

Manager View

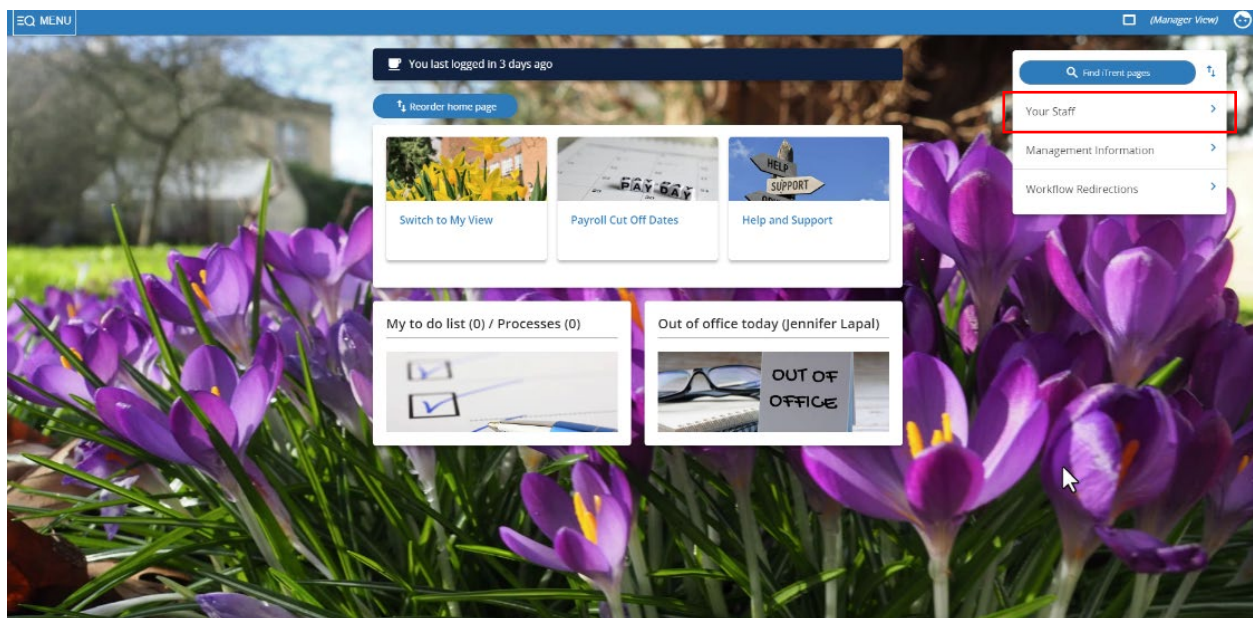
Altering working patterns (holiday)

iTrent automatically calculates time lost for leave based on an employees **Working Pattern**. If the employee was due to work on the day/days absent according to the working pattern, they will be counted as absent days.

In rare circumstances, and usually only if the employee works a flexible working pattern or fractional days, the pattern may need to be amended to record the correct number of hours lost.

This is known as **Pattern override**.

To adjust a **Working Pattern**, start on the home screen and select **Your Staff**.



Select the relevant employee.

The screenshot shows the iTrent HR system interface. On the left, a sidebar lists people, with Jemima Puddle highlighted. The main profile area for Jemima Puddle is displayed, showing personal and employment details, a calendar, and various links.

Personal
Currently under probationary period review
Known as Jennifer

Employment
Senior Lecturer (Teaching) in Child Development TEST | St Johns Campus | Education, Society & Culture
37.00 hours | Employee | Full-time | Permanent | AC2
Reporting manager: John Darcy
Principal Lecturer (Teaching) in Nursery Education TEST

Calendar
VIEW FULL CALENDAR
03 - 16 June 2024
169.9 of 303.1 hours
Holidays remaining (as of last calculation)
No sickness (as of last calculation)

LINKS
Personal Information > Employment > **Holiday** > Sickness > Other Absence

Personal details | Address details | Contact details | Emergency contact details | Right to work and Probation | Memberships

Holiday.

The screenshot shows the 'LINKS' section of the iTrent HR system. The 'Holiday' link is highlighted with a red box.

LINKS
Personal Information > Employment > **Holiday** > Sickness > Other Absence

Personal details | Address details | Contact details | Emergency contact details | Right to work and Probation | Memberships

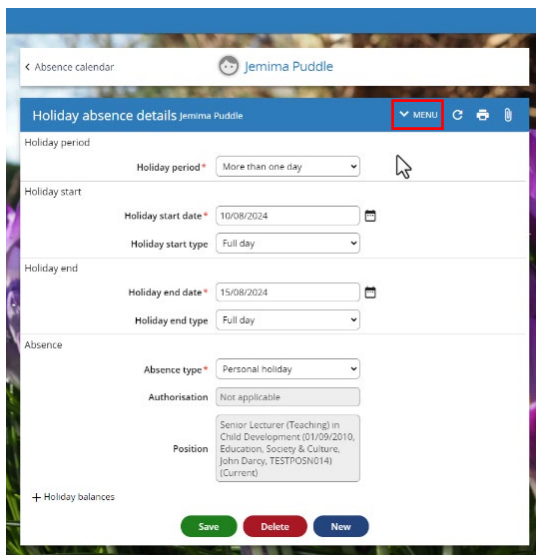
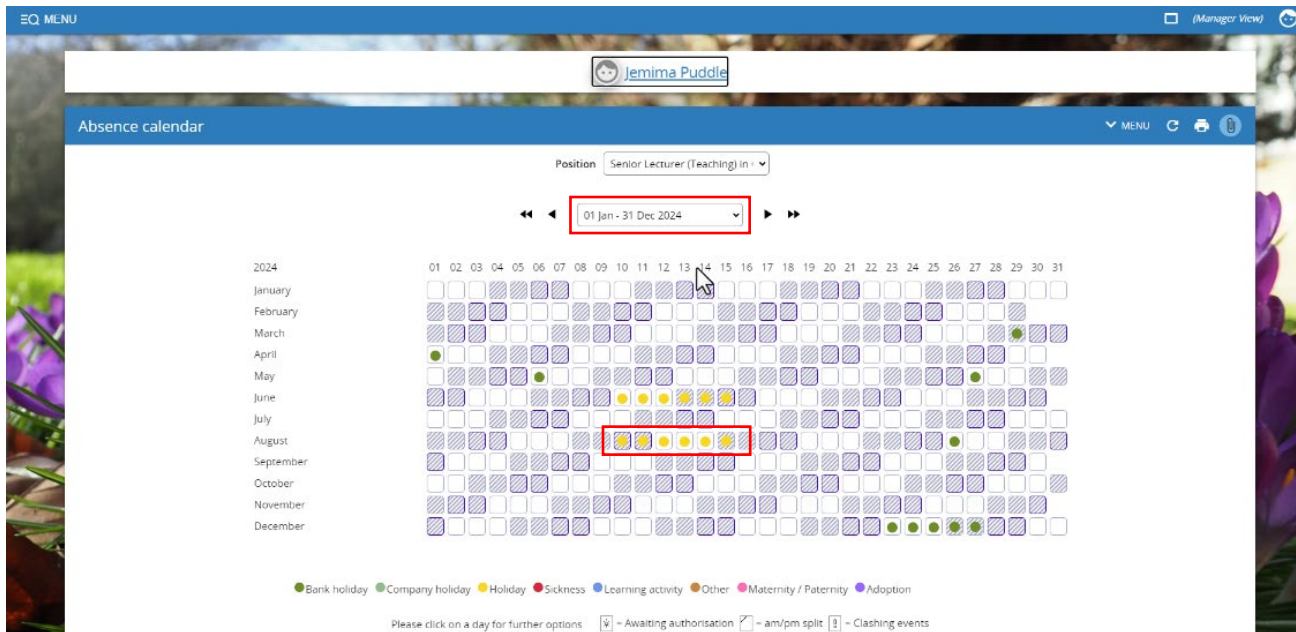
Absence Calendar.

The screenshot shows the 'Absence calendar' link highlighted with a red box in the iTrent HR system.

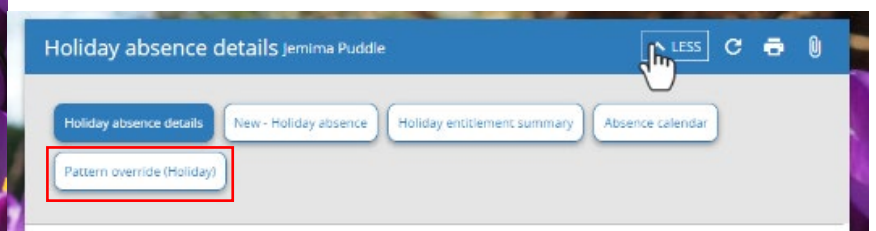
LINKS
> Personal Information > Employment > **Holiday** > Sickness > Other Absence

Holiday absence details | New - Holiday absence | Holiday entitlement summary | **Absence calendar** | Pattern override (Holiday)

And select the relevant absence. You may need to expand the calendar to **Yearly View** in the drop down to find it.



To check the work pattern, expand the menu and select **Pattern override (Holiday)**.



This will display the *Pattern override* page.

	Sat	Sun	Mon	Tue	Wed	Thu	Total
Week 1	00:00	00:00	07:24	07:24	07:24	00:00	22:12

You can then check and update the pattern to correctly reflect the hours that would normally have been worked on each day.

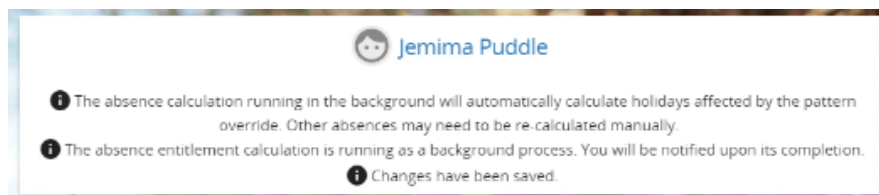
	Sat	Sun	Mon	Tue	Wed	Thu	Total
Week 1	00:00	00:00	07:24	07:24	07:24	00:00	22:12

Please note that time is being given in hours and minutes. So 7:24 is 7 hours and 24 minutes, not 7.24 hours.

Select *Validate* to check the amended total hours.

Then *Save* once you are done.

This will only amend the work pattern within the selected period of absence and ensure that the number of leave hours to be deducted from the balance is accurate.



The employees work pattern on either side of the absence stays the same.