

Manager View

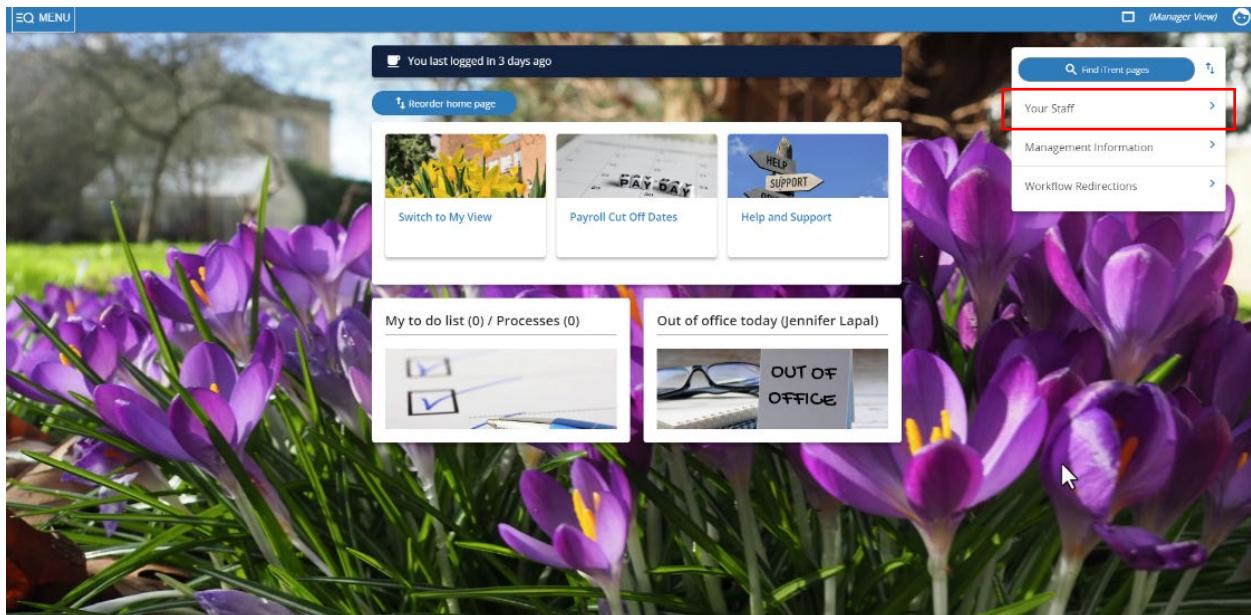
Altering working patterns (sickness and other absences)

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.

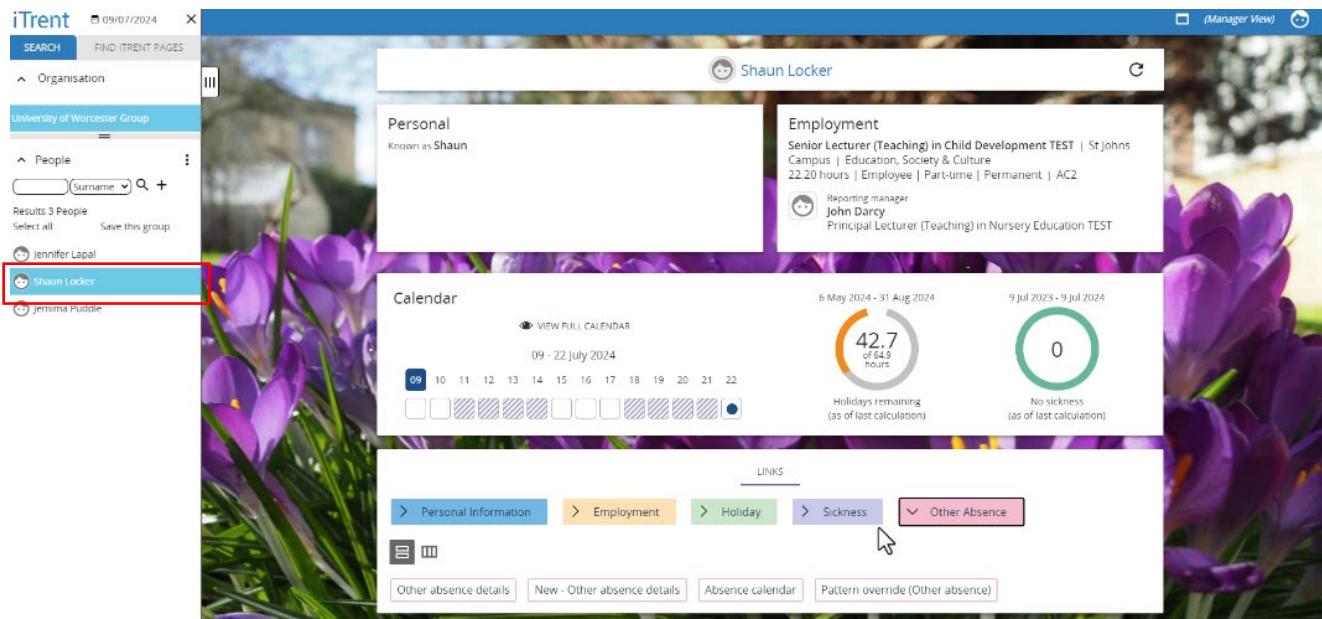
In rare circumstances, and usually only if the employee works a flexible working pattern or fractional days, the pattern may need to be amended to record the correct number of hours lost.

This is known as **Pattern override**.

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

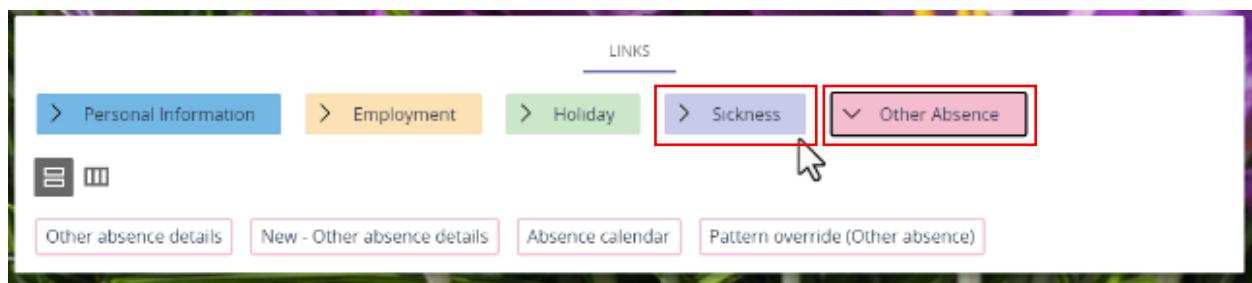


Select the relevant employee.



The screenshot shows the iTrent Manager View interface. On the left, a sidebar lists 'University of Worcester Group' and 'People' with a search bar. A red box highlights the 'Shaun Locker' entry in the list. The main content area shows the profile of 'Shaun Locker' (Known as Shaun). The 'Employment' section details his role as a 'Senior Lecturer (Teaching) in Child Development TEST' at 'St Johns Campus | Education, Society & Culture' with '22.0 hours | Employee | Part-time | Permanent | AC2'. The 'Reporting manager' is listed as 'John Darcy' with the role 'Principal Lecturer (Teaching) in Nursery Education TEST'. Below this is a 'Calendar' section showing a weekly view from 09 to 22 July 2024. To the right, a circular progress bar indicates '42.7 of 64.9 hours' for 'Holidays remaining (as of last calculation)'. Another circular progress bar shows '0' for 'No sickness (as of last calculation)'. At the bottom, a 'LINKS' bar includes buttons for 'Personal Information', 'Employment', 'Holiday' (highlighted in green), 'Sickness' (highlighted in blue), and 'Other Absence' (highlighted in pink). Below the links are buttons for 'Other absence details', 'New - Other absence details', 'Absence calendar' (highlighted in red), and 'Pattern override (Other absence)'.

Sickness OR Other Absence.



This screenshot shows a close-up of the 'LINKS' bar. The 'Sickness' button is highlighted in blue, and the 'Other Absence' button is highlighted in pink. A cursor is hovering over the 'Other Absence' button. Below the links are buttons for 'Other absence details', 'New - Other absence details', 'Absence calendar' (highlighted in red), and 'Pattern override (Other absence)'.

Absence Calendar.

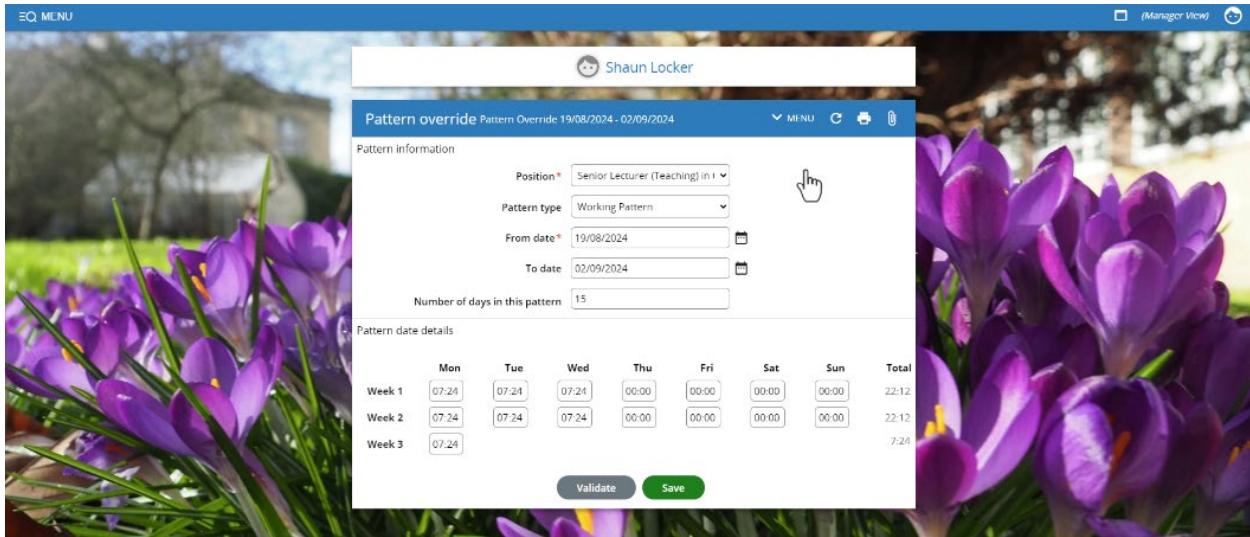


This screenshot shows the 'LINKS' bar again. The 'Sickness' button is highlighted in blue, and the 'Other Absence' button is highlighted in pink. A cursor is hovering over the 'Absence calendar' button, which is highlighted in red. Below the links are buttons for 'Other absence details', 'New - Other absence details', 'Absence calendar' (highlighted in red), and 'Pattern override (Other absence)'.

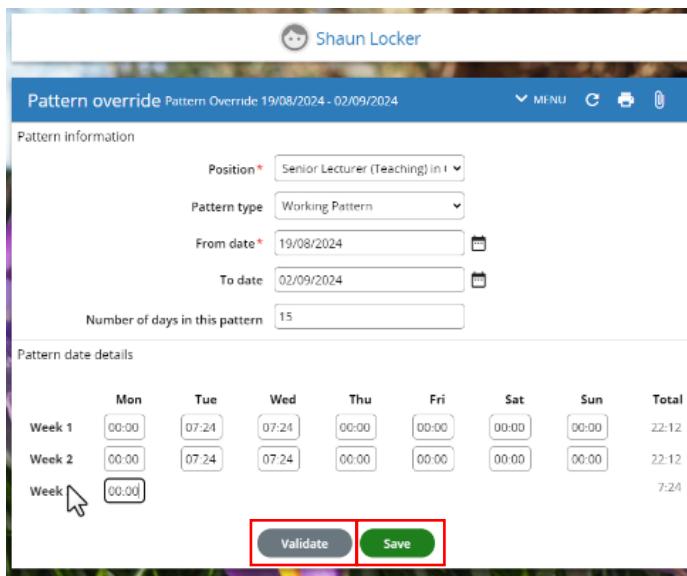
And select the relevant absence. You may need to expand the calendar to **Yearly View** in the drop down to find it.

To check the work pattern, expand the menu and select **Pattern override (Sickness)** OR **Pattern override (Other absence)**.

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.



Shaun Locker

i The absence calculation running in the background will automatically calculate holidays affected by the pattern override. Other absences may need to be re-calculated manually.

i The absence entitlement calculation is running as a background process. You will be notified upon its completion.

i Changes have been saved.

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