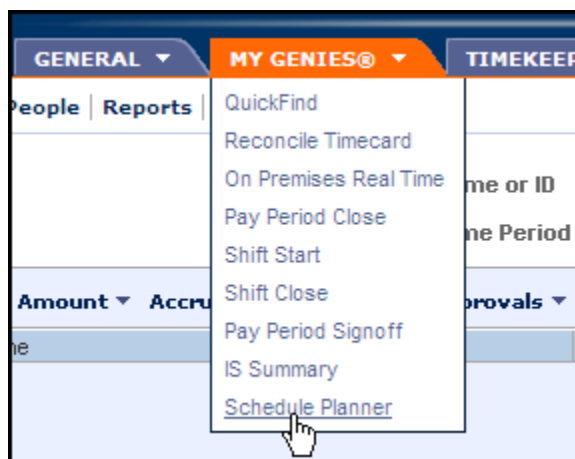


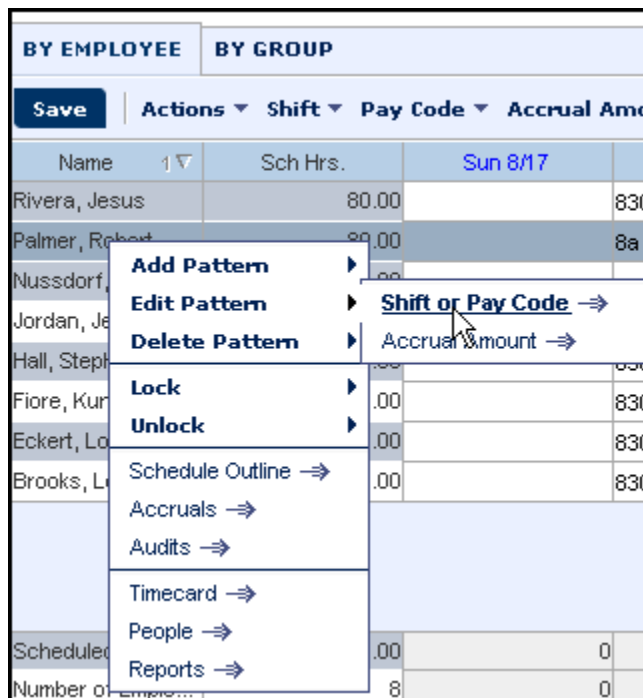
## Edit an Employee's Schedule

**NOTE:** This document applies only if you are changing the employee's complete weekly schedule permanently. If only changing a specific day or days, do not follow this document.

- Click **My Genies** → **Schedule Planner**.



- Highlight the name of the employee whose schedule you are going to change.
- Right click, choose **Edit Pattern, Shift or Pay Code**.

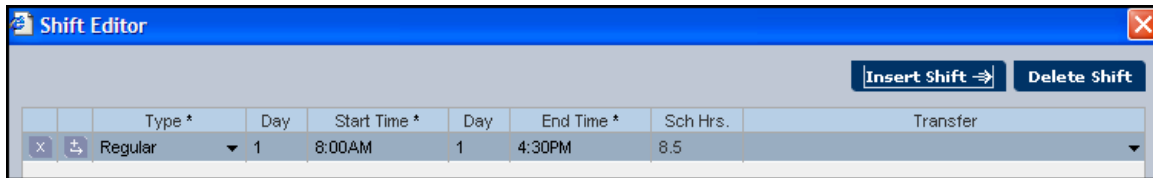


- This opens the **Pattern Editor** screen.

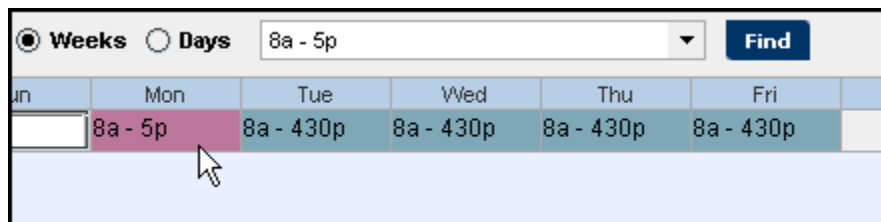
- Change the **Work Start Date** and **Pattern Start Date** to be the first Sunday of the Current Pay Period.

- Leave **Forever** checked unless you want to put an End Date on the Schedule pattern.
- Click on one of the days (Monday in this case) in the existing pattern.
- Click **Shift Editor**.

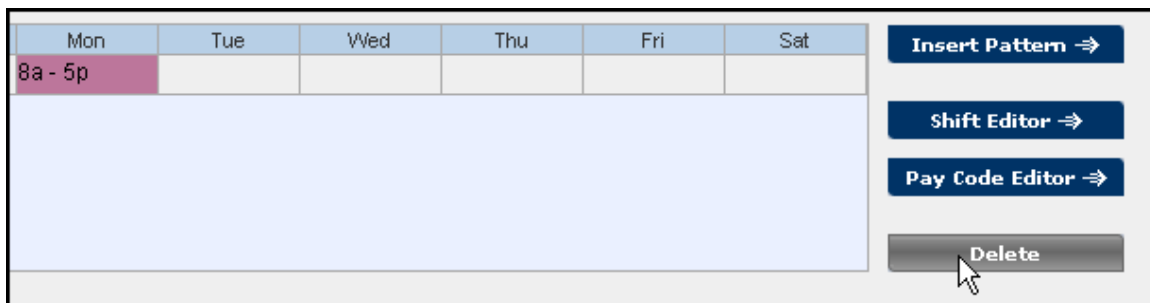
- This opens the **Shift Editor** box.



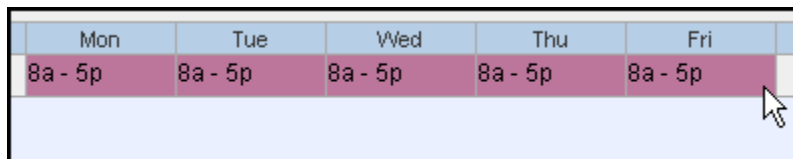
- In the Shift Editor box, you can change the Start Time, End Time, or add a Transfer.
- For our example, the employee's End Time changed from 4:30PM to 5:00PM.
- Once complete, click OK on the Shift Editor box.
- Back on the Pattern Editor screen, notice the day you changed will be a different color than the other days.
- Now represents the new 8a-5p shift.



- Click on each of the other days.
- Click the **Delete** button to the right.



- Right click on the updated shift, Copy.
- Right click and Paste on the other days of the week that apply.



**NOTE: DO NOT CHECK THE OVERRIDE OTHER PATTERNS BOX.**

- Once the updated Pattern is complete, click OK to close the Pattern Editor box.
- At the Schedule Planner screen, click **Save** on the menu line.

**\*SCHEDULE PLANNER**

Loaded: 1:27PM Show  
Time Per

**BY EMPLOYEE** **BY GROUP**

**Save** | Actions ▾ Shift ▾ Pay Code ▾ Accrual Amount ▾ View

| Name             | Sch Hrs. | Sun 8/17 | Mon 8/18  |
|------------------|----------|----------|-----------|
| Rivera, Jesus    | 80.00    |          | 830a - 5p |
| Palmer, Robert   | 85.00    |          | 8a - 5p   |
| Nussdorf, Daniel | 0.00     |          |           |

- Click OK on the “Schedule changes are being applied...” message.
- The employee’s schedules just added will be grayed out.
- After a few seconds, click the **Refresh** button at the top middle of KRONOS screen.

Show  **Edit**

Time Period  **Refresh**

Refresh Data