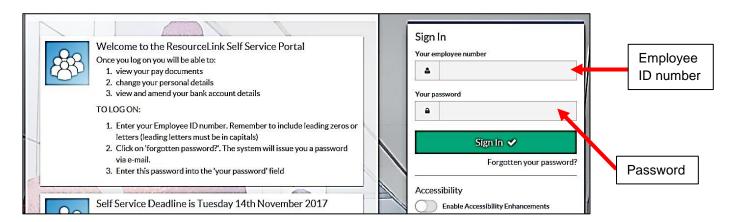
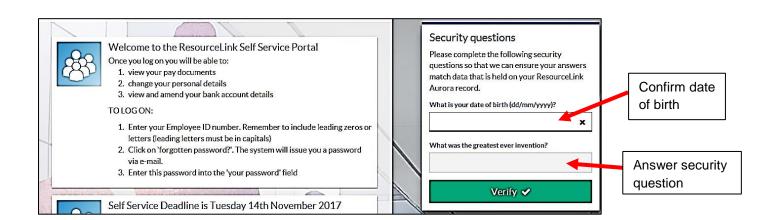
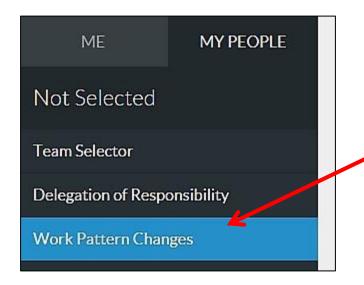
## **Changing Work Patterns**

Follow this link to access the log in screen: <a href="https://myemployment.coventry.gov.uk">https://myemployment.coventry.gov.uk</a>

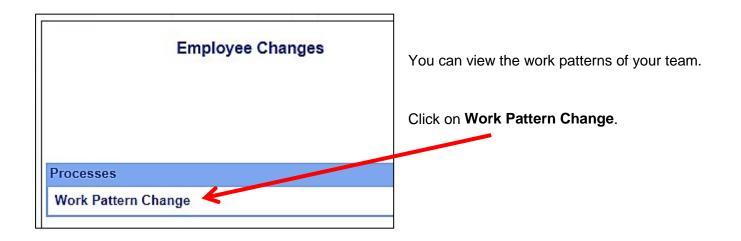
Log in to MyEmployment.



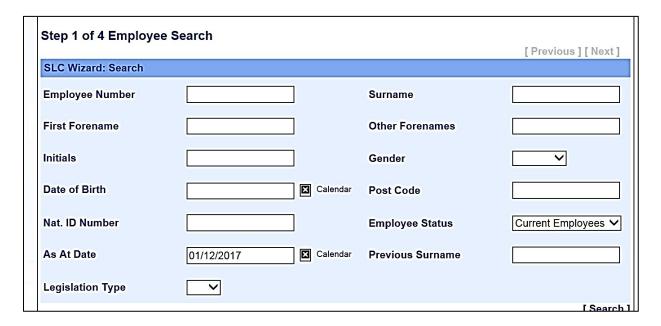




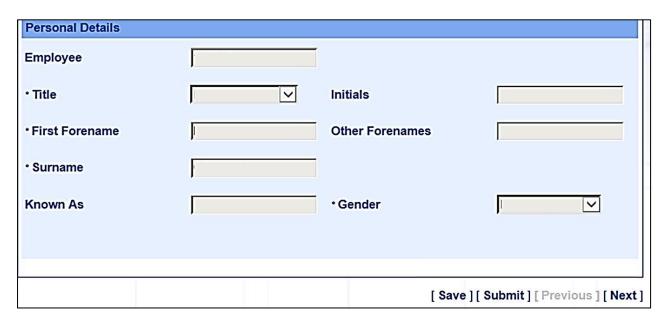
Click on My People and select Work Pattern Changes.



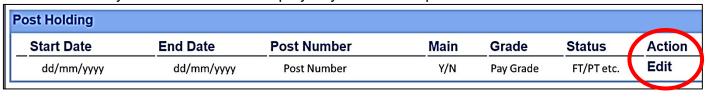
Use the **Search** to find and select the employee whose work pattern you want to change.



The **Personal Details** of the employee will be displayed for you to make sure you are updating the correct employee.

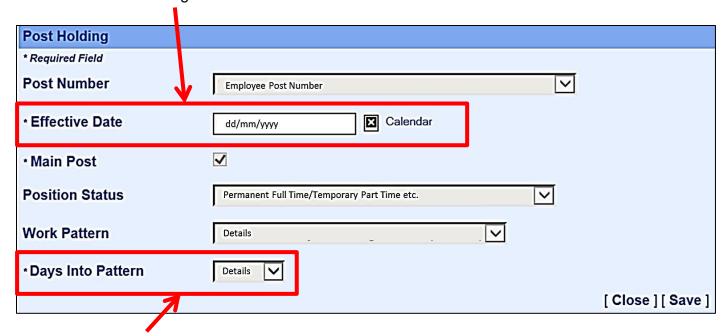


Click Next when you have found the employee you want to update.



In the **Post Holding** window, click **Edit** next to the post you want to change the working pattern for

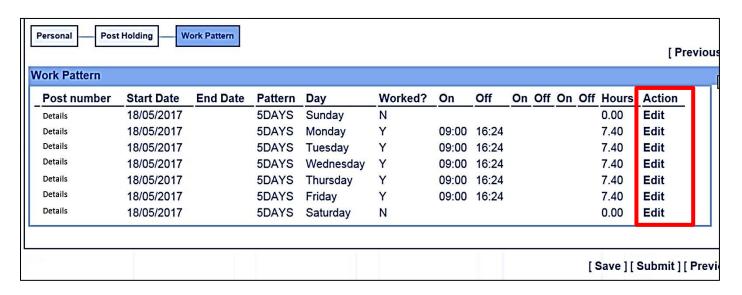
Enter the date the change will become effective from.



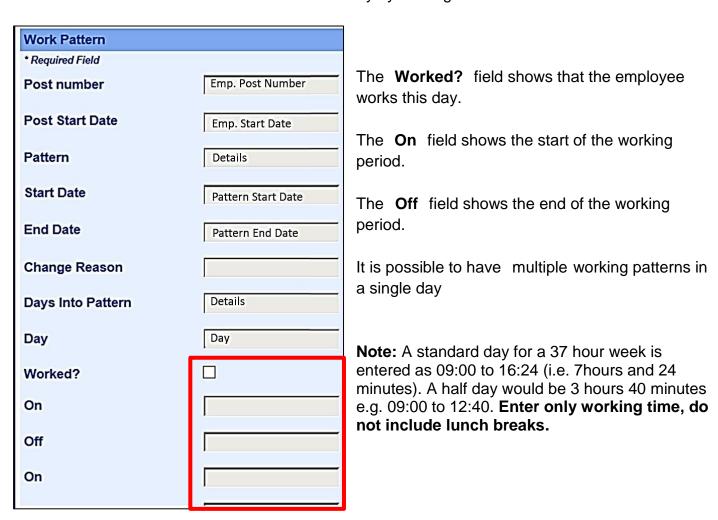
Select the day the new work pattern begins (001 = Sunday, 002 = Monday etc.). This affects the employee's sickness record so it <u>must</u> be right.

Click Save.

The current work pattern will be shown.



Edit the number of hours to be worked on each day by clicking Edit.



**Save** the changes you have made. Repeat for any other days you are changing.

Post number	Start Date	<b>End Date</b>	Pattern	Day	Worked?	On	Off	On	Off	On	Off	Hours	Action
Details	18/05/2017	200	5DAYS	Sunday	Υ	09:00	09:15	Del	8)	200		0.25	Edit
Details	18/05/2017		5DAYS	Monday	N							0.00	Edit
Details	18/05/2017		5DAYS	Tuesday	Y	09:00	16:24					7.40	Edit
Details	18/05/2017		5DAYS	Wednesday	Y	09:00	16:24					7.40	Edit
Details	18/05/2017		5DAYS	Thursday	Y	09:00	10:00	13:45	16:45			4.00	Edit
Details	18/05/2017		5DAYS	Friday	Υ	09:00	16:24					7.40	Edit
Details	18/05/2017		5DAYS	Saturday	N							0.00	Edit

When finished, click  ${f Submit}$ . Click  ${f OK}$  on the confirmation message, then click  ${f Continue}$ .