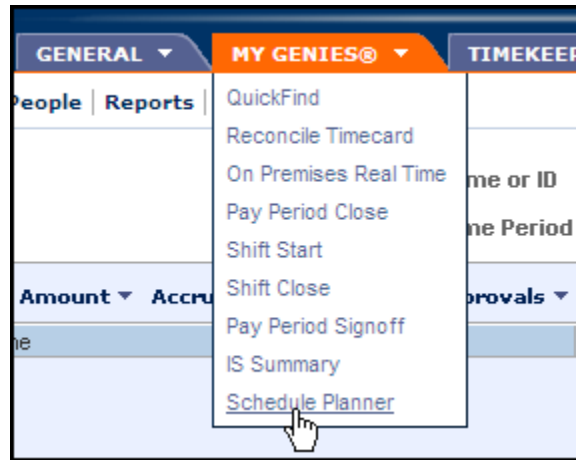
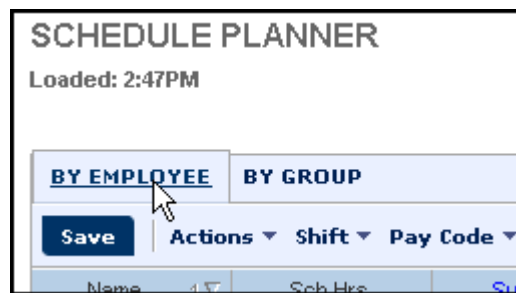


Individual Employee Schedule

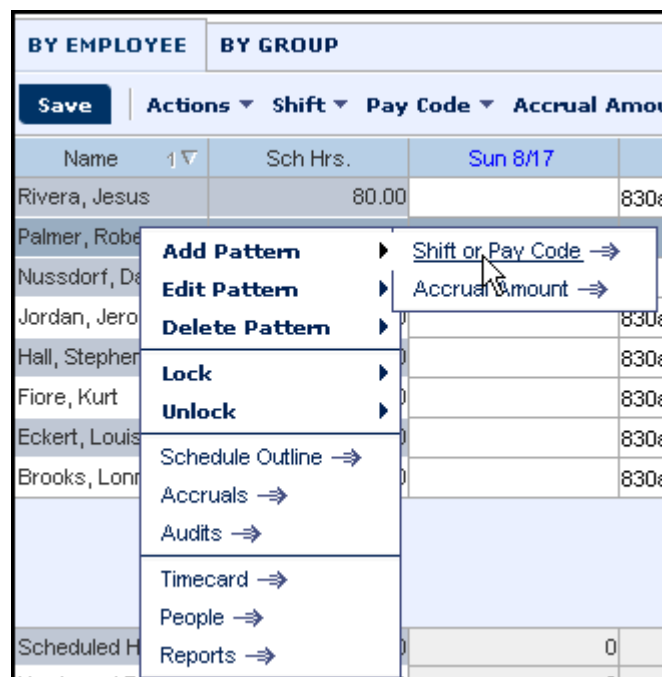
- Click **My Genies** → **Schedule Planner**



- Schedule Planner lists all your employees and should open to the **Employee Tab**.



- Right click on the employee's name.
- **Add Pattern** → **Shift or Pay Code**



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

Palmer, Robert

Effective Dates:

* **Work Start Date:** [Dropdown]

* **Pattern Start Date:** 8/17/2008

* **Forever** **Override other patterns**

* **End Date** [Dropdown]

Recurring [Dropdown] **Weeks** **Days** [Items in rotation dropdown] **Find**

No.	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1							

Buttons: Insert Shift →, Insert Pattern →, Shift Editor →, Pay Code Editor →, Delete

Footer: OK, Cancel, Help

- Set the **Work Start Date** and **Pattern Start Date** to be the same, the first Sunday of Current Pay Period.
- **Forever** (2 years) will be selected by default.
- To put an **End Date** on the employee's schedule, click the button for End Date and choose a date.

Palmer, Robert

Effective Dates:

* **Work Start Date:** [Dropdown]

* **Pattern Start Date:** 2008 August

* **Forever** **End Date** [Dropdown]

Recurring [Dropdown] **Weeks** **Days** [Items in rotation dropdown] **Find**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

- Click on Mon (or a different day if employee doesn't work Mondays).
- Then click **Shift Editor**.

* Work Start Date: 8/17/2008 * Forever Override other patterns
 * Pattern Start Date: 8/17/2008 * End Date: _____

Recurring: 1 Weeks Days Items in rotation: _____ Find

No.	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1							

Insert Shift →
 Insert Pattern →
 Shift Editor →
 Pay Code Editor →

- This opens the **Shift Editor** box.
- Enter a **Start Time** and **End Time**, and if necessary a **Transfer**. (The steps for the Transfer are on the “**Shift Template**” document also on the KRONOS FAQ website.)
- Click **OK**.

Shift Editor [Close]

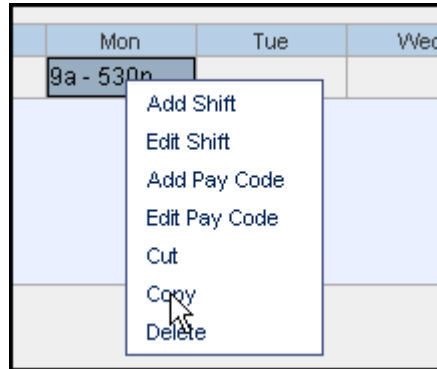
Insert Shift → Delete Shift

Type *	Day	Start Time *	Day	End Time *	Sch Hrs.	Transfer
Regular	1	9:00AM	1	5:30PM	8.5	

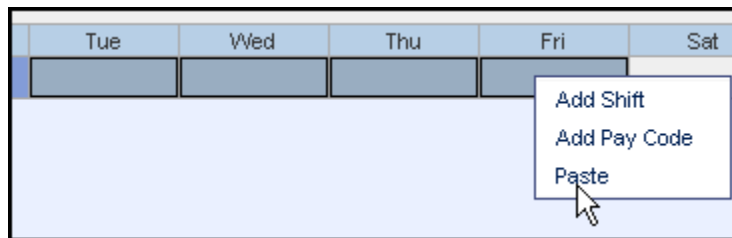
Shift Label: _____

OK Cancel Help

- To place that shift on other days throughout the week, right click and **Copy**.



- Then, highlight the remaining days and right click then **Paste**.



- If the employee has a two-week rotating schedule, a second week can be added to the schedule by changing the number in the **Recurring** box.

Recurring Weeks Days 9a - 530p

	No.	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="checkbox"/>	1		9a - 530p	9a - 530p	9a - 530p	9a - 530p	9a - 530p	
<input type="checkbox"/>	2							

- Example: employee works 9a-530p Mon-Fri week 1 and works 9a-530p Sun-Thurs week two.

Recurring Weeks Days 9a - 530p

	No.	Sun	Mon	Tue	Wed	Thu	Fri
<input type="checkbox"/>	1		9a - 530p	9a - 530p	9a - 530p	9a - 530p	9a - 530p
<input type="checkbox"/>	2	9a - 530p	9a - 530p	9a - 530p	9a - 530p	9a - 530p	

- Week 3 would be Mon-Fri, week 4 Sun-Thurs, etc.

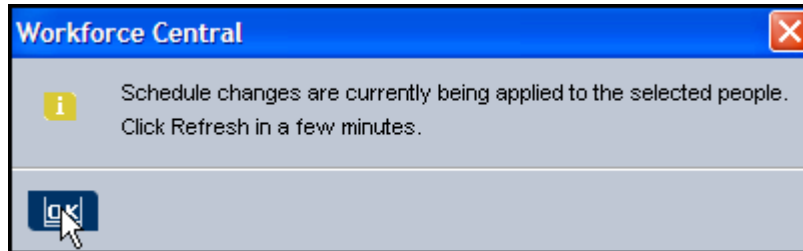
****If the schedule is the same each week, only one week is required.**

- Once the Pattern is set and dates are chosen, click **OK** on the Pattern Editor box.

- On the Schedule Planner click **Save** on the menu line.



- 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.

