



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.

The screenshot displays the 'Employee Override' page in the Infor WFM system. The interface includes a navigation bar with 'Attendance Control', 'Maintenance', 'Timesheet', 'Weekly Timesheet', and 'My Timesheet'. A search bar is visible with a magnifying glass icon. A table of shift patterns is shown, with 'NOT ASSIGNED' highlighted. Below the table, there are input fields for 'Permanent', 'Override Start Date', 'Override End Date', 'Apply To Employees', 'Apply To Teams', and 'Override Comment'. The 'Permanent' checkbox is unchecked, and the 'Override Start Date' is set to 04/02/2023. A 'Submit' button is visible at the bottom.

Permanent	Override Start Date	Override End Date	Apply To Employees	Apply To Teams	Override Comment
<input type="checkbox"/>	04/02/2023	01/01/3000			