




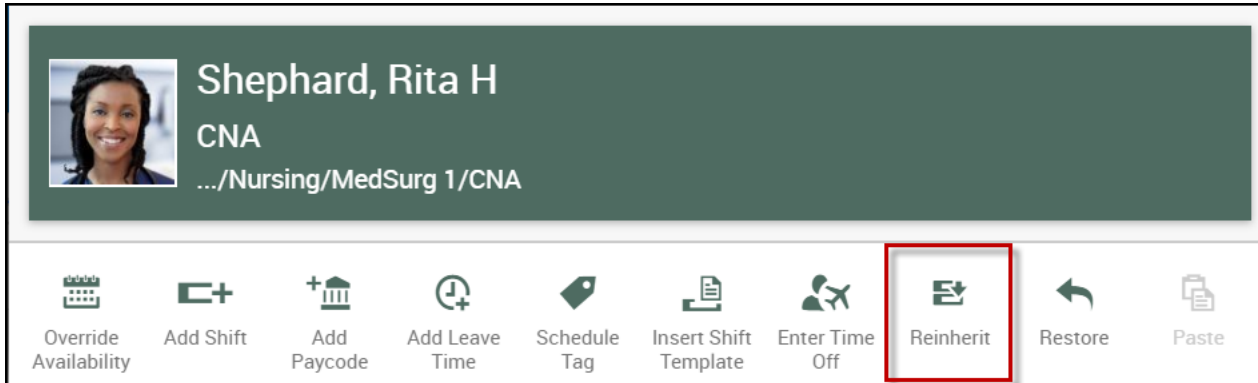
Job Aid

Reinherit shifts or paycodes

For a shift or paycode inherited from a schedule group with inheritance or an employment terms group with inheritance, Reinherit returns one date cell to its group state so that it -matches that date in the group row. This provides a way to undo the delete or modify action and return the entities in that cell to their original, inherited state. Reinherit also re-establishes the inheritance link, so that if you make changes to the group row in the future, the inherited entities will reflect those changes.

To allow an employee to reinherit:

1. Set the view: **View By > Schedule Group** or **View By > Employment Terms**.
2. In an employee row of a group with inheritance, right-click a date cell containing a previously inherited shift or paycode that was subsequently modified or deleted, breaking the inheritance link to the group.
3. Click **Reinherit**  in the glance to restore the date cell to its group state and re-establishing the inheritance.



The screenshot shows the employee profile for Rita H. Shephard, CNA, with the job title .../Nursing/MedSurg 1/CNA. Below the profile is a toolbar with various actions. The 'Reinherit' button, which features a document icon with a double-headed arrow, is highlighted with a red rectangular box.

4. Click **Save**.