment Details from LINKS and then Temporary Working Patterns

| > Personal information 		 Em | ployment Details > Pre Employment | ent Checks |
|---------------------------------------|-------------------------------------|---------------------------|
| > Time and Expenses > Leav | e and Absence > Appraisal Record | S |
| > Learning, Qualifications & Membersh | hips > Disciplinary/Capability & Gr | ievance > Process Chains |
| > Make your Employee a Leaver | | |
| | | |
| Position Summary | Position Details | Occupancy Details |
| Payscale Details | Working Patterns | Temporary Working Pattern |

• Their employee details screen will now be displayed:

| Pattern override Pattern Override - | | ✓ MENU | G | ē |
|-------------------------------------|-------------------|--------|---|-------|
| Pattern information | | | | |
| Position* | ~ | | | |
| Pattern type | Working Pattern ~ | | | |
| From date* | | | | |
| To date | | | | |
| Number of days in this pattern | | | | |
| Pattern date details | | | | |
| | | | | Total |
| Week | | | | |
| | Validate Save | | | |

- Red stars next to the field title indicate mandatory fields that must be completed
- Any existing patterns will be shown on the left-hand side of the screen
- Click on the drop-down arrow by **Position** and choose the appropriate position (this is where an employee has more than one post in WCC). Ensure the Pattern type is 'Working Pattern'
- Click on the calendar icons to add the **From and To dates** to reflect the dates from which the pattern is changing for 7 day patterns ensure you select the Monday as the From date and the Sunday as the End date
- Amend the hours for each day as required in hours and decimals i.e. 7.5 hours must be entered as 07:24
- Click on Validate to ensure the Total matches with the contracted weekly hours held in the system
- Click on Save
- You will see reminders at the top of the screen about the system automatically calculating holidays in the background and that **Changes have been saved**.
- The pattern override will be displayed in the left hand side and after this date the system will automatically revert the employee back to their standard working pattern as shown in the example below:
- ▲ Patterns

🖎 Pattern Override 20/04/23 -

Notifications

• There are no notifications sent.

For further information or support please refer to Your HR on the <u>Intranet</u> or please raise a request through the <u>HR Service Desk</u> or phone on 01926 738444.

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