

# Delete a Schedule Pattern

Provides step-by-step instructions on how to delete a schedule pattern.

## Delete a Schedule Pattern

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### Schedule Pattern Deletions

Schedule pattern deletions are allowed when managers create a schedule pattern in error.

You cannot delete a schedule pattern dated for locked or signed-off days. You can change the end date to access the pattern after the locked or signed-off days.

### Delete a Schedule Pattern

Managers access the Schedule Pattern Editor in the schedule to delete a schedule pattern.

**Navigation: Main Menu > Schedule > [Applicable Schedule Planner]**

1. In the schedule, open the **Schedule Pattern Editor** for specific employees having the same schedule pattern by doing one of the following.
  - Double-click an employee.
  - Right-click an employee, a schedule group row, or an employment terms row, and then select **Schedule Pattern**.
  - Select the checkbox next to employee names to select multiple employees, right-click any one, and then select **Schedule Pattern**.
  - Use shift-select or Ctrl-select to select multiple employees, right-click any one, and then select **Schedule Pattern**.
2. Select the tab of the pattern to be deleted.
3. On the tab, select the down arrow to open the pattern menu and then select the desired action.
  - Select **Rename** and enter the new name.
  - Select **Delete**.
4. Select **Apply**.

## 5. Select **Save**.

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