Removing schedule patterns

If you apply a pattern in error, you can remove it fairly easily. However, non-exempt employees’ time will not calculate correctly without a pattern applied, because that is what tells the system when they are meeting the threshold for overtime, etc. If you remove an existing pattern for an employee, be sure to replace it with a new one!

1. Click on the Schedules link in the Related Items pane.

2. Right-click on the employee’s name and select Schedule Pattern from the shortcut menu.

3. In the Schedule Pattern window, click on the X to the left of the pattern you wish to remove.
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A window appears prompting you to confirm the action. Click on the Yes command.

4. The Schedule Pattern window now contains no information for the employee. Click on the OK command to return to the main Schedules page, or click on the Add Pattern command to add a new schedule pattern for the employee.  

Applying schedule patterns for employees who do not have a schedule

5. If you are not adding a new schedule pattern for the employee right away, click on the Save command in the main Schedules page to update the employee’s schedule pattern information.

6. As the system processes the change, you may see “Applying pattern” appear in red text below the employee’s name.

7. To review your work, open the employee’s timecard and confirm that the employee no longer has a schedule pattern applied.
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**Note:** the system will let you remove all patterns associated with an employee. However, non-exempt employees’ time will not calculate correctly without a pattern applied, because that is what tells the system when they are meeting the threshold for overtime, etc. Please do not leave your employees without a pattern!