

MANAGER GUIDE

Managing Employee Hours and Work Patterns

This guide provides step-by-step instructions for managing employee contracted hours and working patterns. It covers how to make updates accurately and ensure compliance with contractual obligations. This guide will help you follow the correct procedures and ensure payroll and contractual terms are kept up to date.

The following two guides come as a pair, you will most likely need to complete both of these as and when you change an employee's contracted hours or working pattern.

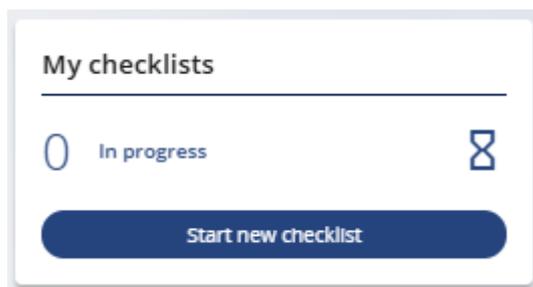
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Updating Employee Contract Hours

To update an employee's contracted hours, you will need to start a new **checklist**.

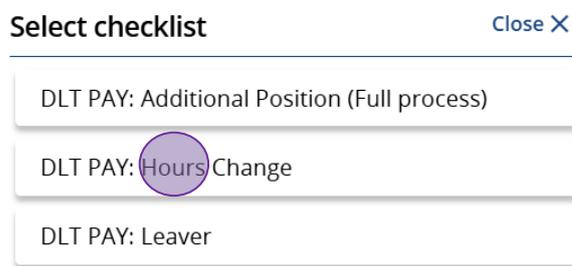
Checklist are accessed from the iTrent Home Page in the Widget section. You can view your open checklists and progress via 'In Progress' or 'Start new checklist' to pick from the list.



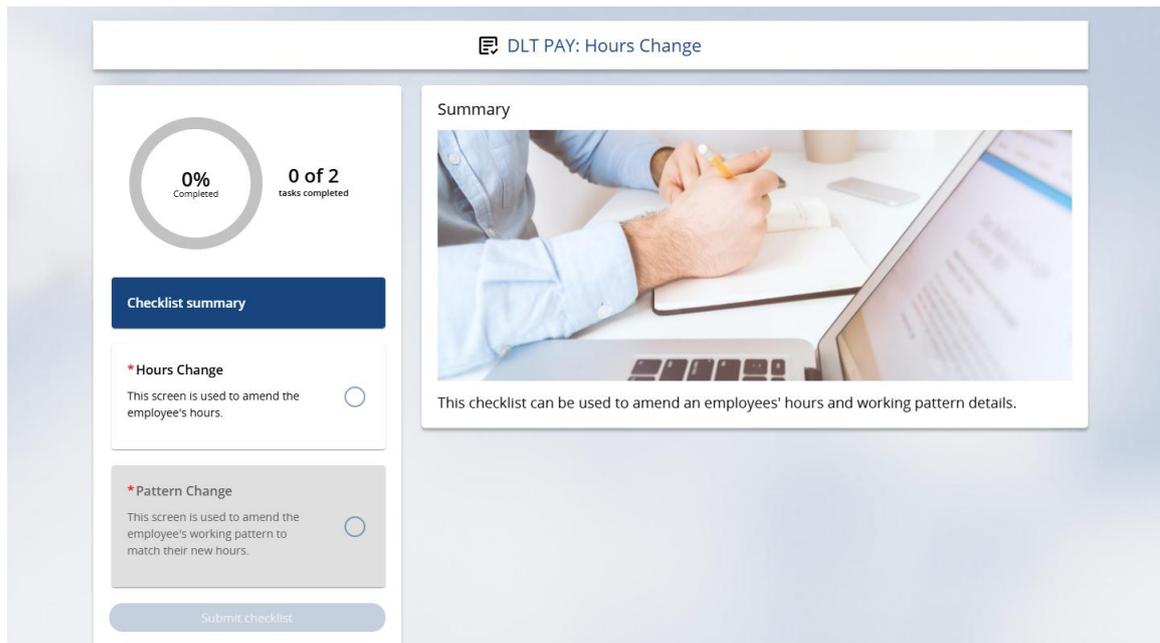
1. From the My checklist widget or alternatively, navigate to the **My checklists** page via a link or through **Find iTrent pages** and click on the '**Start new checklist**' button



2. Select the required Checklist for the task from the list, to update hours, it will be the "**Hours Change**" checklist. Click **confirm**.

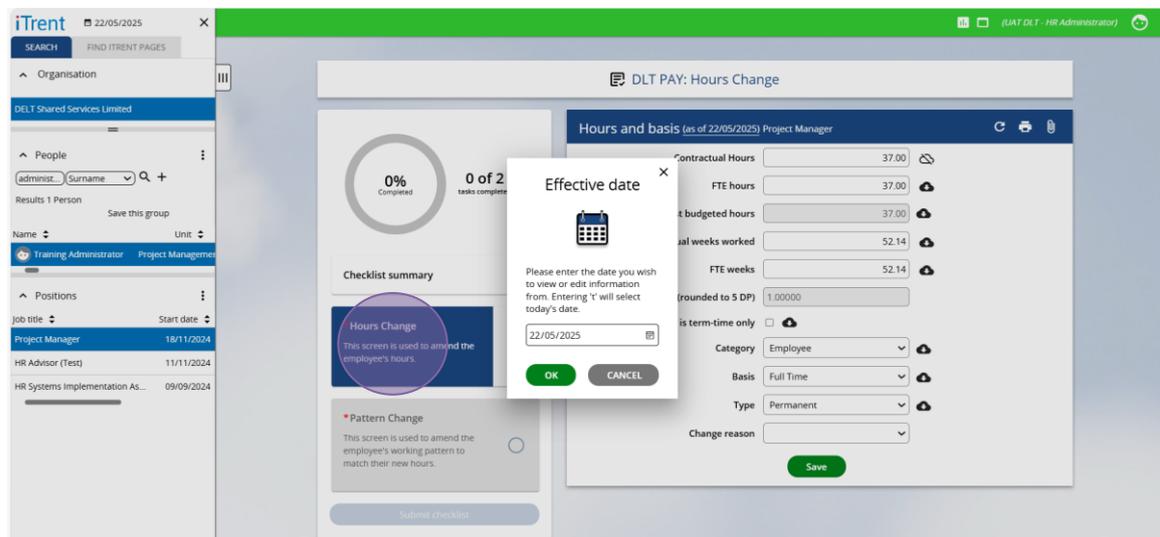


4. The iTrent pages included in the Checklist will appear. Pages marked with a * are mandatory so must be completed and saved. Other pages are included for checking or updates may only be required for certain employees.



5. Click on the **Hours Change** box itself, rather than the little circular button, and you will see the left-hand pane open where you can search for an employee. Select their correct position and it will open the form. First it will ask you to enter the effective date of the change of hours.

The circular button will show a tick once the pages are saved.



6. Complete the following fields.

- Update their new **contractual hours**.
- The category should not be updated.
- The basis should be updated only if the employee is going from part-time to full-time or vice-versa.

- Use the drop-down to select the correct change reason.
- **Do not update the annual weeks worked.**

Click **Save**.

Hours and basis (as of 22/05/2025) Project Manager ↻ 🖨 📎

Contractual Hours	<input type="text" value="37.00"/>	🗑
FTE hours	<input type="text" value="37.00"/>	⬇
Post budgeted hours	<input type="text" value="37.00"/>	⬇
Annual weeks worked	<input type="text" value="52.14"/>	⬇
FTE weeks	<input type="text" value="52.14"/>	⬇
FTE value (rounded to 5 DP)	<input type="text" value="1.00000"/>	
Employment is term-time only	<input type="checkbox"/>	⬇
Category	<input type="text" value="Employee"/>	⬇
Basis	<input type="text" value="Full Time"/>	⬇
Type	<input type="text" value="Permanent"/>	⬇
Change reason	<input type="text"/>	⬇

Save

Once saved, this will allow you to move onto **Pattern Change**. Please complete the following section of this guide to update an employee's **working pattern**.

Working Patterns

As a manager, it's important to ensure that each employee's working pattern is correctly recorded and kept up to date in their records. This supports fair treatment, enables correct leave calculations, and ensures legal and payroll accuracy.

If you need to update a work pattern, you will most likely also need to update the employee's contracted hours. The easiest way to do both is by following a checklist. Please complete the "*Updating Employee Contract Hours*" section of this guide first.

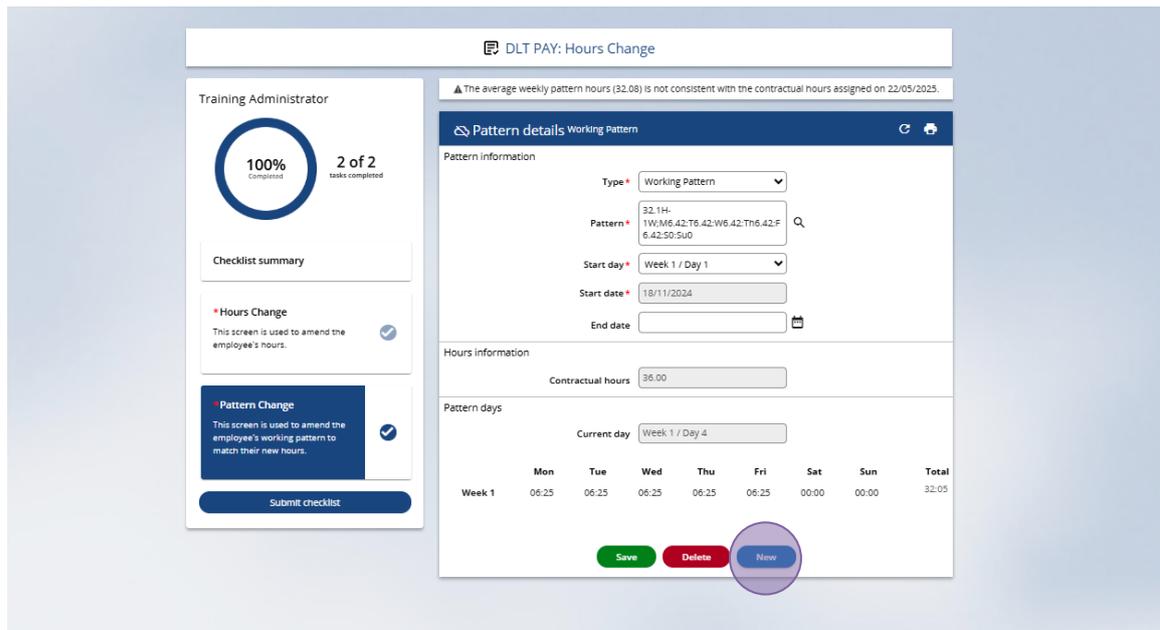
If a manager modifies an employee's work pattern to include non-standard hours and/or Sundays, please notify the payroll team to ensure any applicable contractual enhancements are reviewed. Similarly, if the work pattern changes in a way that alters the number of non-standard hours and/or Sundays worked, including if the employee no longer works these hours, please contact the payroll team for a review of the contractual enhancements.

1. After following the steps in the first half of this guide, you will be in the position to complete the **Pattern Change** form. Click on the **Pattern Change** box, rather than the little circular button, and then select the working pattern from the left-hand 'patterns' pane.

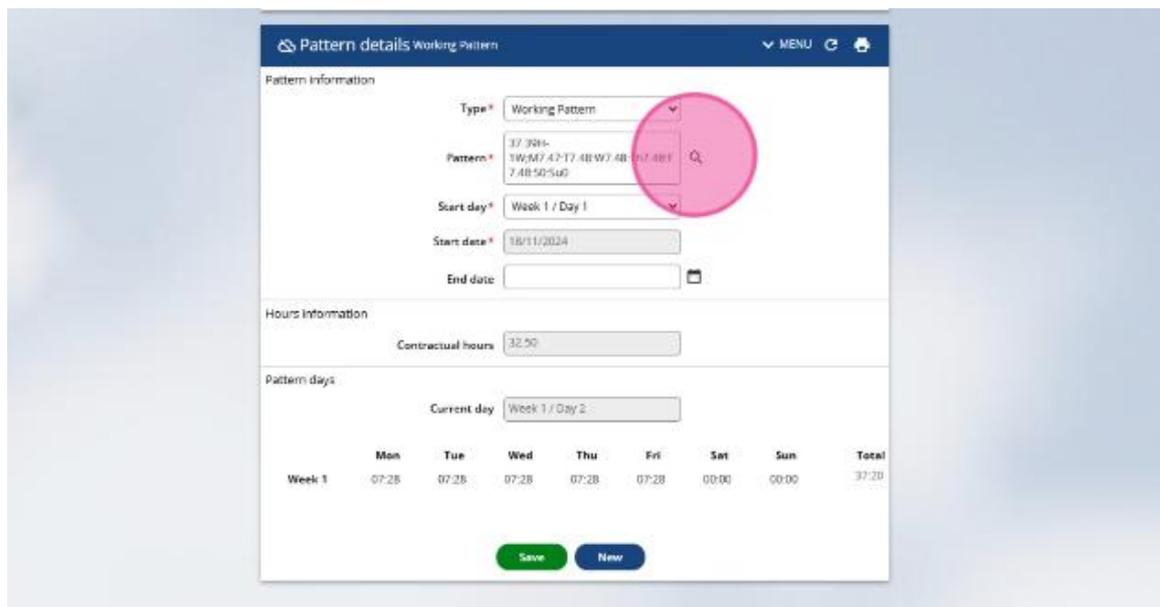
The other patterns (Sickness Allowance and SSP Qualifying Pattern) **should not be changed**. This will open the current working pattern.

The screenshot displays the 'DLT PAY: Hours Change' interface. On the left, a sidebar shows navigation options: 'Organisation' (DEL Shared Services Limited), 'People' (administ..._Surname), 'Positions' (Project Manager, HR Advisor), and 'Patterns' (Sickness Allowance, SSP Qualifying Pattern, 32 1H-1W-M6-42-T6-42-W6-42-Th6-42-F6-42-Su0). The main content area is titled 'DLT PAY: Hours Change' and features a 'Training Administrator' section with a progress indicator (50% Completed, 1 of 2 tasks completed). Below this is a 'Checklist summary' with two items: 'Hours Change' (checked) and 'Pattern Change' (unchecked). The 'Pattern Change' item is highlighted with a blue box. To the right, the 'Pattern details Working Pattern' form is visible, showing fields for 'Type', 'Pattern', 'Start day', 'Start date', and 'End date'. A table at the bottom shows 'Pattern days' for 'Week 1' with columns for Mon through Sun and a 'Total' column.

2. To create a new one, click New and this will clear the form, allowing you to re-input the updated information without overwriting the existing pattern.



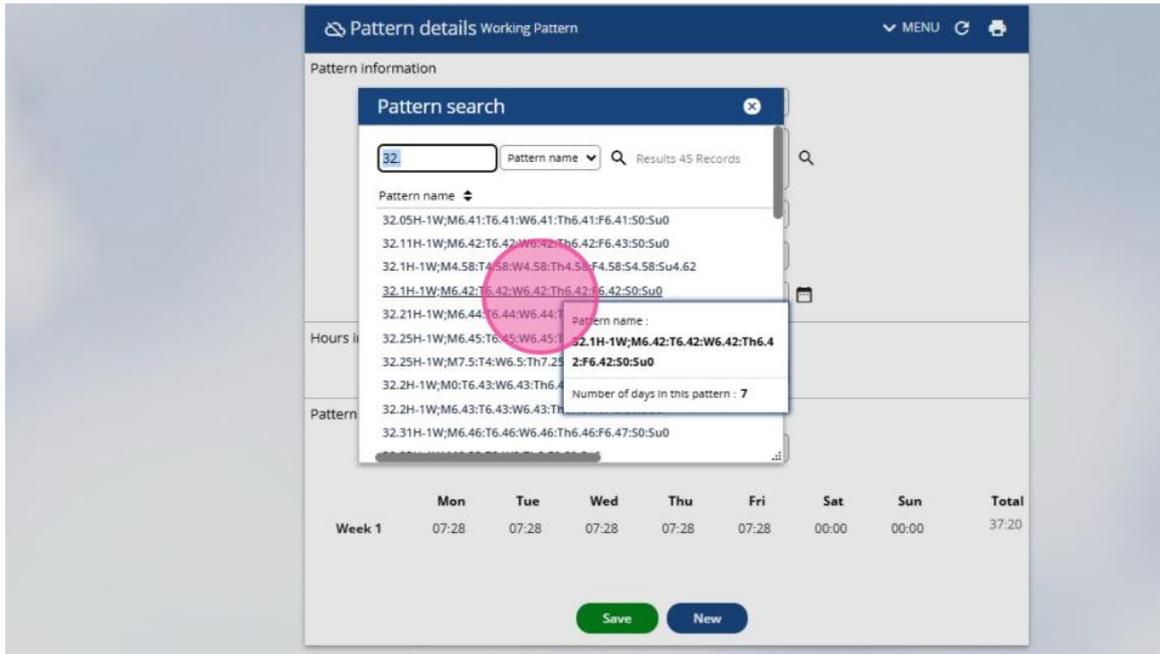
3. Begin by selecting “**Working Pattern**” in the **Type** drop-down. Use the magnifying glass to search for a different working pattern.



4. This will open the *Pattern Search* window. Use the search bar to find the appropriate working pattern. Begin by entering the employee’s weekly contractual hours. You can either scroll through the list to locate the correct pattern or type it directly if it’s more specific.

Patterns follow this format: **__H (hours) – 1W (one week); Monday __, Tuesday __, Wednesday __, etc.**

Once your pattern is entered, the lower section of the screen will update to show the days of the week.



For reference: Please see the table below for details on how to measure time in decimals.

Minutes	Decimal Hours	Minutes	Decimal Hours	Minutes	Decimal Hours
1	.02	21	.35	41	.68
2	.03	22	.37	42	.70
3	.05	23	.38	43	.72
4	.07	24	.40	44	.73
5	.08	25	.42	45	.75
6	.10	26	.43	46	.77
7	.12	27	.45	47	.78
8	.13	28	.47	48	.80
9	.15	29	.48	49	.82
10	.17	30	.50	50	.83
11	.18	31	.52	51	.85
12	.20	32	.53	52	.87
13	.22	33	.55	53	.88
14	.23	34	.57	54	.90
15	.25	35	.58	55	.92
16	.27	36	.60	56	.93
17	.28	37	.62	57	.95
18	.30	38	.63	58	.97
19	.32	39	.65	59	.98
20	.33	40	.67	60	1.0

5. Then **enter the Start Day**, it consists of two elements:

1. **The week of the pattern** the position is starting on.
2. **The day of the week** the employee is starting.

Both of these entries are critical to ensure the system correctly calculates the number of hours to be worked on each day.

Use the following numbering for days of the week:

- **1 = Monday**
- **2 = Tuesday**
- **3 = Wednesday**
- **4 = Thursday**
- **5 = Friday**
- **6 = Saturday**
- **7 = Sunday**

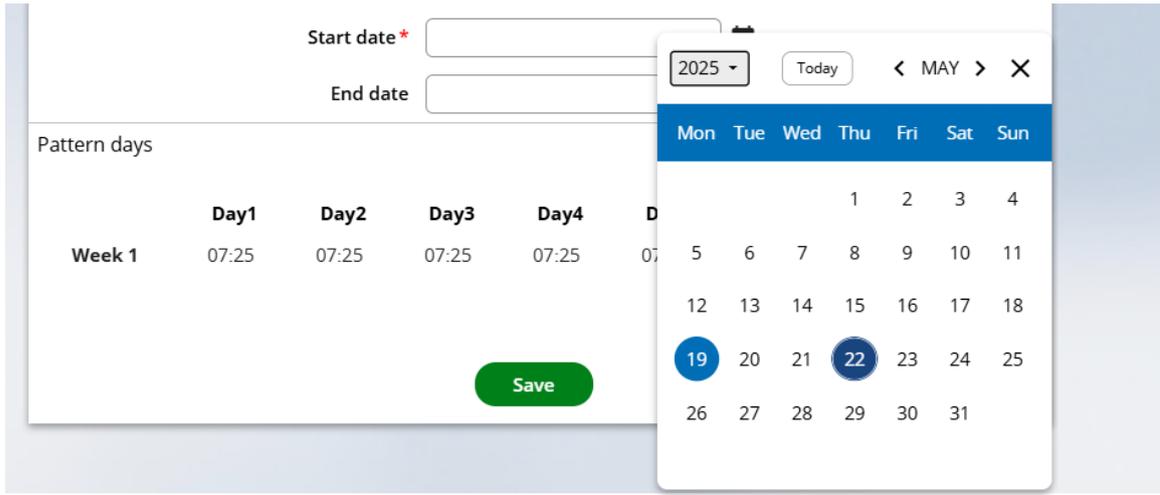
Example: If the employee's pattern starts on a **Tuesday**, select **Day 2**.

After selecting the start day, **check the bottom section** to confirm the days begin with **Monday** in the first box. This ensures the pattern aligns correctly with the calendar week.

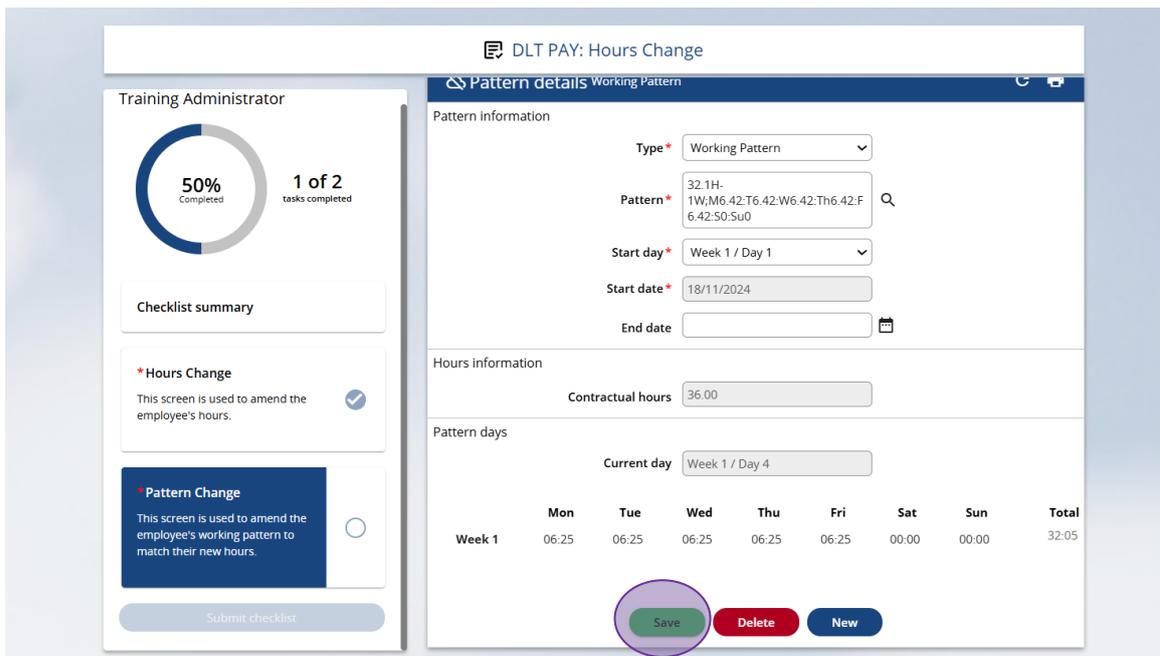
Note: please be aware that the work pattern shown on the bottom of the screen is displayed in hours and minutes. This differs from where you input the pattern at the top of the form, which is in decimals.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
Week 1	06:25	06:25	06:25	06:25	06:25	00:00	00:00	32:05

6. Next, use the calendar icon to enter the Start Date. This is the date you want the new working pattern to begin.



7. When you're happy with your adjustments. Click **Save** to complete the process.



8. Once both the Hours Change, and the Pattern Change forms are complete in this checklist, you can submit it using the **Submit checklist** button.

* **Hours Change**

This screen is used to amend the employee's hours.

* **Pattern Change**

This screen is used to amend the employee's working pattern to match their new hours.

Submit checklist