



Job Aid

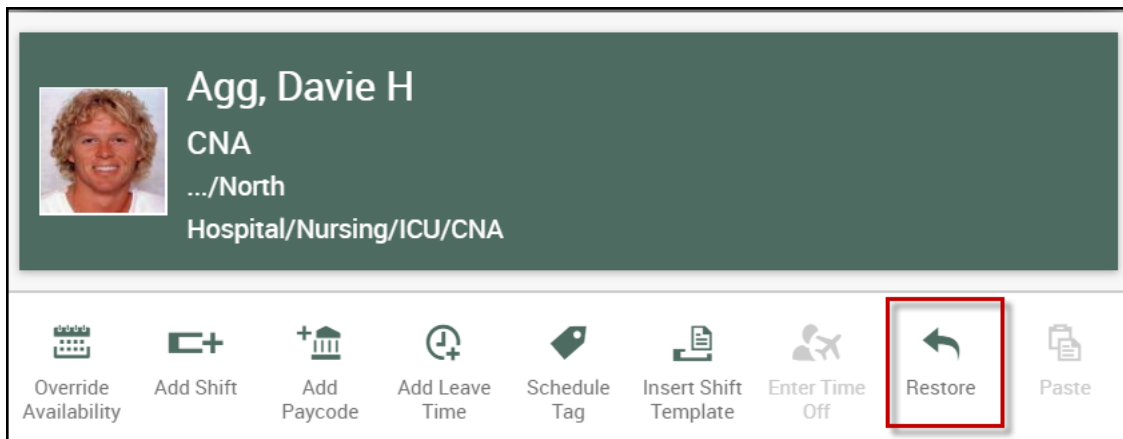
Restore shifts or paycodes

If you delete or modify a shift or a paycode defined as part of an active schedule pattern, Restore returns one date cell to its pattern state so that it matches that date in the group pattern. It performs the same function whether the change has been saved or not.

To restore shifts a paycodes from a schedule pattern

Note: Any open shift that was created by unassigning a shift or modifying an employee schedule pattern is not removed when you restore the date cell. This may result in an unintended open shift after the restore.

1. Right-click a date cell, shift, or paycode that was part of a pattern, but was since modified or deleted.
2. Click **Restore** in the shift glance to restore the item or items from the previously applied schedule pattern.



3. Click **Save**.