

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.

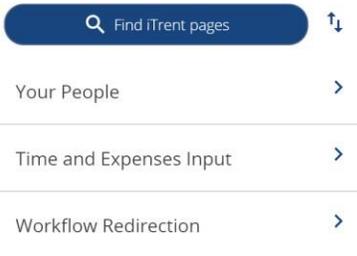
Example: employee continues to work 35 hours per week but changes their daily hours
FROM:

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



^ People

Surname

Results 4 People

Select all Save this group

 Mr Joe Test

 Mrs Poppy Tests

 Miss Samantha Tests

 Mr Tim Tests

- 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 **▼ Employment Details** > Pre Employment Checks

> Time and Expenses > Leave and Absence > Appraisal Records

> Learning, Qualifications & Memberships > Disciplinary/Capability & Grievance > 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  

Pattern information

Position *

Pattern type

From date * 

To date 

Number of days in this pattern

Pattern date details

Week	Total
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