# 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*.
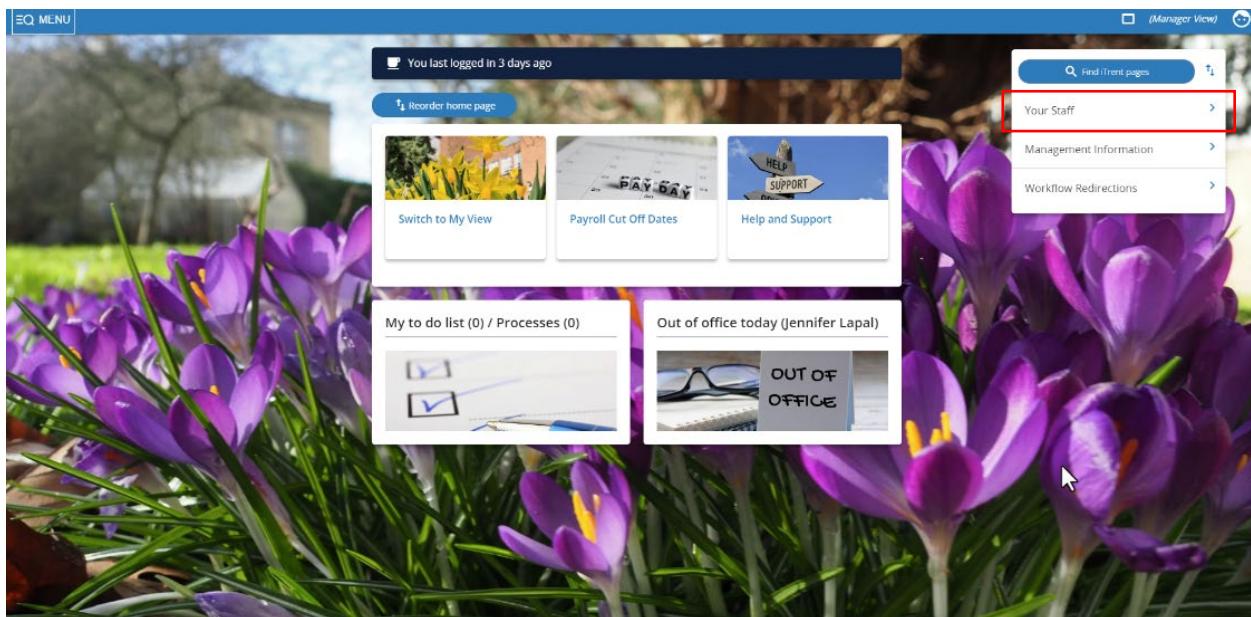
Select the relevant employee.

Holiday.

Absence Calendar.

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.
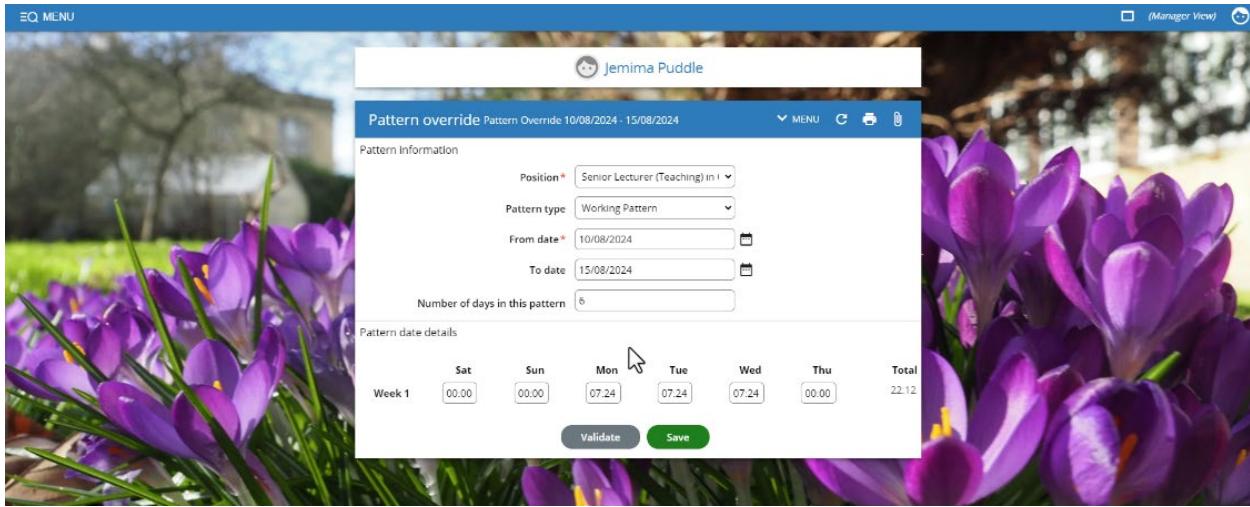
You can then check and update the pattern to correctly reflect the hours that would normally have been worked on each day.
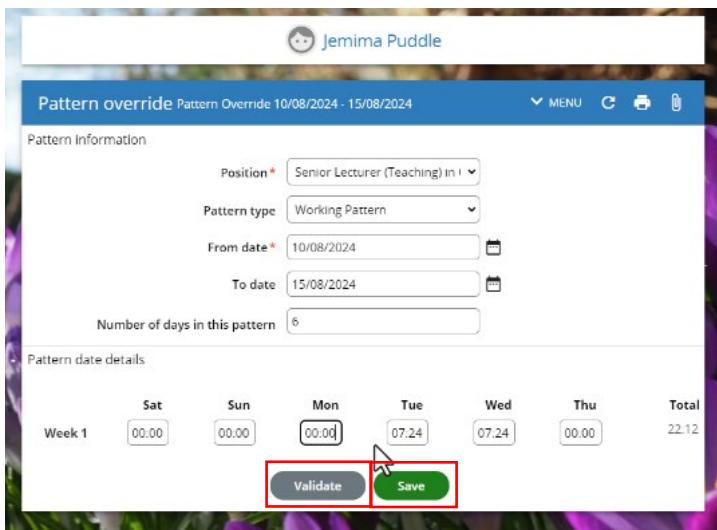
Please note that time is being given in hours and minutes. So 7:24 is 7 hours and 24 minutes, not 7.24 hours.

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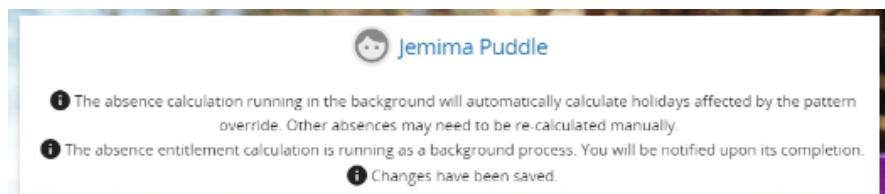
The employees work pattern on either side of the absence stays the same.