



Temporarily Circumventing Expired Certification Rule Violations

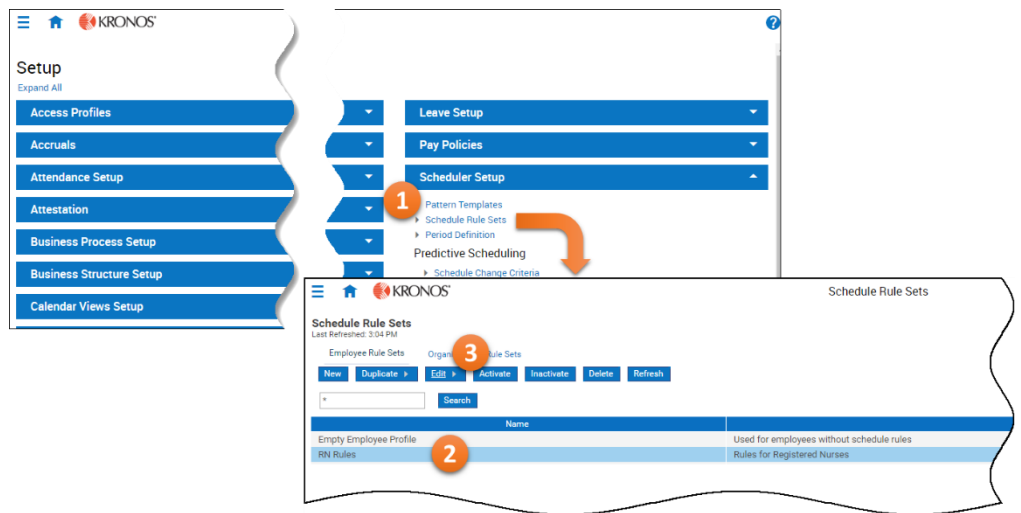
This job aid explains how to edit a schedule rule set in Workforce Dimensions to disable an expired certification rule violation, and how to enable it again.

About Circumventing Expired Certification Rule Violations

There may be times when an organization needs to temporarily disable rule violations around expired certifications. One approach is to edit a schedule rule set and disable that rule, and then enable it again when appropriate.

To disable an expired certification rule violation

1. On the **Setup** screen, expand the **Scheduler Setup** section and select **Schedule Rule Sets**.
2. On the **Schedule Rule Sets** screen, choose the appropriate schedule rule set.
3. Select **Edit**.



*Name:

Description:

Week Start Day: Anchor Date:

Night Start Time (hh:mm): Night End Time (hh:mm):

☒ Use Actual Hours to Evaluate Schedule Rules

Job Hours Overtime Shifts Days Certifications **4** Rest Period Hours

Rule	Severity	Amount
The employee is scheduled but has expired certifications.	5 Not Considered	Parameter

6 Save & Close Cancel

4. On the **Edit Rule Set** screen, select the **Certifications** link.
5. From the **Severity** drop-down list, select **Not Considered**.
6. Click **Save & Close**.

To enable the expired certifications rule again, repeat steps 1-4 above. Then, access the **Severity** drop-down list and select the appropriate warning level (e.g., Informational or Warning). Click **Save & Close**.