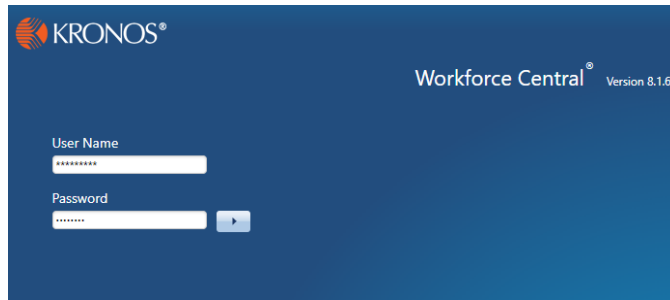
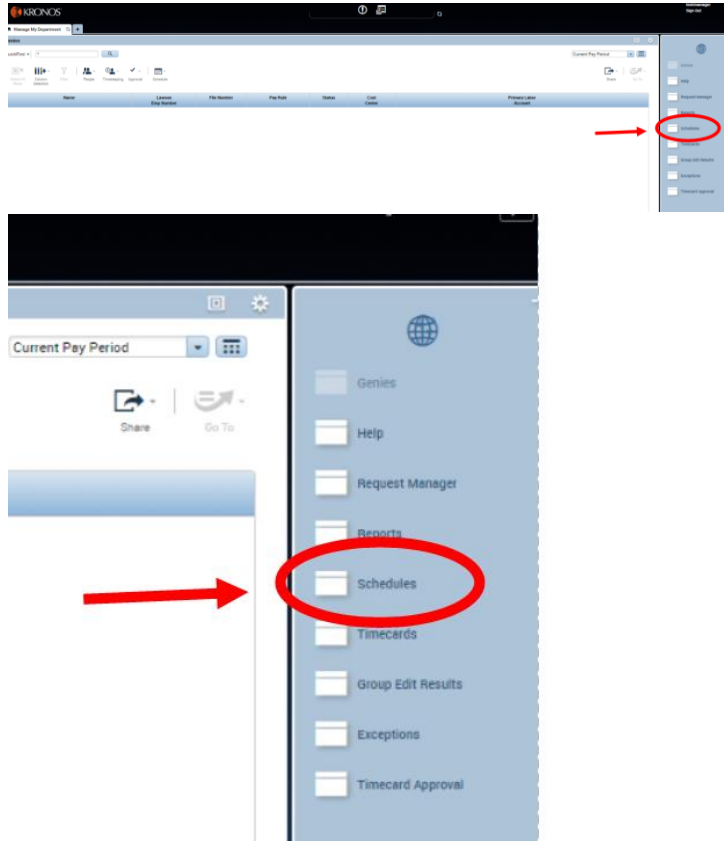


Schedule Patterns – Salary On Call Pattern

1. Log in to Kronos

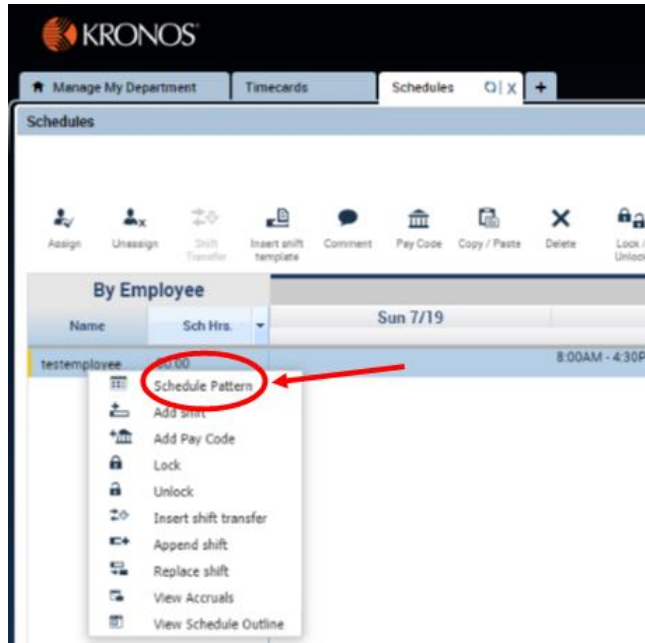


2. On the right pane, click "Schedules"



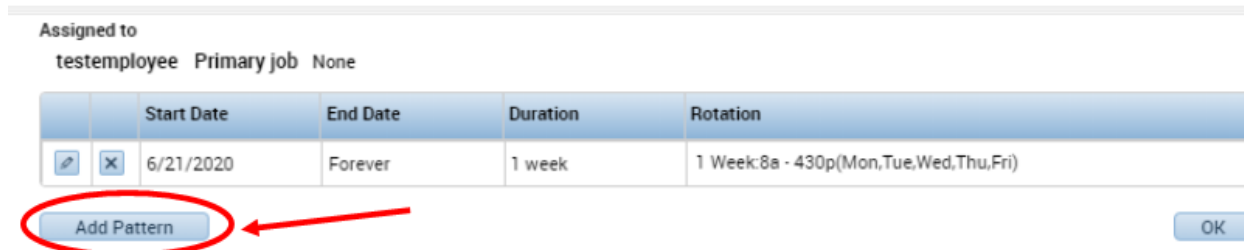
3. Select the employees schedule you want to add a pattern
 - a. Right click on employee's name
 - b. Select "Schedule Patterns"

Schedule Patterns – Salary On Call Pattern

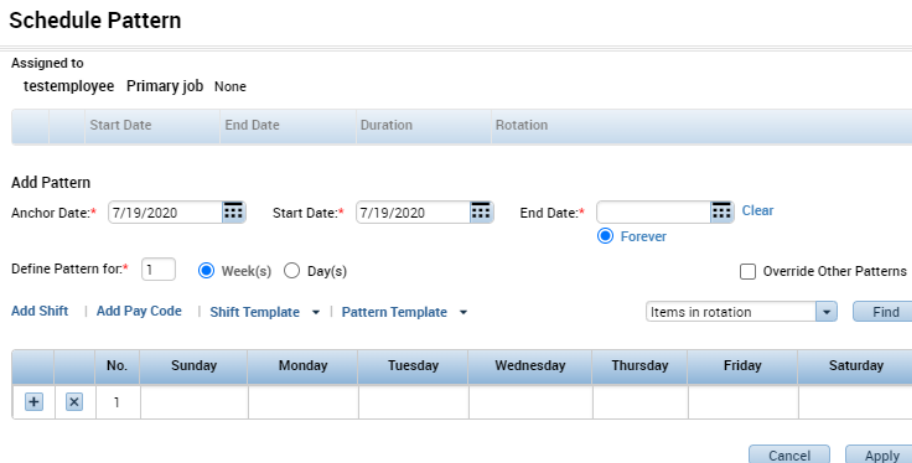


4. Now you can choose “Add Pattern”

Schedule Pattern



5. Create a New Schedule 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
- d. Choose a day in which the On Call pattern should exist

Schedule Patterns – Salary On Call Pattern

- e. Right click on the day you want to add a shift and choose “Add Pay Code”, click the day and then choose “Add Pay Code” in the upper left corner

Schedule Pattern

Assigned to
testemployee Primary job None

	Start Date	End Date	Duration	Rotation
	7/19/2020	Forever	1 week	1 Week: 8a - 5p(Mon,Tue,Wed,Thu,Fri)
	7/19/2020	Forever	1 week	1 Week: 8a - 5p(x)(Mon)

Add Pattern

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

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

Add Shift **Add Pay Code** | Shift Template | Pattern Template

Items in rotation Find

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1							

- f. Select the dropdown arrow, in the search filed search for “Salary On Call” and select “Salary On Call”

Schedule Pattern

Pay Code: App1250

Amount (HH.hh): Search...

Start Time:

Schedule Pattern

Pay Code: App1250

Amount (HH.hh): salary on call

Start Time:

Transfers:

Job:

Labor Level:

- g. In the “Amount” field for Salary Oncall, choose “1” and 12AM as the start time and click Apply

Schedule Patterns – Salary On Call Pattern

Schedule Pattern

Pay Code:*

Amount (HH.hh):*

Start Time:*

Transfers

Job:

Labor Level:

- h. Now repeat the same steps for the other days in which the other On Call Patterns should exist, when finish click Apply and then OK

Schedule Pattern

Assigned to
testemployee Primary job None

	Start Date	End Date	Duration	Rotation
<input type="button" value="edit"/> <input type="button" value="delete"/>	7/19/2020	Forever	1 week	1 Week:8a - 5p(Mon,Tue,Wed,Thu,Fri)
<input type="button" value="edit"/> <input type="button" value="delete"/>	7/19/2020	Forever	1 week	1 Week:8a - 5p(x)(Mon)

Add Pattern

Anchor Date:* Start Date:* End Date:*

Forever

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

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

	No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="button" value="+"/> <input type="button" value="x"/>	1		Salary On Call1					

- i. Now be sure to Save your changes

