Modifying your work pattern

The Work Patterns function in Themis allows you to record and modify the days of the week, or the hours per day, you will be working. **Note:** if you have more than 1 assignment at the University you will need to contact your Local HR Consultant to make the change to your work pattern.

**Important:** if you wish to alter your time fraction or total hours worked you will need to discuss the changes with your supervisor then contact your Local HR Consultant to make the actual change, as this will have an effect on the payroll/budget.

**To update your work pattern**

1. Log on to Themis via UOM Staff Self Service and select the **My Employment Information > Work Pattern**.
   
   The Work Pattern screen will display. This screen will list your past and current work patterns. **Note:** only one work pattern may be valid at any time.

   ![Work Pattern Extra Information](image)

2. Click on the **Add** button.
   
   This will open a new screen where you can record the time fraction/hours for the days you are working.

   ![Work Pattern](image)

3. Enter your new work pattern.
   
   - Enter the date the new pattern will be effective (**note:** you cannot enter a work pattern for a date already passed)
   - Specify the hours/time fraction for each day you will be working

4. Click on the **Continue** button.
   
   This will return you to the Work Pattern screen. **Note:** the work pattern you have entered will have a status of **New**.

5. Click on the **Next** button.
   
   This will take you to a Review screen where you can check the hours entered and correct them if required. If the details are incorrect, click on the **Back** button to return to the Work Pattern screen and make any changes, or use the **Cancel** button to cancel the action.

6. Click on the **Submit** button.
   
   You will receive a Confirmation that your changes have been submitted to your supervisor for approval. **Note:** although you receive a confirmation notice, your new Work Pattern will only appear in Staff Self Service once it has been approved by your supervisor/manager.