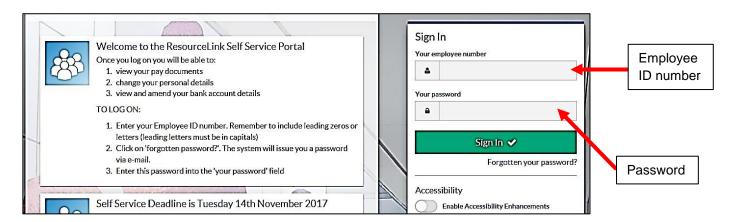
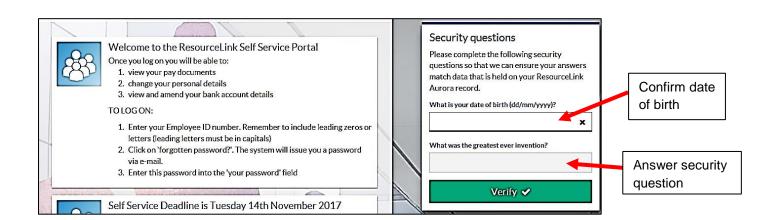
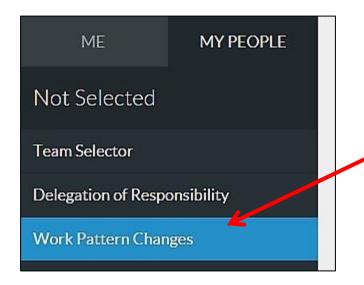
Changing Work Patterns

Follow this link to access the log in screen: https://myemployment.coventry.gov.uk

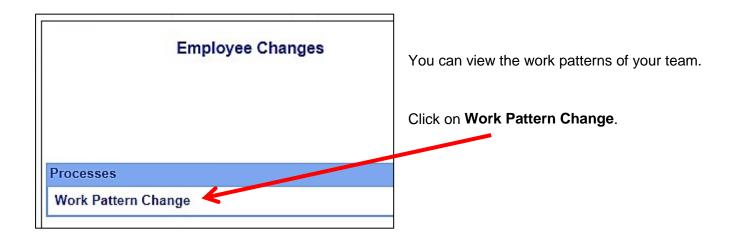
Log in to MyEmployment.



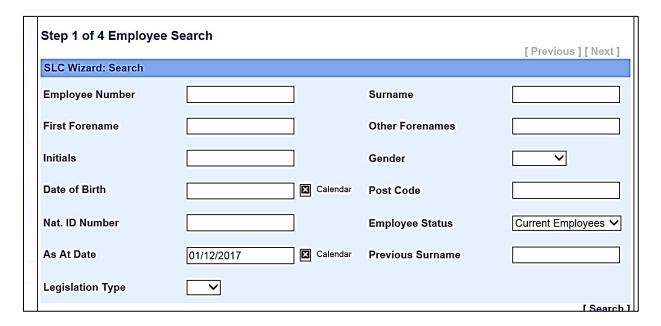




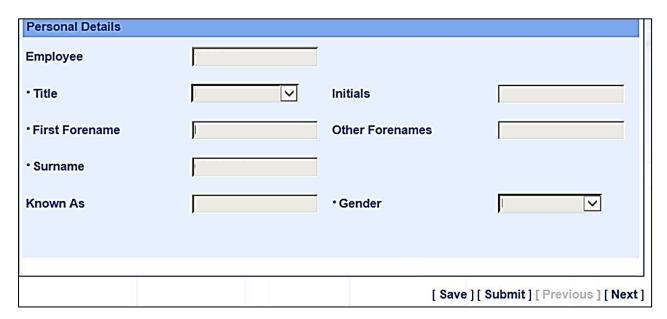
Click on My People and select Work Pattern Changes.



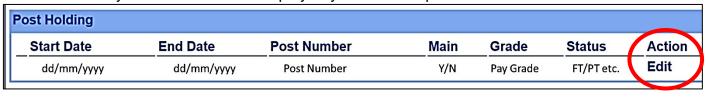
Use the **Search** to find and select the employee whose work pattern you want to change.



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

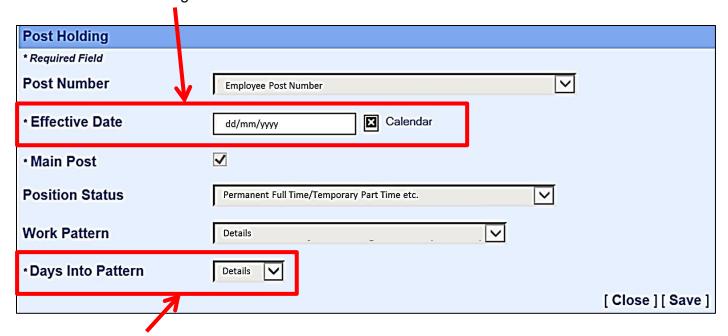


Click Next when you have found the employee you want to update.



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

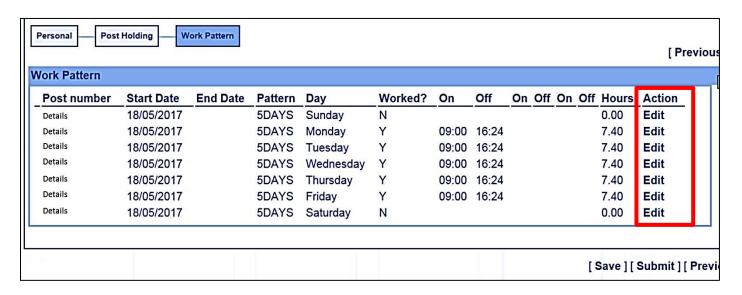
Enter the date the change will become effective from.



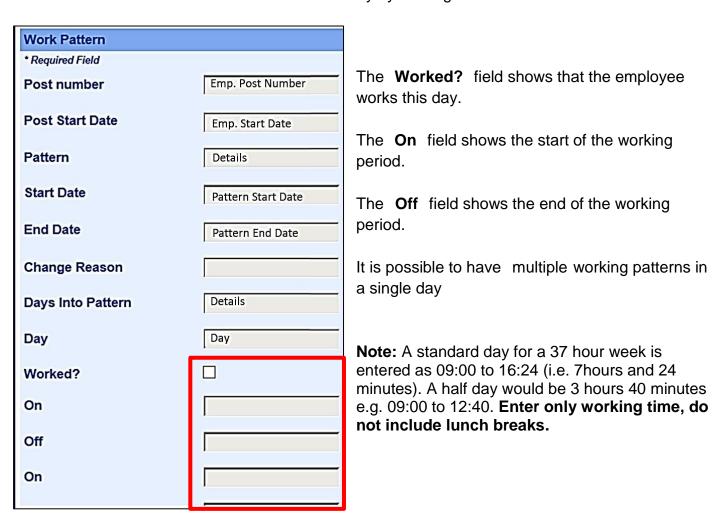
Select the day the new work pattern begins (001 = Sunday, 002 = Monday etc.). This affects the employee's sickness record so it <u>must</u> be right.

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	End Date	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 ${f Continue}$.