

Working Patterns

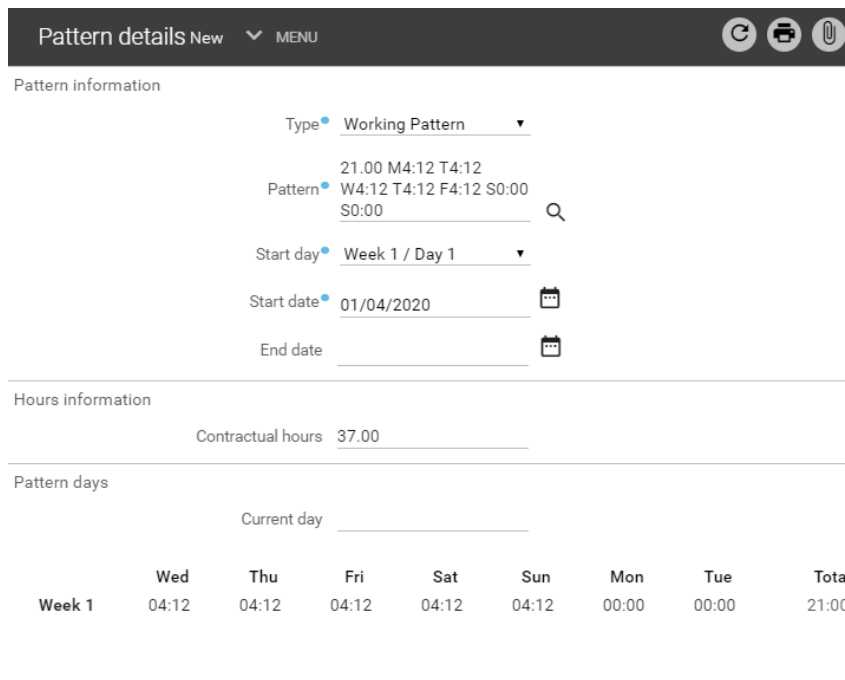
The standard Working Pattern is used for Absence (Holiday, Sickness, Other Absence). The working pattern will define the normal hours per day and which days of the week are worked. If there are any changes to this working pattern this will need to be reflected in PiP.

It is essential that upon creating absence records if the employee is on a non-standard working pattern this should be reviewed and updated in line with the rota to ensure their absence calculations work correctly.

It is the manager's responsibility to update their team member's working pattern in **PiP For My Team** as their team members patterns change.

To update the Standard Working Pattern (with no change of hours required):

- Select your team members record and click on the **Employment information** menu and select **Change Working Pattern ONLY**.
- Within the Pattern details screen enter the following:
 - **Type:** Select 'Working Pattern'
 - **Pattern:** Use the magnifying glass and search for your pattern. You can either do a blank search and search for all patterns or search by the weekly hours of work, e.g. 21
 - **Start date:** enter the start date first: e.g. 01 April 2020
 - **Start day:** Select Week 1/Day 1
 - **End date:** If this is a temporary change of hours/pattern, enter an end date.
 - Click **Save**.



Pattern details New MENU

Pattern information

Type Working Pattern

21.00 M4:12 T4:12

Pattern W4:12 T4:12 F4:12 S0:00

S0:00

Start day Week 1 / Day 1

Start date 01/04/2020

End date

Hours information

Contractual hours 37.00

Pattern days

Current day

	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Total
Week 1	04:12	04:12	04:12	04:12	04:12	00:00	00:00	21:00

If the correct working pattern is not available please contact the OHR Changes Team at hrchanges@gov.im with the details of the pattern and they will create this for you.

If the team member's hours are changing please click on the **Change hours and working pattern** link and submit the change of hours. Please note that when you submit these changes a request will be sent to your line manager for authorisation.