REMOVING A BASIC SHIFT PATTERN WHEN AN EMPLOYEE TERMINATES

Due to WFM automation of salaried staff's timesheets according to the schedule (and preventing a salaried employee from having to clock in/out to get paid), you must REMOVE the schedule from WFM when a salaried employee terminates employment.

WARNING: Failure to remove the schedule for the salaried employee will result in the employee continuing to be paid.

REMOVE BASIC SHIFT PATTERNS VIA EMPLOYEE OVERRIDE PAGE (TIMESHEET)

To remove the basic shift pattern for a salaried employee, go to the **Timesheet**.

1. Click the person icon (takes you to the **Employee Override** page).
2. In the Shift Pattern box, click the magnifying glass to search for available shifts.
3. Click **Not Assigned.**
4. Scroll to bottom of page and **remove the checkmark by Permanent.**
5. **Choose the Override Start Date** that is the first date the employee no longer works at Riverside (immediately after the last worked day).
6. **Click Submit** to save your changes and return to the timesheet. Verify on the timesheet the shifts/schedule is removed for the employee for the correct dates.

3/19/2023