


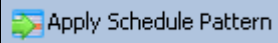
Assigning Schedule Patterns to Employees

When you want an employee to work the series of schedules listed in the schedule pattern, assign the schedule pattern to the employee using the Assign wizard.

1. Click Schedule Patterns under Operations in the left navigation bar. A list of the available schedule patterns is displayed.
2. Click the schedule pattern you want to assign.
3. Click  at the top of the schedule pattern view. The Schedule Pattern Employee Assignment wizard is displayed. Click Next.
4. Choose to assign employees who are either currently unassigned (are not assigned to a schedule pattern yet), assigned (are working a different schedule pattern already), or from all employees (freeform selection). Depending on what you choose a different series of lists is displayed.
 - If you choose Currently Unassigned, lists of employees who are not assigned to any schedule pattern are displayed.
 - If you choose Currently Assigned Elsewhere, lists of employees by schedule pattern are displayed.
 - If you choose Freeform Selection, lists of employees by workgroup set are displayed.
5. Select the check boxes next to the employees you want to assign to the schedule pattern. Click Next.
6. If any selected employees are currently assigned to another schedule pattern, select whether to change only existing pattern schedules to the new pattern or whether to also change manually entered schedules. Click Next.
7. Click Finished to assign the schedule pattern.

You can also assign an employee to a schedule pattern from the Basic tab of the employee's Personal Information.

1. Click Change next to the Schedule Pattern field.
2. Change the schedule pattern.
3. Add a start date.

Click  to apply the schedule pattern to employees if the schedules are changed.