

Manager View

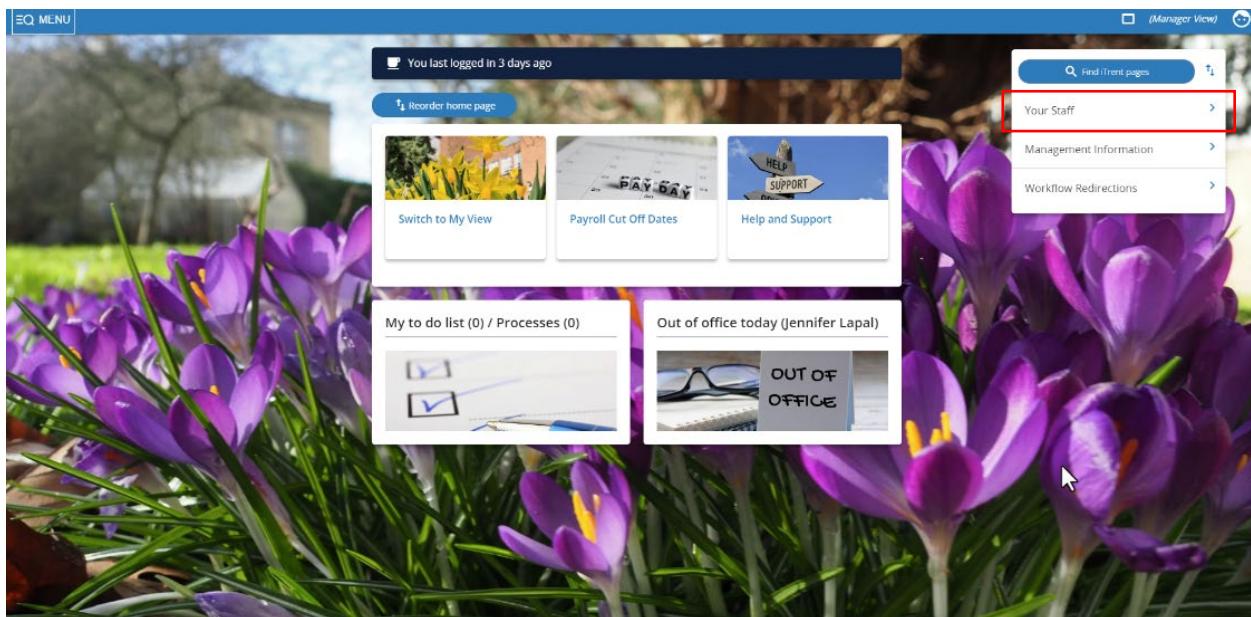
Altering working patterns (holiday)

iTrent automatically calculates time lost for leave based on an employee's **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.

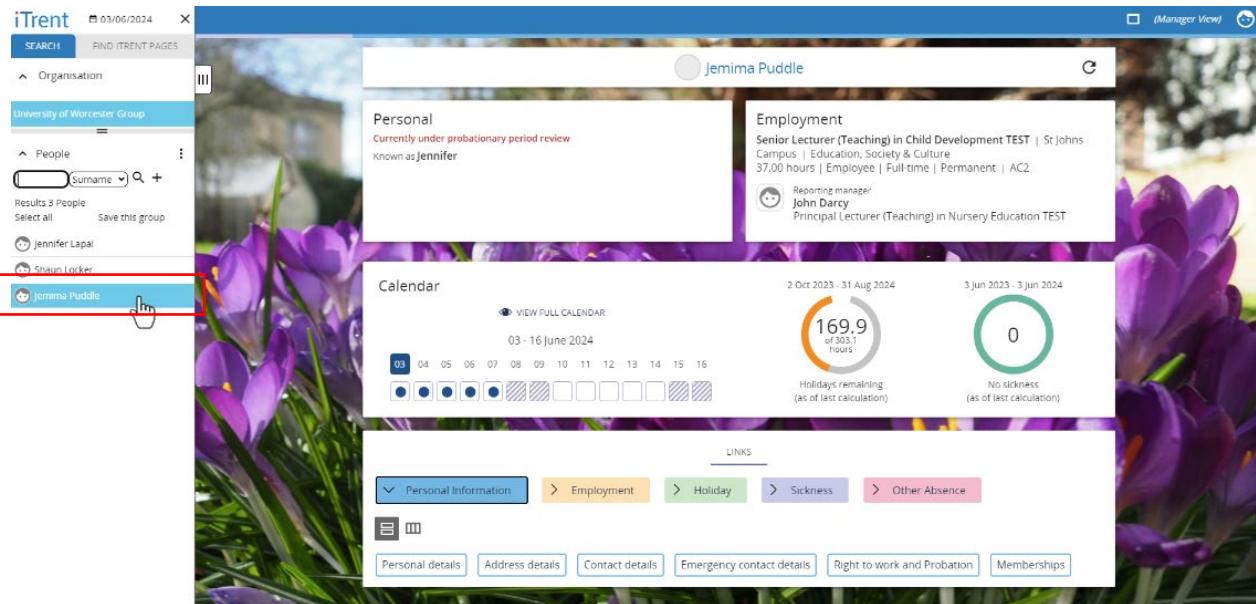
In rare circumstances, and usually only if the employee works a flexible working pattern or fractional days, the pattern may need to be amended to record the correct number of hours lost.

This is known as **Pattern override**.

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

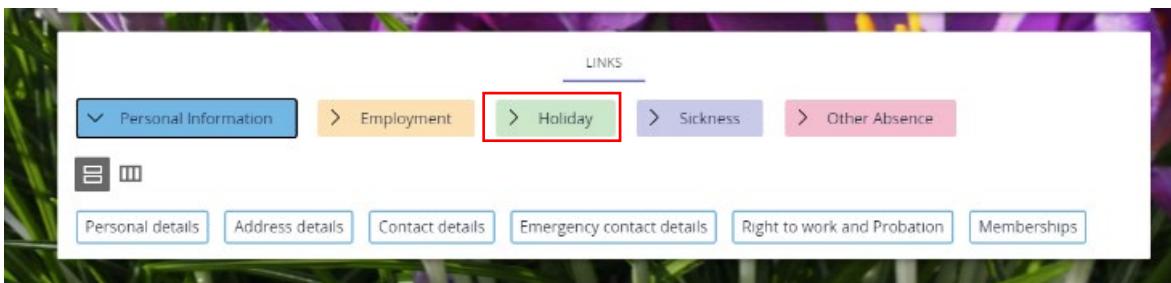


Select the relevant employee.



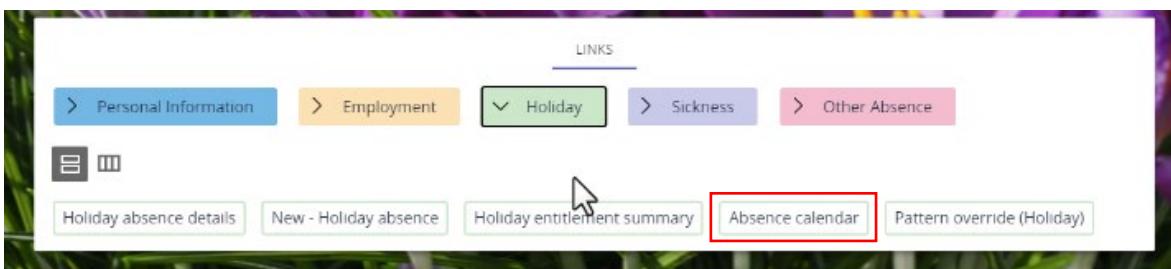
The screenshot shows the iTrent software interface for managing employee profiles. The main title bar says 'iTrent 03/06/2024 Manager View'. On the left, a sidebar shows 'University of Worcester Group' with a 'People' section containing a search bar and a list of three people: Jennifer Lapal, Jennifer Puddle, and Shaun Locker. The 'Jennifer Puddle' entry is highlighted with a red box and a cursor icon. The main content area displays the profile for 'Jemima Puddle'. It includes sections for 'Personal' (with a note about a probationary period review), 'Employment' (listing her role as 'Senior Lecturer (Teaching) in Child Development TEST' at 'St johns Campus | Education, Society & Culture'), and a 'Calendar' section. The calendar shows a summary for June 2024 with 169.9 hours of leave remaining and 0 sick days. Below the calendar are links for 'Personal Information', 'Employment', 'Holiday' (which is highlighted with a red box), 'Sickness', and 'Other Absence'. At the bottom are buttons for 'Personal details', 'Address details', 'Contact details', 'Emergency contact details', 'Right to work and Probation', and 'Memberships'.

Holiday.



This screenshot shows the 'Holiday' section of the employee profile. The 'Holiday' link in the top navigation bar is highlighted with a red box. Below the navigation, there are several buttons for managing personal details: 'Personal details', 'Address details', 'Contact details', 'Emergency contact details', 'Right to work and Probation', and 'Memberships'.

Absence Calendar.



This screenshot shows the 'Absence Calendar' section. The 'Holiday' link in the top navigation bar is now highlighted with a red box. Below the navigation, there are buttons for 'Holiday absence details', 'New - Holiday absence', 'Holiday entitlement summary', 'Absence calendar' (which is highlighted with a red box), and '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.

Absence calendar

Position: Senior Lecturer (Teaching) in:

01 Jan - 31 Dec 2024

2024

January

February

March

April

May

June

July

August

September

October

November

December

● Bank holiday ● Company holiday ● Holiday ● Sickness ● Learning activity ● Other ● Maternity / Paternity ● Adoption

Please click on a day for further options [] = Awaiting authorisation [] = am/pm split [] = Clashing events

Absence calendar

Holiday absence details Jemima Puddle

Holiday period: More than one day

Holiday start: 10/08/2024, Full day

Holiday end: 15/08/2024, Full day

Absence: Personal holiday, Not applicable

Position: Senior Lecturer (Teaching) in Child Development (01/09/2010, Education, Society & Culture, John Darcy, TESTPOSN014) (Current)

Save, Delete, New

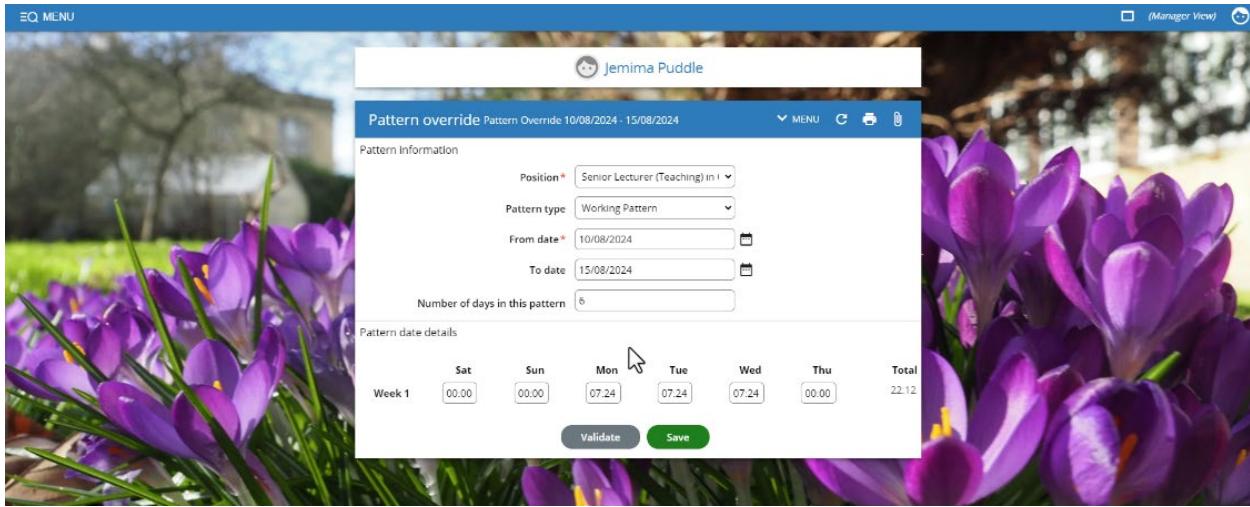
To check the work pattern, expand the menu and select **Pattern override (Holiday)**.

Holiday absence details Jemima Puddle

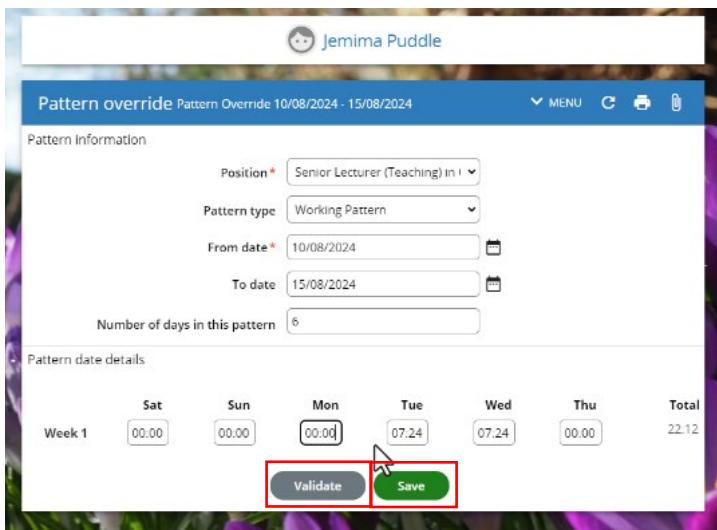
Holiday absence details, New - Holiday absence, Holiday entitlement summary, Absence calendar

Pattern override (Holiday)

This will display the **Pattern override** page.



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

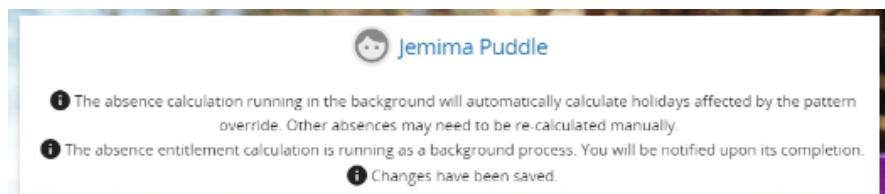


Please note that time is being given in hours and minutes. So 7:24 is 7 hours and 24 minutes, not 7.24 hours.

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.