

## How to Add a Schedule Pattern – Hourly

1. Navigate to schedules.
2. Right click on the associate's name and select **Schedule Pattern**.

The screenshot shows a user profile popup for **CARTER, TYLER J**. The popup is overlaid on a calendar interface. The profile information includes:

- Work**  
Basic Scheduling/Work
- Employee ID**  
XXXXXX
- Primary Job**  
Work
- Schedule Group**
- Seniority Hours**
- Pay Rule**  
LMX
- Scheduled Hours**

At the bottom of the popup is a toolbar with the following actions:

- Schedule Pattern** (highlighted with a yellow background)
- Add Shift
- Add Paycode
- Enter Time Off
- Lock
- Unlock
- Insert shift transfer
- Append shift
- More Actions
- Go To

Below the popup, a calendar row for Saturday 8/17 is visible, with the name **CARTER, TYLER J** highlighted in the first cell.

3. Right click on the day of the week and enter the shift data into the popup **Add Shift Window**, then click **Apply**.

## Add Shift



9:30 AM-6:00 PM [8.50]



### Employee Name

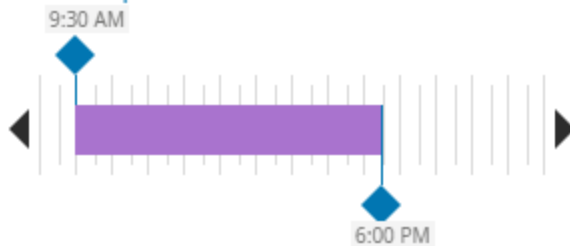
CARTER, TYLER J

Job

Work  
.../Work



### Use Template



+ Add Segment

Regular ▾

[8.50]



Start Time

Start Day

9:30 AM

1

End Time

End Day

6:00 PM

1

Transfer Employee



Comments [0]





[Add Comment](#)

Cancel

Apply

- Right click the shift to copy and paste into the desired days. Once you have the pattern entered, you can click apply.

 Add New Pattern

	No.	Sunday	Monday	Tuesday
 	1	9:30 AM - 6:00 PM	9:30 AM - 6:00 PM	9:30 AM - 6:00 PM
 	2			

- You can also add a second week if there are alternating shift patterns.