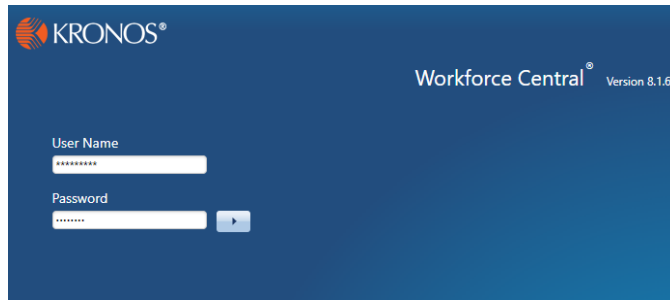


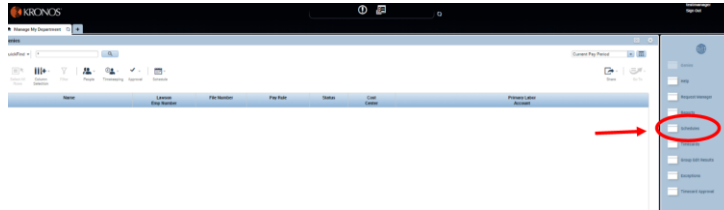
Schedule Patterns – Add New Schedule

1. Log in to Kronos

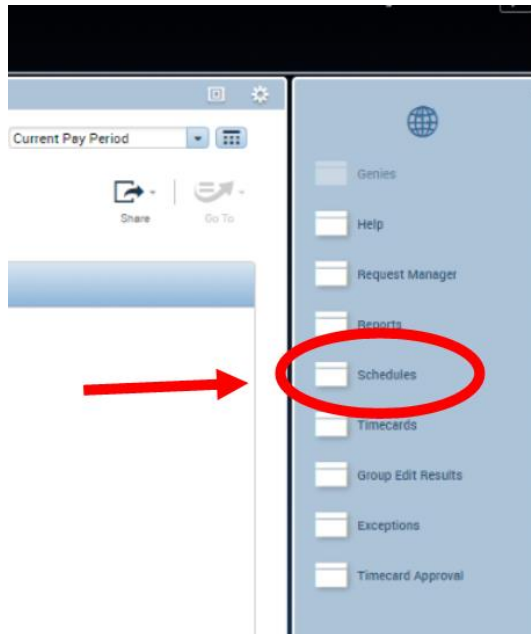


a.

2. On the right pane, click "Schedules"



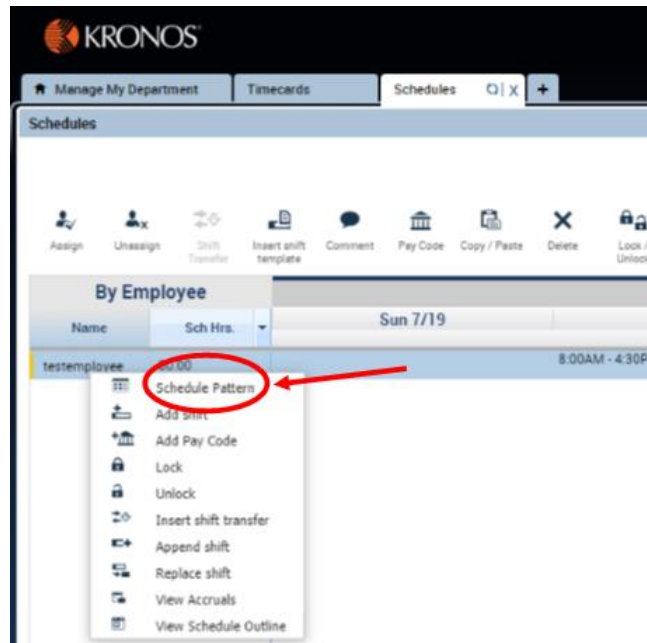
a.



b.

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

Schedule Patterns – Add New Schedule



- c.
4. Now you can begin to add a new pattern
 - a. The “Anchor Date” is the start of the pay period
 - b. The “Start Date” is when the schedule pattern should start
 - i. (In most cases, the anchor and start dates will be the same)
 - c. The “End Date” is when the you want to the schedule pattern to end
 - i. Choose “Forever” if you have no end date
 - d. In the “Define Patter For” field, choose how often the pattern should exist
 - i. Add “1” if you want the pattern to repeat weekly, 2 every other week, 3 for every 3 weeks and so on. Change to days or weeks depending on the pattern you want to create
 - e. In the days of the week towards the bottom, add in the hours the employee will be working each day. In the example below, the employee will be working 8AM to 5PM, Monday through Friday, repeating each week.

Schedule Pattern

Assigned to
testemployee Primary job None

	Start Date	End Date	Duration	Rotation

Add Pattern

Anchor Date: 7/19/2020 Start Date: 7/19/2020 End Date: Clear
 Forever

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

Add Shift | Add Pay Code | Shift Template | Pattern Template | 8a-5p Find

	No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+ x	1		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	

Cancel Apply

- f. Now commit the changes by selecting Apply then on the next screen review the schedule and select OK
- g. Now be sure to Save your changes

Schedule Patterns – Add New Schedule

