

Creating a Shift Template

The first step in setting up schedules is to create a Shift Template.

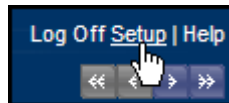
The second step in setting up schedules is to create a Pattern Template.

The third step is to apply the pattern to an individual or group of employee's schedule.

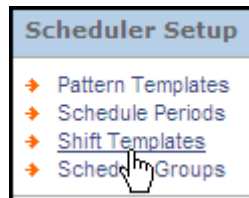
A Shift Template is a one day shift that an employee works.

(The one day shift will then be applied to a week long Pattern Template)

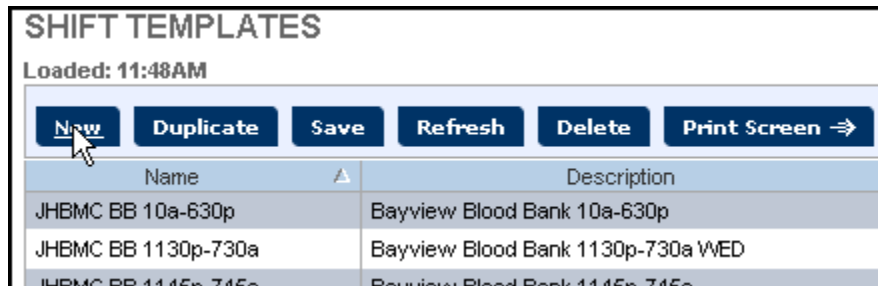
- On the Navigation bar, click **Setup**.



- Within **Scheduler Setup** select **Shift Template**.

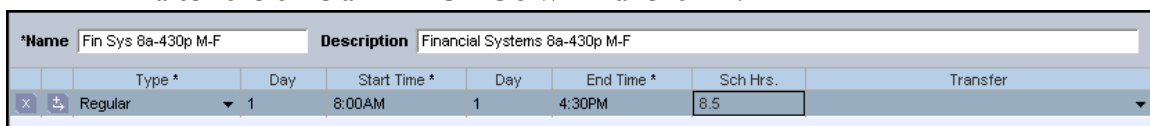


- Click **New**. (The list in the picture below is Shift Templates created by other KRONOS managers).



SHIFT TEMPLATES	
Loaded: 11:48AM	
[New] [Duplicate] [Save] [Refresh] [Delete] [Print Screen =>]	
Name	Description
JHBMC BB 10a-630p	Bayview Blood Bank 10a-630p
JHBMC BB 1130p-730a	Bayview Blood Bank 1130p-730a WED
JHBMC BB 1145p-745a	Bayview Blood Bank 1145p-745a

- Enter a **Name** and **Description** for the Shift (these can be the same).
- Enter a **Start Time** and an **End Time**.
- If you don't enter a letter after the time, it will default to AM. For PM, enter a "P" after the time and KRONOS will make it PM.

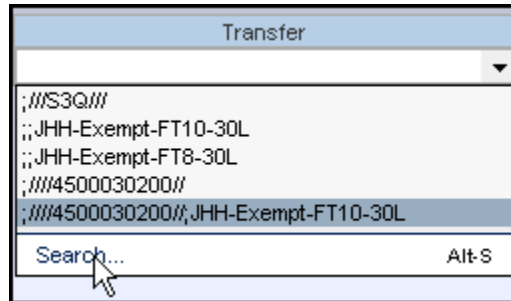


*Name		Fin Sys 8a-430p M-F		Description		Financial Systems 8a-430p M-F	
Type *	Day	Start Time *	Day	End Time *	Sch Hrs.	Transfer	
Regular	1	8:00AM	1	4:30PM	8.5		

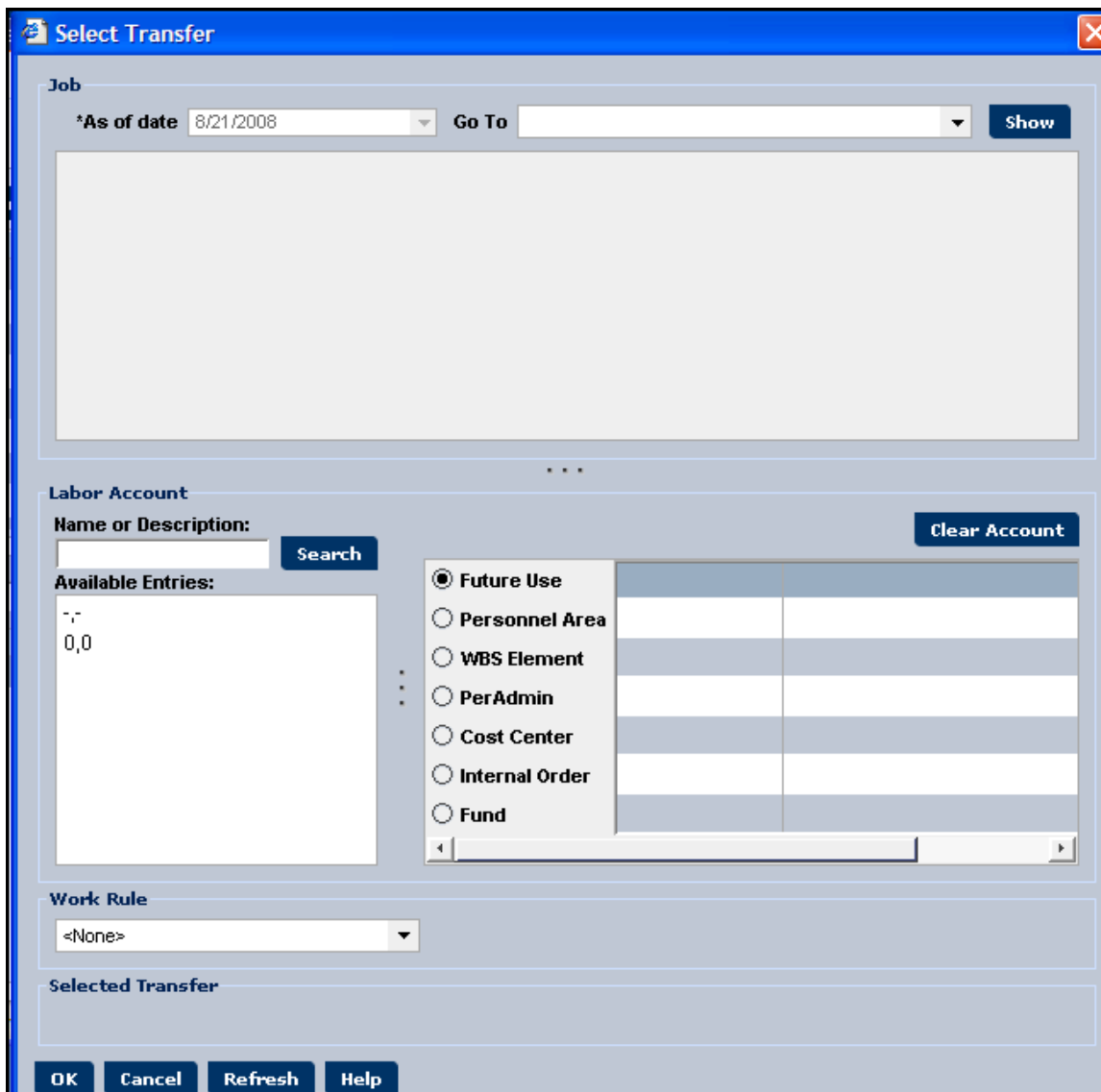
- If a Transfer is necessary, click in the Transfer box, click the down arrow and click Search.

Two types of transfers:

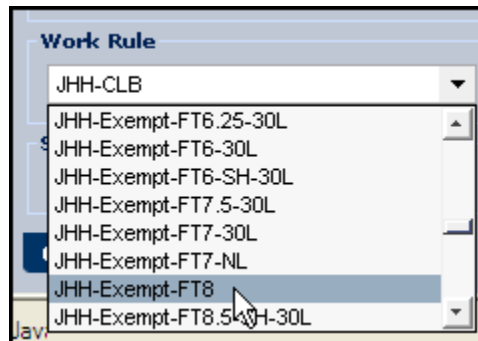
- Transferring hours to another cost center or internal order.
- Applying a Transfer Work Rule.



- This opens the **Select Transfer** box.



- To select a **Transfer Work Rule** for an employee, click the down arrow in the **Work Rule** box at the bottom left of the **Select Transfer** screen.
- Scroll until the desired Work Rule is found, highlight and click OK.



- A Transfer Work Rule would be used when an employee should be accumulating hours different from what their default Pay Rule states.
 - Example: employee's default work rule – JHH-NonExempt-FT-OT Employee should be eligible for Shift pay. Select a Transfer Work Rule that shows: JHH-NonExempt-FT8-SH-OT. This would allow the employee to get Shift pay when swiping through KRONOS.
- At the **Shift Template** screen, click **Save** on the menu line.
- This Shift Template will then be added to the list.
- Click Refresh on the menu line if you don't immediately see your Shift Template on the list after saving.

