



# **People Manager**

## **Work Pattern check**

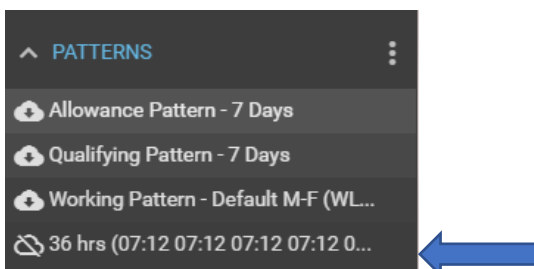
## How to view employees work pattern details

To view an employee work pattern, click on

- **Employment tab**
- **Pattern details (Positions)**



If employee has a work pattern it will be displayed in side panel



Click on working pattern 36 hrs (07.12 07.12 07.12) and details are displayed (There may be more than one working pattern displayed check if there is an end date)

In this example there is a new working pattern for this employee (the previous one has an end date).

The screenshot shows the details for a working pattern. It includes fields for Type, Pattern, Start day, Start date, and End date. Below this is a table showing the pattern days for the current week.

Pattern information								
Type	Working Pattern							
Pattern	36 hrs (07:12 07:12 07:12 07:12 00:00 00:00)							
Start day	Week 1 / Day 1							
Start date	01/07/2019							
End date								
Hours information								
Contractual hours	36.00							
Pattern days								
Current day	Week 1 / Day 1							
Week 1	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
	07:12	07:12	07:12	07:12	07:12	00:00	00:00	36:00

**Managers can only view working patterns you cannot make permanent changes to employees working patterns.**

- If an employee working pattern is incorrect a working pattern change form should be completed and sent to [hrsupport@westlothian.gov.uk](mailto:hrsupport@westlothian.gov.uk)
- This form can be found on my toolkit
- This form should only be used for changes to working patterns
- Please be aware that some employees have more than one week working pattern

**It is very important that employees working patterns are correct as this affects any unpaid leave deductions and their annual leave entitlement calculation.**