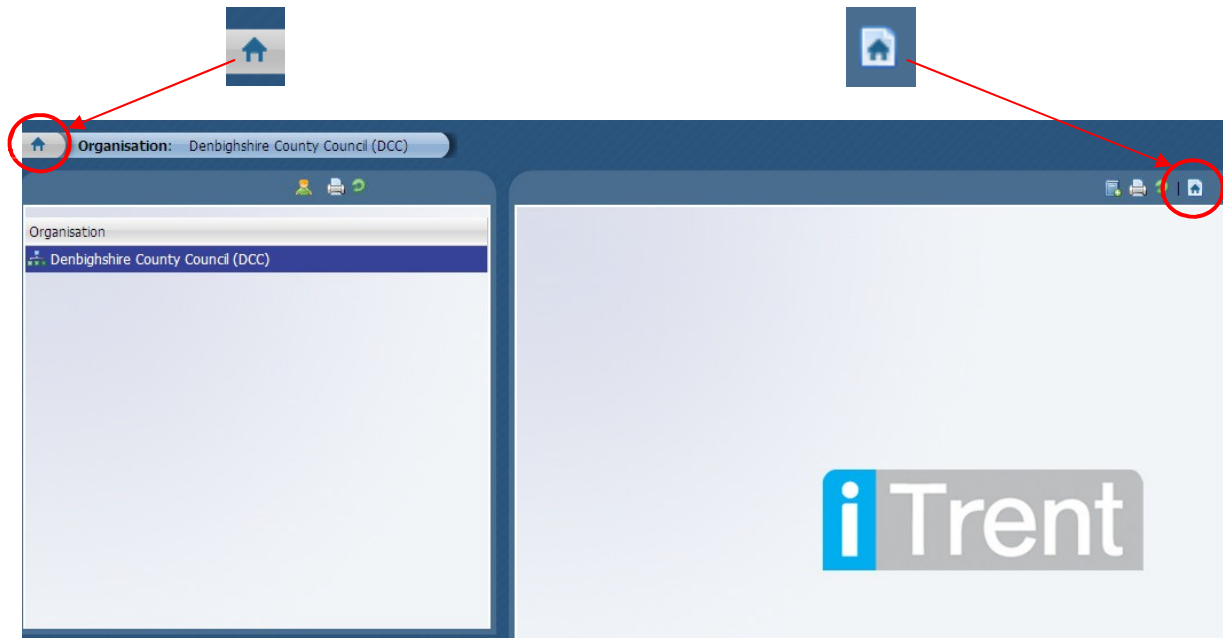


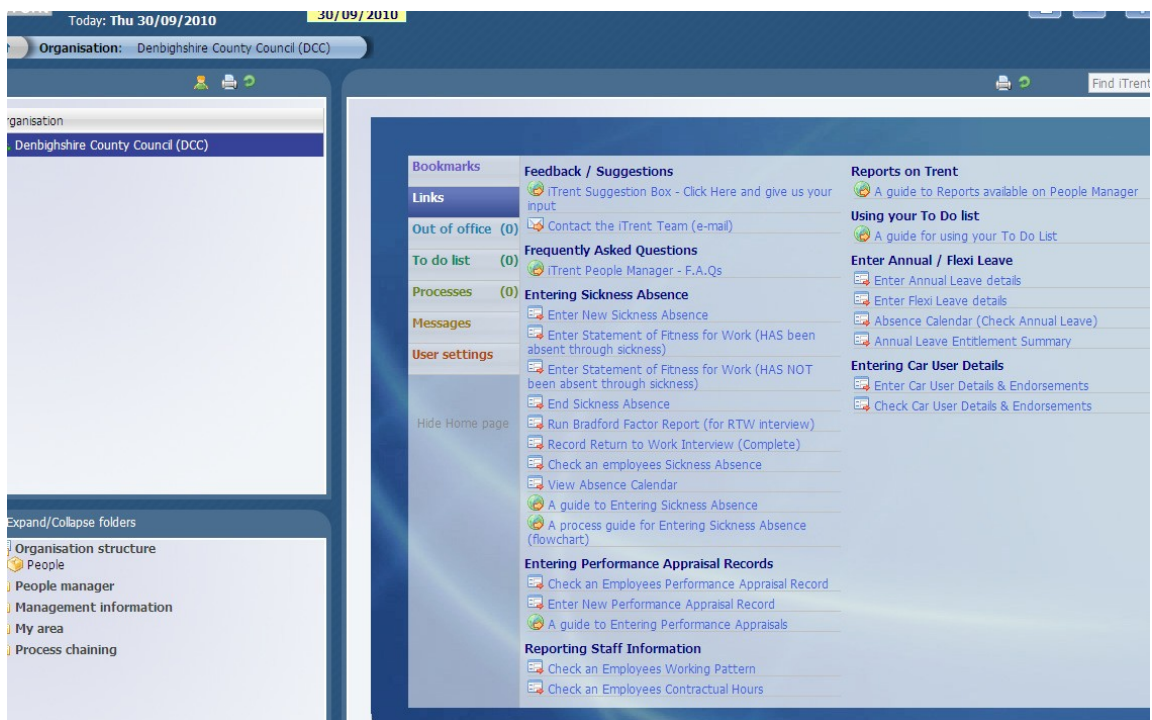
1

Sut i osod **Pattern Override**

Bydd eich tudalen Hafan yn agor yn awtomatig pan fyddwch yn mewngofnodi i People Manager. Os bydd eich tudalen hafan yn cau yn ystod eich sesiwn, bydd modd i chi ailagor drwy glicio ar yr eiconau tŷ ar y sgrin -



Bydd hyn yn agor eich tudalen hafan i chi -





1

Sut i osod **Pattern Override**

I osod Pattern Override yn erbyn absenoldeb salwch unigolyn, cliciwch ar y ddolen **Check An Employee Sickness Absence** fel y dangosir isod -

The screenshot shows the iTrent People Manager interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes sections like 'Feedback / Suggestions', 'Frequently Asked Questions', 'Entering Sickness Absence', and 'Entering Performance Appraisal Records'. The 'Entering Sickness Absence' section is expanded, showing several links, with 'Check an employees Sickness Absence' highlighted in blue. The main content area on the right contains sections for 'Reporting Staff Information', 'Reports on Trent', 'Using your To Do list', 'Enter Annual / Flexi Leave', and 'Entering Car User Details'.

Bydd y dudalen isod yn agor. Yn y blwch uchaf ar y chwith, bydd angen i chi chwilio am yr aelod staff y mae angen diystyru eu patrwm-

The screenshot shows the search interface in the iTrent People Manager. At the top, there is a navigation bar with 'Organisation: Denbighshire County ...' and 'People' selected. Below this, there are search options: 'Search', 'Smart groups', and 'Advanced'. A search box is present with the text 'Surname' and a dropdown arrow. A red box highlights the search box. Below the search box, there is a table with columns: 'Name', 'Unit', 'Job title', 'Sex', 'Date of birth', 'Social security no.', and 'Person'.

1

Sut i osod **Pattern Override**

Unwaith eich bod wedi chwilio am a dewis y person hwnnw, mae angen i chi ddewis yr absenoldeb y bydd angen diystyru'r patrwm ar ei gyfer. Gellir dewis hwn o'r rhestr absenoldebau a fydd yn ymddangos yn y gornel uchaf ar y chwith-

Start date	Day	End date	Day	Type	Position
01/11/2010	Mon	03/11/2010	Wed	Sickness	Test Position - 1
28/10/2010	Thu	29/10/2010	Fri	Sickness	Test Position - 1
11/10/2010	Mon	19/10/2010	Tue	Sickness	Test Position - 1
01/10/2010	Fri	01/10/2010	Fri	Sickness	Test Position - 1

Unwaith eich bod wedi dewis yr absenoldeb dan sylw, bydd manylion yr absenoldeb hwnnw yn agor ar ochr dde'r dudalen. Yn y gornel isaf ar y chwith, cliciwch ar **Pattern Override** (gweler isod).

**Sickness absence details: 93058 Mr Michael Johnson**

Absence start  
Date: 11/10/2010  
Type: Full day

Absence end  
Date: 19/10/2010  
Type: Full day  
Expected end date:

Absence  
Absence type: Sickness  
Absence reason: Infections - to include Colds Flu  
Position: Test Position - 1 (Current)

Buttons: Save, Calculate, Delete, New

Left-hand navigation pane:  
Expand/Collapse folders  
Sickness  
Certification  
Stages  
Sickness absence details (selected)  
Absence-calendar  
Pattern override (circled)  
New - Sickness absence details



1

Sut i osod **Pattern Override**

Bydd hyn yna'n agor y sgrin diystyru patrwm ar ochr dde eich sgrin. Yma, bydd angen i chi ddiwygio'r patrwm yn ôl shifftiau'r gweithiwr -

**Pattern override: Pattern Override 11/10/2010 - 19/10/2010**

**Pattern information**

Position:

Pattern type:

From date:

To date:

Number of days in this pattern:

**Pattern date details**

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
<b>Week 1</b>	<input type="text" value="07:24"/>	<input type="text" value="07:24"/>	<input type="text" value="07:24"/>	<input type="text" value="07:24"/>	<input type="text" value="07:24"/>	<input type="text" value="00:00"/>	<input type="text" value="00:00"/>	37:00
<b>Week 2</b>	<input type="text" value="07:24"/>	<input type="text" value="07:24"/>						14:48

Unwaith eich bod wedi nodi'r patrwm shifftiau cywir ar gyfer y gweithiwr hwn – cliciwch ar y botwm **Save** ar waelod y dudalen i gadw'r newidiadau.

Nesaf, bydd angen i chi fynd yn ôl i'r Manylion Absenoldeb Salwch ar gyfer yr absenoldeb hwn, a chyfrifo sawl diwrnod a gollwyd. I wneud hyn, cliciwch ar **Sickness Absence Details** ar y gornel isaf ar y chwith -

**Sickness absence details: 93058 Mr Michael Johnson**

Absence start

Date:

Type:

Absence end

Date:

Type:

Expected end date:

Absence

Absence type:

Absence reason:

Position: Test Position - 1 (Current)

Unwaith fod hwn yn agor, cliciwch ar y botwm **Calculate** i ail-gyfrifo'r dyddiau a gollwyd ar gyfer yr absenoldeb hwn.

Bydd hyn hefyd yn cadw'r newidiadau ar gyfer y cofnod hwn. Dyma gwblhau'r broses.