Define which employee pattern or patterns to modify
Open the Schedule pattern dialog for specific employees having the same schedule pattern in one of these ways:

1. Right-click an employee’s name and select Schedule Pattern.

The Schedule pattern dialog appears.

Define the type of modification:

2. Note the tabs above the pattern table. Click the tab of the pattern you want to edit.

3. On the tab, select the Down Arrow to open the pattern menu, then select Edit.

4. The Edit pattern dialog appears. Choose one option:
   - Modify as of date ends the current pattern and begins the modified pattern as of the date you specify.
   - **Overwrite Pattern** erases the current pattern from the last sign-off date to the end date and replaces it with the modified pattern.
     - Click **Apply** to confirm your choice and continue by modifying options for the pattern.

**Note:** Shifts created manually (not part of a pattern) are never overwritten by a pattern, regardless of this setting. However, you must ensure that any manually created shifts do not conflict with the pattern created shifts.

5. Make the necessary edits to the shifts or availability.

**Note:** Leave any cell blank to represent a day that has no shift or paycode.

6. Specify which week, or which day, the new pattern should start on.
7. Click **Apply**. The dialog closes and the pattern is applied for the loaded period.

8. On the main schedule page, click **Save**. The pattern is rolled out for its entire length.

**Other Notes**

1. Changing schedules may create issues with future time off requests – as they would have been based on the schedule in place at the time of the initial request. When that time off arrives on the current pay period, you may see a Totals error. This can be fixed by deleting and/or editing the duplicative shifts in the Schedule view.