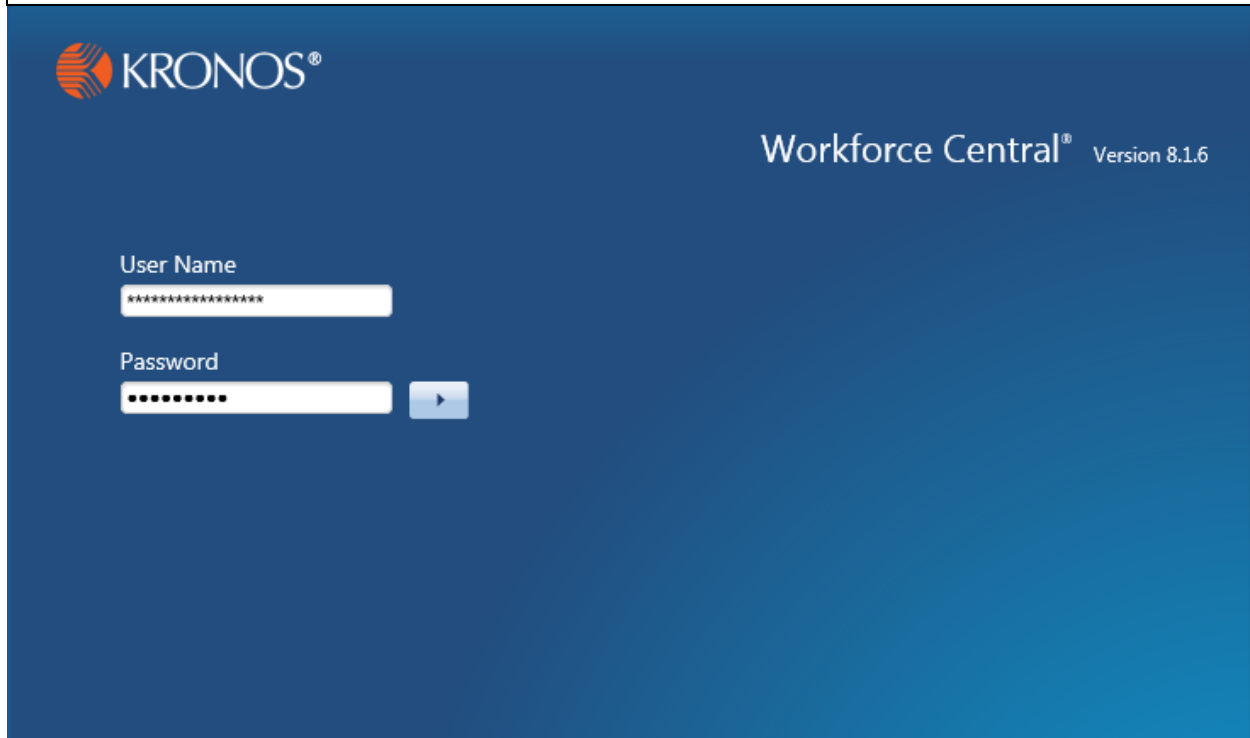
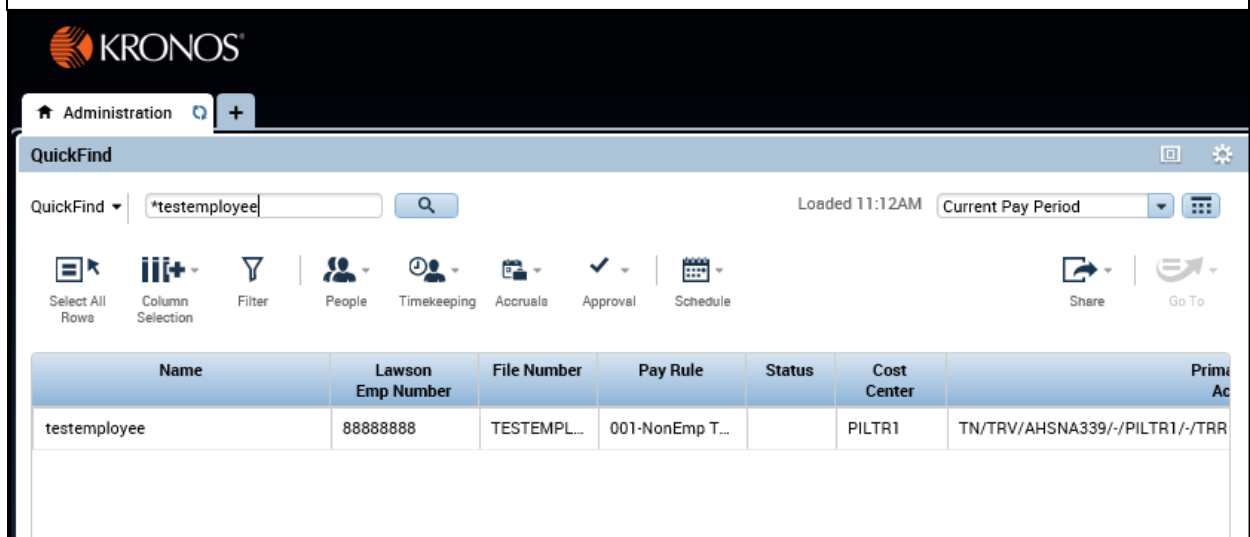


Adding Employee Schedules

Step 1: Log into Kronos Version 8.1.6 using your AHSN and network password



Step 2: In the QuickFind box, search for employee by AHSN or last name



Step 3: Select employee from the list

Step 4: Click “Go To”

Step 5: Select “Schedules” from the dropdown list

The screenshot shows the Kronos Administration interface. At the top, there is a navigation bar with 'Administration' and a search bar. Below the search bar, there are several icons for different functions: Select All Rows, Column Selection, Filter, People, Timekeeping, Accruals, Approval, and Schedule. A 'Go To' button is highlighted with a red box. Below the icons, there is a table with columns: Name, Lawson Emp Number, File Number, Pay Rule, and Status. The first row is highlighted with a red box and contains the text 'testemployee', '88888888', 'TESTEMPL...', '001-NonEmp T...', and 'PI...'. A dropdown menu is open over the table, showing a list of options: '1 Selected', 'Current Pay Period', 'Go to widget', 'Request Manager', 'Schedule Planner', 'Reports', 'Schedules', 'Timecards', 'Exceptions', and 'Rule Analysis'. The 'Schedules' option is highlighted with a red box.

Step 6: Select “Next Schedule Period” in the dropdown list

Step 7: Right click on the employee’s name

Step 8: Select “Schedule Pattern”

The screenshot shows the Kronos Schedules interface. At the top, there is a navigation bar with 'Schedules' and a search bar. Below the search bar, there are several icons for different functions: Quick Actions, View, Column Selection, Visibility Filter, Select all, Gantt View, Sorting, Tools, and Engine. A 'Current Schedule Period' dropdown is highlighted with a red box. Below the icons, there is a table with columns: Name, Sch Hrs., and Salary On Call [0.0]. The first row is highlighted with a red box and contains the text 'testemploy...', 'L...', and 'Salary On Call [0.0]'. A context menu is open over the table, showing a list of options: 'Schedule Pattern', 'Add shift', 'Add Pay Code', 'Enter Time Off', 'Lock', 'Unlock', 'Insert shift transfer', 'Append shift', 'Replace shift', 'Edit Accrual Amounts', 'Accrual Pattern', 'View Accruals', and 'View Schedule Outline'. The 'Schedule Pattern' option is highlighted with a red box.

Step 9: Key a 1 or 2 in the “Define Pattern for” box

- Key “1” for employees working the same schedule each week
- Key “2” for employees working various schedules each week

Step 10: To add the scheduled days, click into the day of the week and add the start and end times

Step 11: Click “Apply”

Schedule Pattern

Assigned to
testemployee Primary job None

	Start Date	End Date	Duration	Rotation

Add Pattern

Anchor Date:* 8/02/2020 Start Date:* 8/02/2020 End Date:* Forever

Define Pattern for:* 1 Week(s) Day(s) Override Other Patterns

Add Shift | Add Pay Code | Shift Template ▾ | Pattern Template ▾

8a-430p Find

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		8a-430p	8a-430p	8a-430p	8a-430p	8a-430p	

Cancel Apply

Step 12: Review the employee’s schedule

Step 13: Click “OK”

Schedule Pattern

Assigned to
testemployee Primary job None

	Start Date	End Date	Duration	Rotation
	8/02/2020	Forever	1 week	1 Week:8a - 430p(Mon,Tue,Wed,Thu,Fri)

Add Pattern OK

Step 14: Click "Save"

The screenshot shows the KRONOS Schedule Planner interface. At the top, there is a navigation bar with 'Administration' and 'Schedule Planner' tabs. Below this is a toolbar with various icons for actions like 'Quick Actions', 'View', 'Columns Selection', 'Viability Filter', 'Select all', 'Gantt View', 'Sorting', 'Tools', and 'Engines'. On the right side of the toolbar, there are buttons for 'Refresh', 'View Comments', 'Share', 'Save', and 'Go To'. The 'Save' button is highlighted with a red box. Below the toolbar is a table titled 'By Employee' with columns for dates and times. The table shows a schedule for 'testemployee' with a pay rule of '001-NonEmp Tr...' and a shift from 6:00AM to 6:00PM on Sunday, August 2nd, 2008.

By Employee						8/02 - 8/08	8/09 - 8/15	8/16 - 8/22	8/23 - 8/29	8/30 - 9/05	9/06 - 9/12	
Name	File Num	Job	Dept	Pay Rule		Sun 8/02	Mon 8/03	Tue 8/04	Wed 8/05	Thu 8/06	Fri 8/07	Sat 8/08
testemployee	TESTEMPLOYEE			001-NonEmp Tr...		6:00AM - 6:00PM 6:00PM - 6:00PM (x)	8:00AM - 4:30PM	8:00AM - 4:30PM	8:00AM - 4:30PM	8:00AM - 4:30PM	8:00AM - 4:30PM	