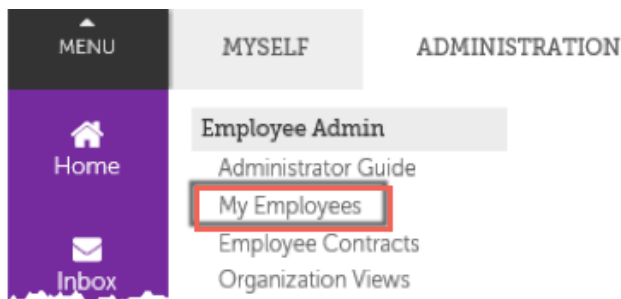


Assigning or Changing Employee Shift Pattern

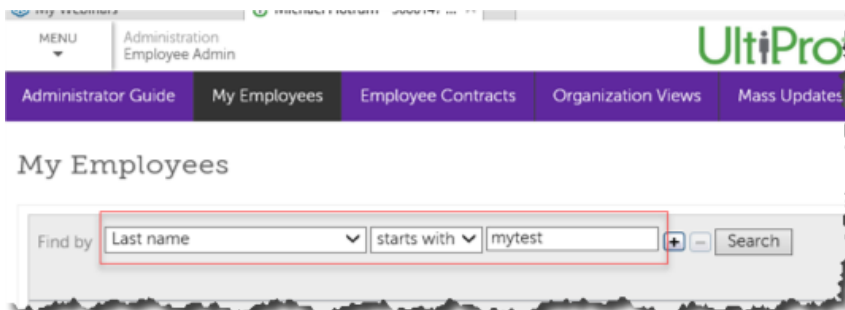
Overview: Shift Patterns are comprised of a variety of shifts during a 7-day cycle (or multiples of 7-day cycles) and can only be assigned by the Employee Administrator through the employee record in UltiPro. Shift patterns are intended for employees who have a regular and predictable work schedule.

Assigning a Shift Pattern

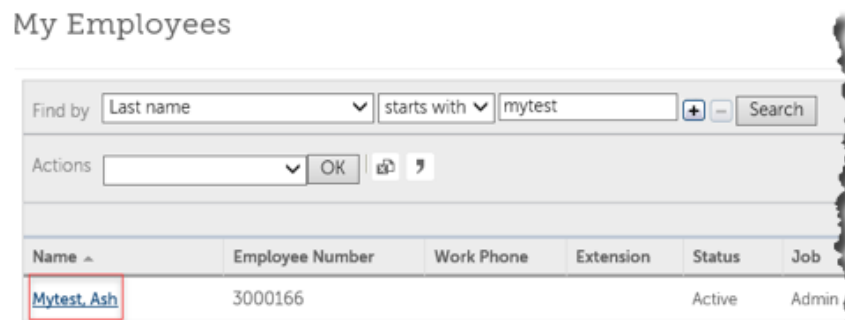
1. Click **Menu**, then select **My Employees** from the **Administration** tab.



2. Locate the employee name by using the criteria listed in the **Find by** drop down list then click **Search**.



3. From the resulting list, click the employee name to open the record.



- Click the **Time & Attendance** tab, then click the **Edit** button at the top right.



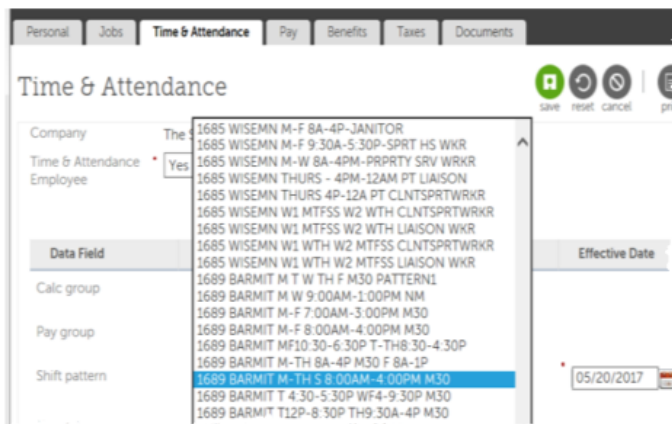
Personal | Jobs | **Time & Attendance** | Pay | Benefits | Taxes | Documents

Time & Attendance

Employee Name Ash Mytest
Employee number 3000166

edit print

- Select the **Shift Pattern** button to display and select a shift pattern from the drop-down list of available shift patterns.



Personal | Jobs | **Time & Attendance** | Pay | Benefits | Taxes | Documents

Time & Attendance

save reset cancel print

Company The
Time & Attendance Yes
Employee

Data Field

Calc group

Pay group

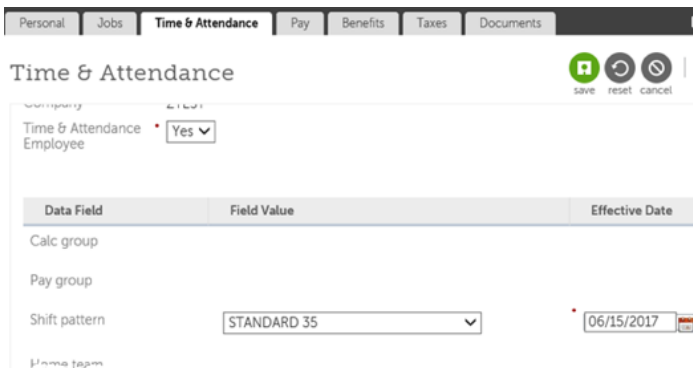
Shift pattern

Effective Date

05/20/2017

1685 WISEMN M-F 8A-4P-JANITOR
1685 WISEMN M-F 9:30A-5:30P-SPRT HS WKR
1685 WISEMN M-W 8A-4PM-PRPRTY SRV WRKR
1685 WISEMN THURS - 4PM-12AM PT LIAISON
1685 WISEMN THURS 4P-12A PT CLNTSPRTWRKR
1685 WISEMN W1 MTFSS W2 WTH CLNTSPRTWRKR
1685 WISEMN W1 MTFSS W2 WTH LIAISON WKR
1685 WISEMN W1 WTH W2 MTFSS CLNTSPRTWRKR
1685 WISEMN W1 WTH W2 MTFSS LIAISON WKR
1689 BARMIT M T W TH F M30 PATTERN1
1689 BARMIT M W 9:00AM-1:00PM NM
1689 BARMIT M-F 7:00AM-3:00PM M30
1689 BARMIT M-F 8:00AM-4:00PM M30
1689 BARMIT M10:30-6:30P T-TH8:30-4:30P
1689 BARMIT M-TH 8A-4P M30 F 8A-1P
1689 BARMIT M-TH 8:00AM-4:00PM M30
1689 BARMIT T 4:30-5:30P WF4-9:30P M30
1689 BARMIT T12P-8:30P TH9:30A-4P M30

- The list contains shift patterns created for **all** Ministry Units and is organized based on the first four digits of the Ministry Unit (RESPC) they were created for. They may also contain the name of the Ministry Unit in abbreviated form.
 - There are a number of Standard (generic) selections also offered in the list, such as *Standard 35*.
 - Shift patterns created for other Ministry Units may be assigned to any employee provided the shift days and times displayed match the employee's schedule.
 - If a required shift pattern is not shown, open a ticket with the Service Desk to request one.
- In the **Effective Date** box to the right, select the date on which the shift pattern should begin then click **Save**.



Personal | Jobs | **Time & Attendance** | Pay | Benefits | Taxes | Documents

Time & Attendance

save reset cancel print

Company The
Time & Attendance Yes
Employee

Data Field

Field Value

Effective Date

Calc group

Pay group

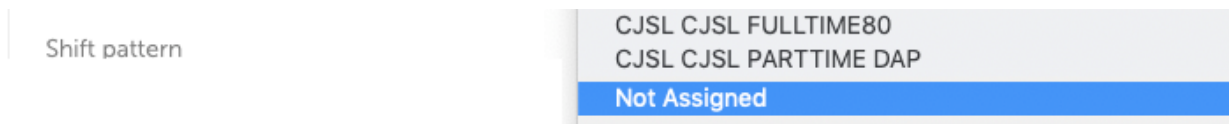
Shift pattern STANDARD 35

Effective Date 06/15/2017

Changing an Existing Shift Pattern

Overview: If an employee's schedule has changed, the Employee Administrator can assign a new shift pattern in place of the old one. The process to change a shift pattern assignment involves an additional step in order for the system to clear the previous shift pattern from the employee's time sheet and assign a new one.

1. Follow Steps 1 through 4 as noted in the above instructions.
2. In the list of available shift patterns, select **Not Assigned** from the list (type **N** in the list to quickly navigate to the **Not Assigned** entry).



3. In the **Effective Date** box to the right, select today's date then click **Save**.
4. After saving, click the **Edit** button once again.
5. Select the **Shift Pattern** button to display and select the new shift pattern from the drop-down list of available shift patterns.
6. Click **Save**.