

# Manager View

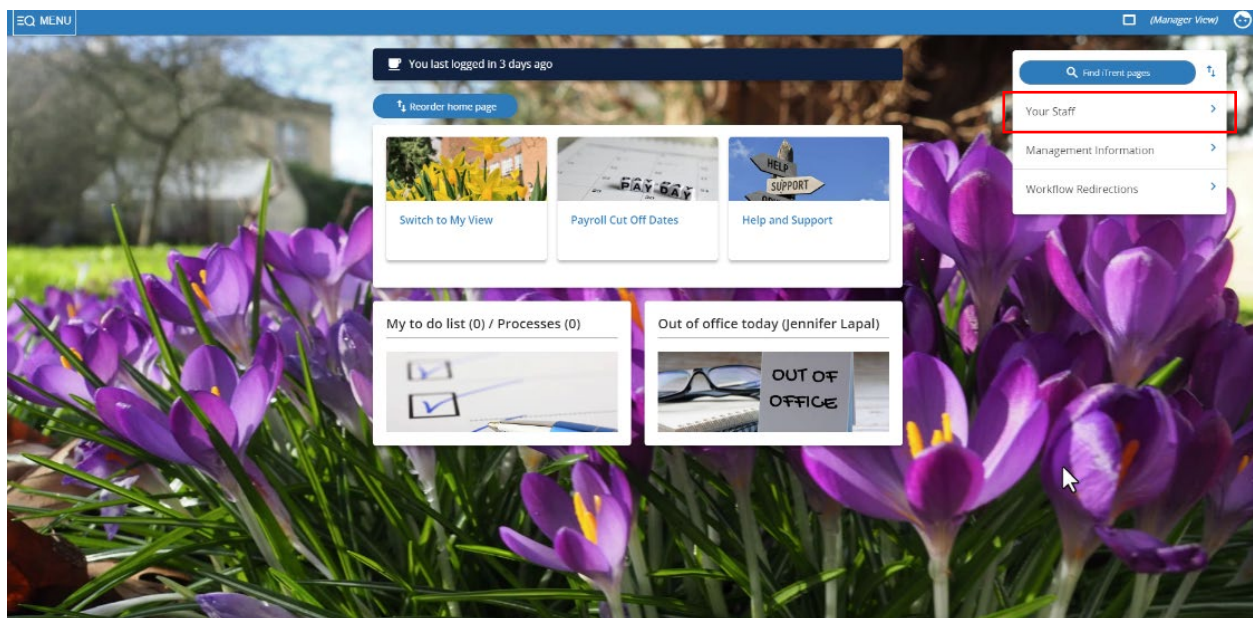
## Altering working patterns (sickness and other absences)

**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 system interface. On the left, a sidebar contains a search bar and a list of people. The 'People' section is expanded, showing a search for 'Shaun Locker' with results for Jennifer Lalap, Shaun Locker (highlighted with a red box), and Jemima Puddle. The main content area displays the profile for Shaun Locker, including personal information, employment details, a calendar, and a 'LINKS' section. The 'LINKS' section contains buttons for 'Personal Information', 'Employment', 'Holiday', 'Sickness', and 'Other Absence'. The 'Sickness' button is highlighted with a red box, and a mouse cursor is pointing at it.

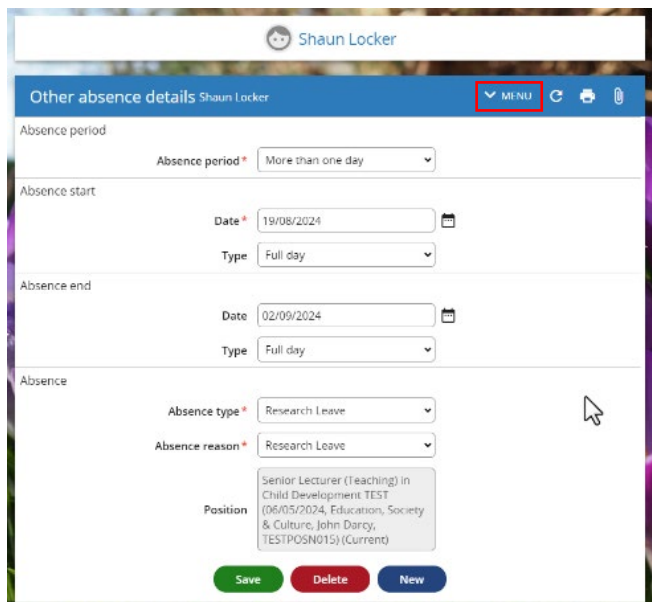
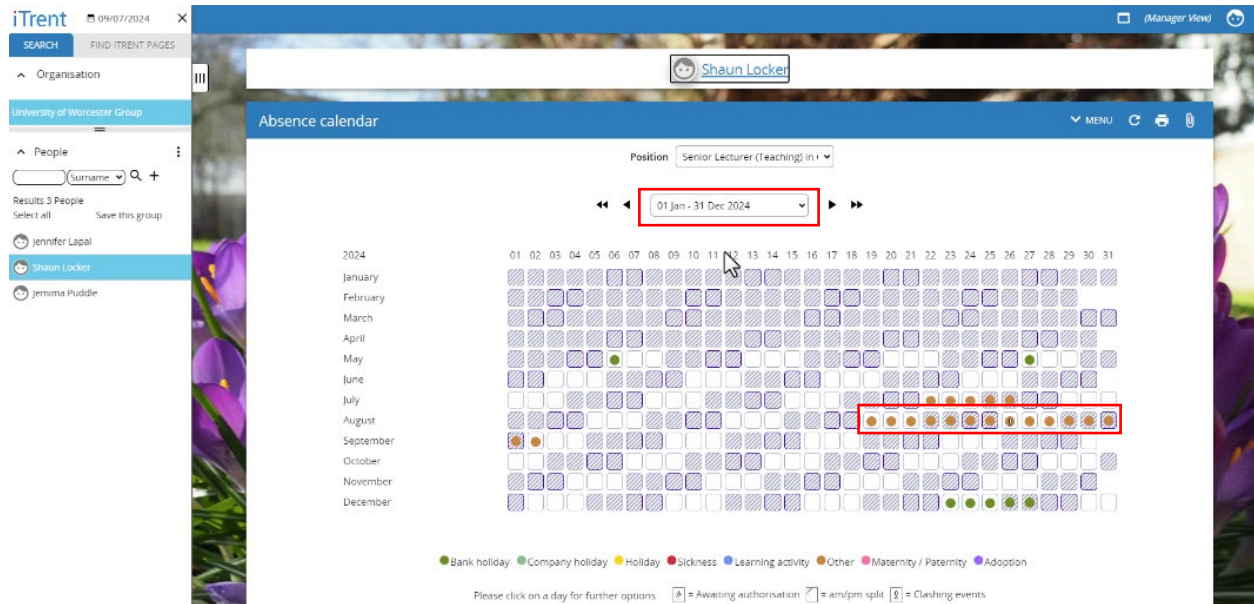
**Sickness** OR **Other Absence**.

This close-up view of the 'LINKS' section shows five buttons: 'Personal Information', 'Employment', 'Holiday', 'Sickness', and 'Other Absence'. Both the 'Sickness' and 'Other Absence' buttons are highlighted with red boxes. A mouse cursor is positioned over the 'Sickness' button.

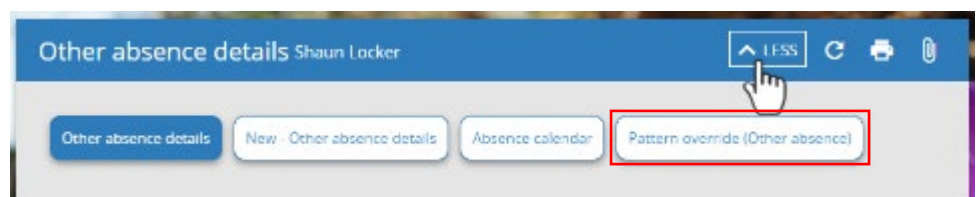
**Absence Calendar**.

This close-up view shows the 'Absence Calendar' link in the bottom row of the interface, highlighted with a red box. A mouse cursor is pointing at it.

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.

Pattern override Pattern Override: 19/08/2024 - 02/09/2024

Pattern Information

Position \* Senior Lecturer (Teaching) in 1

Pattern type Working Pattern

From date \* 19/08/2024

To date 02/09/2024

Number of days in this pattern 15

Pattern date details

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Week 1	07:24	07:24	07:24	00:00	00:00	00:00	00:00	22:12
Week 2	07:24	07:24	07:24	00:00	00:00	00:00	00:00	22:12
Week 3	07:24							7:24

Validate Save

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

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Week 3	00:00							7:24

Validate Save


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

-  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.
-  The absence entitlement calculation is running as a background process. You will be notified upon its completion.
-  Changes have been saved.

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