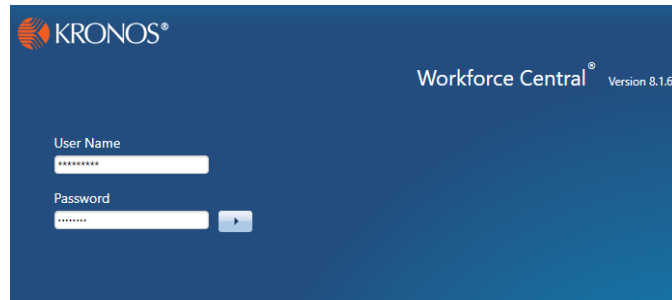
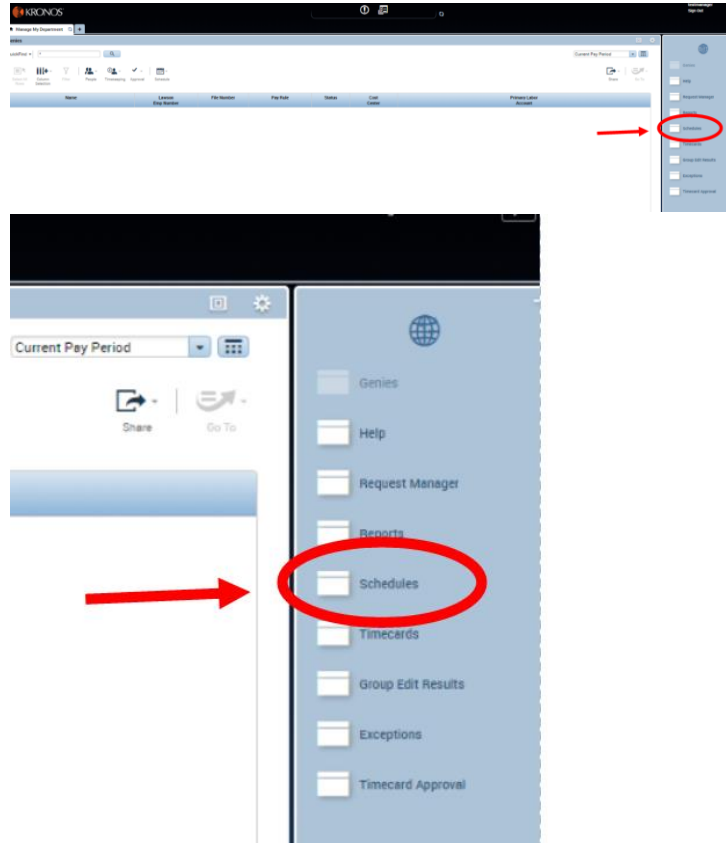


# Schedule Patterns – Transfer for Work From Home

1. Log in to Kronos

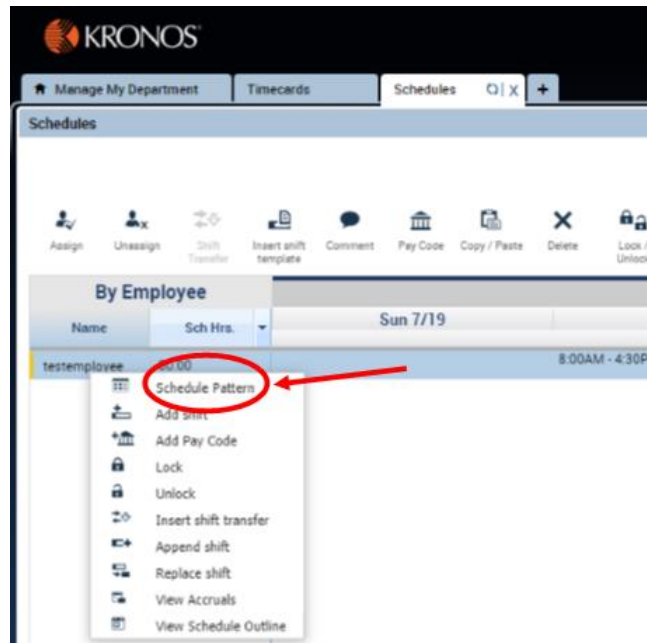


2. On the right pane, click "Schedules"





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

# Schedule Patterns – Transfer for Work From Home





4. Now you can choose to add a new pattern or you can edit an existing pattern
5. To Edit an Existing Pattern
  - a. Click the edit pattern button

## Schedule Pattern

	Start Date	End Date	Duration	Rotation
 	7/05/2020	Forever	1 week	1 Week: 8a - 430p(Mon,Tue,Wed,Thu,Fri)

- b. Click the day(s) you want add Work From Home. To update multiple days at once, hold down the CTRL key and select the days you want to modify. Then click Add Shift.

	Start Date	End Date	Duration	Rotation
 	7/05/2020	Forever	1 week	1 Week: 8a - 430p(Mon,Tue,Wed,Thu,Fri)

**Edit Pattern**

Anchor Date: 7/05/2020 Start Date: 7/05/2020 End Date:  Clear

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

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

8a-430p

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

- c. Now proceed to the section below call Add Labor Level Transfer section below.

# Schedule Patterns – Transfer for Work From Home

## 6. To Create a New Schedule Pattern

- a. You will do this if you do not already have a schedule pattern built.

**Schedule Pattern**

Assigned to  
testemployee Primary job None

	Start Date	End Date	Duration	Rotation
	6/21/2020	Forever	1 week	1 Week:8a - 430p(Mon,Tue,Wed,Thu,Fri)

**Add Pattern** **OK**

**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

Items in rotation  **Find**

	No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1							

**Cancel** **Apply**

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

**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

Items in rotation  **Find**

	No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1							

**Add Shift**  
**Add Pay Code**

**Cancel** **Apply**

- f. Now proceed to the section below call Add Labor Level Transfer section below.

# Schedule Patterns – Transfer for Work From Home

## Add Labor Level Transfer

1. 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
<input type="checkbox"/>	Regular	1	2:30pm	1	3:30pm	1.00			

- 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
<input type="checkbox"/>	Regular	1	2:30pm	1	3:30pm	1.00		<input type="text" value="Search..."/>	

- b. Click on the “Location” field

**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:

- c. Click in the search “Smart Search” box and search for Home

# Schedule Patterns – Transfer for Work From Home

## Transfer

Name	testemployee
Job	
Labor Account	
Work Rule	

[Job Transfer](#) | [Labor Account](#) | [Work Rule](#)

### Add Labor Account

Zone:  Cost Center:

Location:  Future Use:

Manager:

Service Line:

Home

HOME Working from Home

- d. Select the result "HOME" and hit apply
- e. Now you will see the Transfer is in place in the "Labor Level Transfer" box, click Apply

### Schedule Pattern

Assigned to  
testemployee Primary job None

Insert Template  Shift Label  Shift Details 8:00am-5:00pm(9.00h)

	Type	Day	Start Time	Day	End Time	Sch. Hours	Job Transfer	Labor Level Transfer	Work Rule Transfer
<input type="checkbox"/>	Transfer	1	8:00am	1	5:00pm	9.00		/HOME/////	

- f. Now you see the new patter that you've added with the Work From Home transfer

### Add Pattern

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

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="checkbox"/>	1		8a-5p					

- g. Now repeat these steps for each day a Work From Home transfer is needed
- h. Once finished, apply all of the settings and click OK

# Schedule Patterns – Transfer for Work From Home

- i. Now be sure to Save your changes

