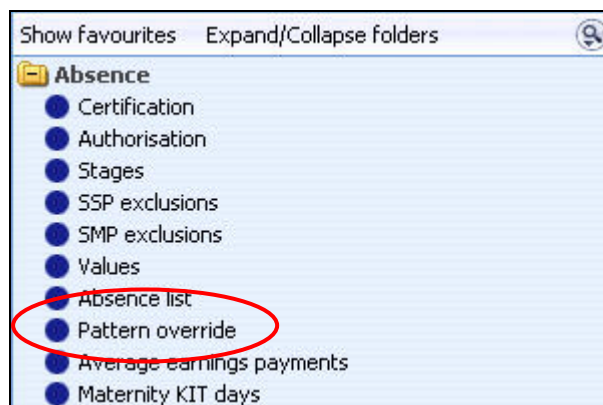## Working Patterns

In order for Trent to calculate the number of days lost for a period of absence and how many days to count towards their entitlements, working patterns need to be attached to the employee. From time to time certain employee's may change their working patterns temporarily.

In order for the absence to be recorded accurately, you can override the employee's pattern using the Pattern Override option in the Absence folder in the People module.

The form opened will show the pattern used for the absence, according to the employee's set pattern.

The pattern can be overridden as necessary by typing in a '1' for each day of the week that the person would have worked and a '0' if they were not due to work on any particular day.

The absence will then need to be re-calculated so that the overridden pattern is used instead of the employee's normal pattern.