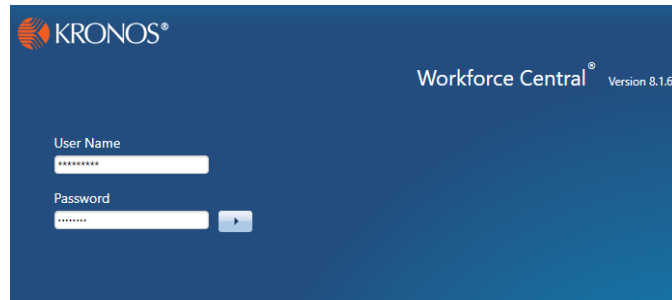
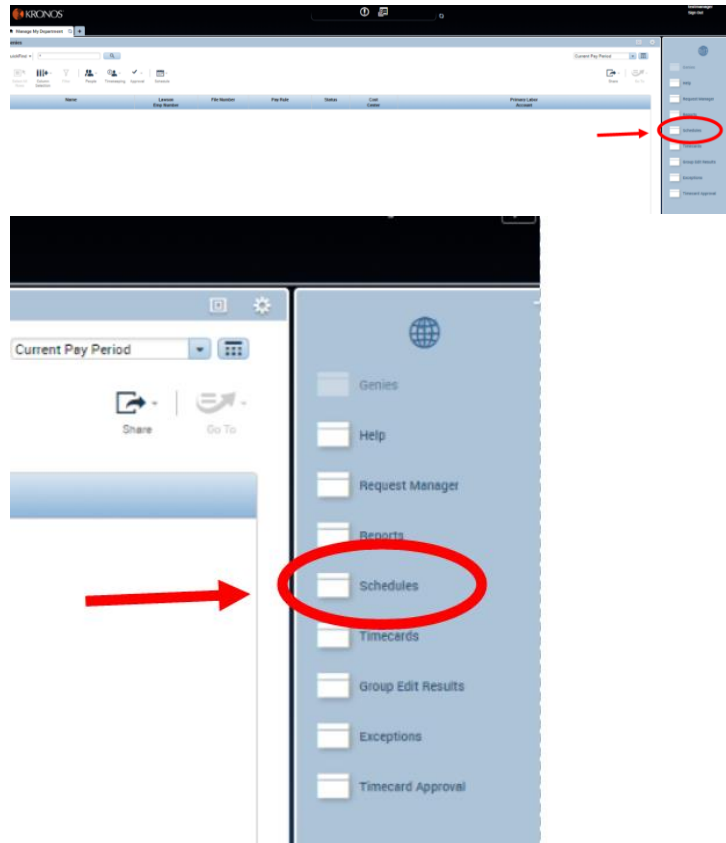


Schedule Patterns – Hourly On Call Pattern

1. Log in to Kronos

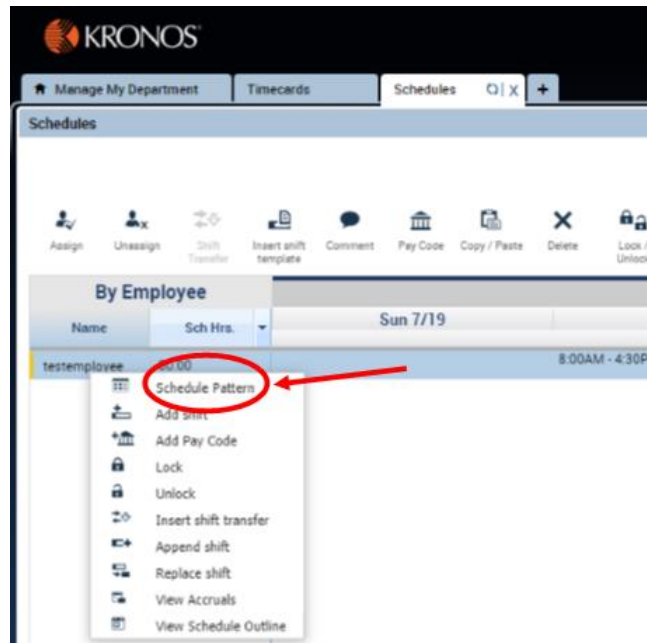


2. On the right pane, click "Schedules"

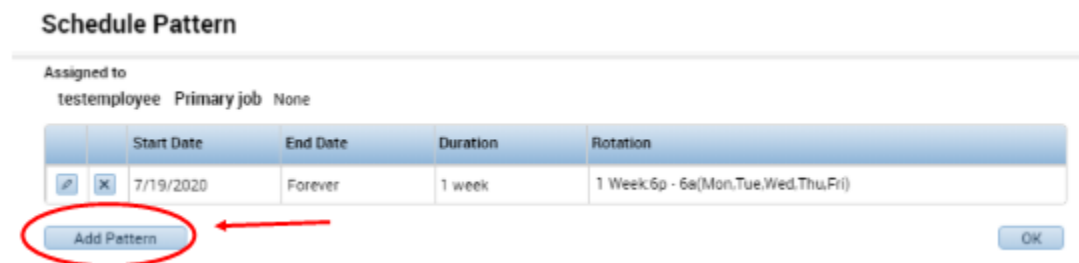


3. Select the employees schedule you want to add a pattern
 - a. Right click on employee's name
 - b. Select "Schedule Patterns"

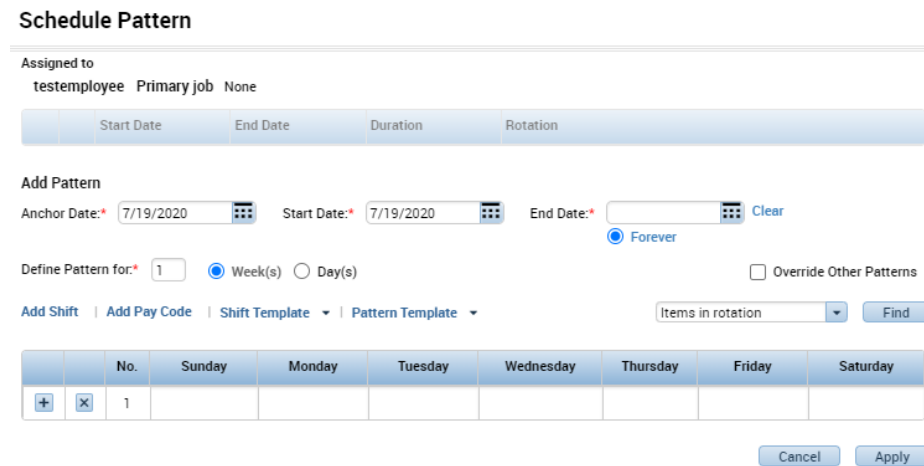
Schedule Patterns – Hourly On Call Pattern



- Now you can choose “Add Pattern”



- Create a New Schedule Pattern



- The “Anchor Date” is the start of the pay period
- The “Start Date” is when the schedule pattern should start
 - (In most cases, the anchor and start dates will be the same)
- The “End Date” is when the you want to the schedule pattern to end
- Choose a day in which the pattern should exist

Schedule Patterns – Hourly On Call Pattern

- i. Right click on the day you want to add a Transfer for Work From Home and choose “Add Shift”, or click the day and then choose “Add Shift” in the upper left corner

Schedule Pattern

Assigned to
testemployee Primary job None

	Start Date	End Date	Duration	Rotation
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Add Pattern
Anchor Date: 7/19/2020 Start Date: 7/19/2020 End Date: Forever

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

Add Shift Add Pay Code Shift Template Pattern Template

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1			Add Shift				

Cancel Apply

- 6. Click in the empty space beneath “Labor Level Transfer”

Schedule Pattern

Assigned to
testemployee Primary job None

Insert Template Shift Label Shift Details 2:30pm-3:30pm(1.00h)

Type	Day	Start Time	Day	End Time	Sch. Hours	Job Transfer	Labor Level Transfer	Work Rule Transfer
Regular	1	2:30pm	1	3:30pm	1.00			

Cancel Apply

- a. Click Search

Schedule Pattern

Assigned to
testemployee Primary job None

Insert Template Shift Label Shift Details 2:30pm-3:30pm(1.00h)

Type	Day	Start Time	Day	End Time	Sch. Hours	Job Transfer	Labor Level Transfer	Work Rule Transfer
Regular	1	2:30pm	1	3:30pm	1.00			

Search...

Cancel Apply

Schedule Patterns – Hourly On Call Pattern

- b. Click on the “Work Rule” Tab

Transfer

Name testemployee
Job
Labor Account
Work Rule

Job Transfer | Labor Account | **Work Rule** ←

Add Labor Account Clear All

Zone: Cost Center:
Location: Future Use:
Manager: Job Code:
Service Line:

Cancel Apply

- c. Click in the search “Smart List” box and search for the work rule that fits the hourly on call for your department. For this example we will search for A104, but you will need to search for what you use for your department for on call. If you don’t know the name, you can scroll through the list or ask your department leader. After making your selection, click Apply.

Transfer

Name testemployee
Job
Labor Account
Work Rule

Job Transfer | Labor Account | Work Rule

Add Work Rule Clear All

←

- 001 NonEmp Travelers
- 100 400T KY-OT HW
- 101 400T HW SH ONC
- 102 400T HW SH ONC
- 103 400T HW SH ONC
- 104 400T KY-OT HW SH ONC
- 105 400T KY-OT HW SH
- 106 400T KY-OT HW SH ONC
- 107 400T HW SH ONC
- 108 400T HW SH \$4x4 ONC

Cancel Apply

