

Change Schedules in Kronos

Purpose: The process for how a Supervisor can add or change a schedule for an employee either permanently or by shift. How an employee is paid is tied to a schedule in Kronos. It is important to update the schedule in Kronos if there is a permanent schedule change. For example, an employee who normally works 8:00 to 4:30, now will work from 7:00 to 3:30 during the summer. This is typically more impactful for hourly employees, not P&A, Exempt, etc.

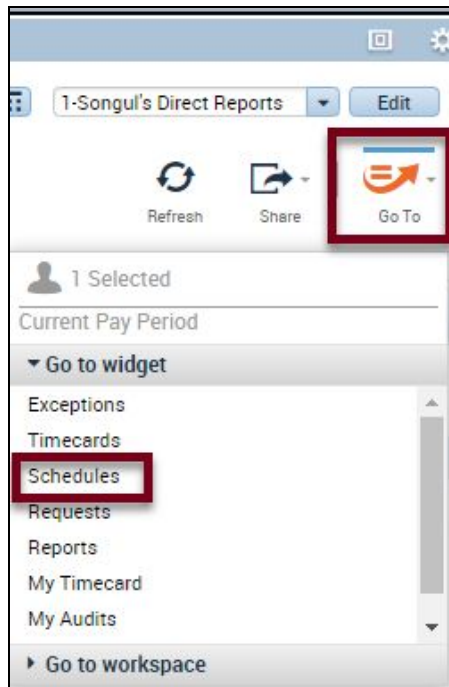
Reference Guide Details	
Guide Objectives	Upon completion, the user will: <ul style="list-style-type: none"> • Know how to add a schedule for the first time or change it permanently • Know how to change the schedule for a shift • Know how to add a new schedule for the first time • Know how to adjust a schedule and review time cards side-by-side
Prerequisites	None
Kronos Role	Supervisors
Revision Date	5/26/2020

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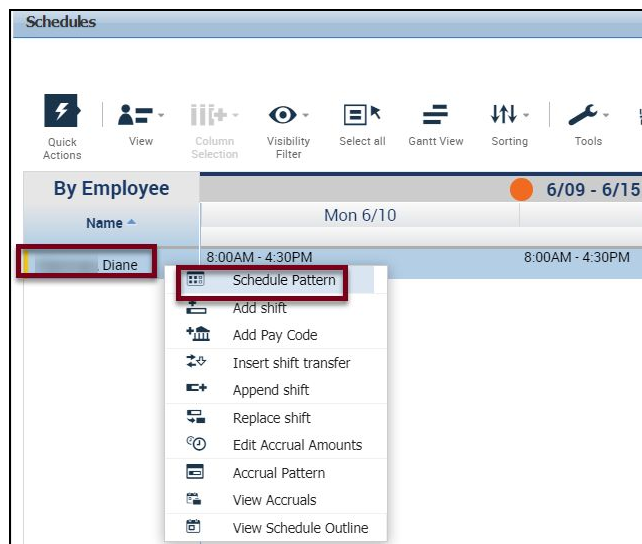
Changing a Schedule Permanently

Follow these steps to create a new permanent schedule for an employee that will override a previous schedule.

1. Highlight the Employee Name from the **Manage My Department** Workspace.
2. From the **Go To** menu, select the **Schedules** widget.



3. Right-Click on the name and select **Schedule Pattern**.



4. Click the **Add Pattern** button.

Note: If an employee is new or never had a pre-existing schedule you will not see this screen. This is the only difference when adding a new schedule for a new employee or adding a new permanent schedule to an existing employee.

Schedule Pattern

Assigned to
[blurred] Primary job None

	Start Date	End Date	Duration	Rotation
[edit] [x]	3/04/2019	Forever	2 weeks	2 Weeks:8a - 430p(Mon,Tue,Wed,Thu,Fri,Mon,Tue,Wed,Thu,Fri)

Add Pattern OK

5. Select **Pattern Template**.

Schedule Pattern

Assigned to
[blurred] Primary job None

	Start Date	End Date	Duration	Rotation
[edit] [x]	6/24/2019	Forever	1 week	1 Week:8a - 430p(Mon,Tue,Wed,Thu,Fri)

Add Pattern

Anchor Date:* 7/22/2019 [calendar] Start Date:* 7/22/2019 [calendar] End Date:* [calendar] Clear

Forever

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

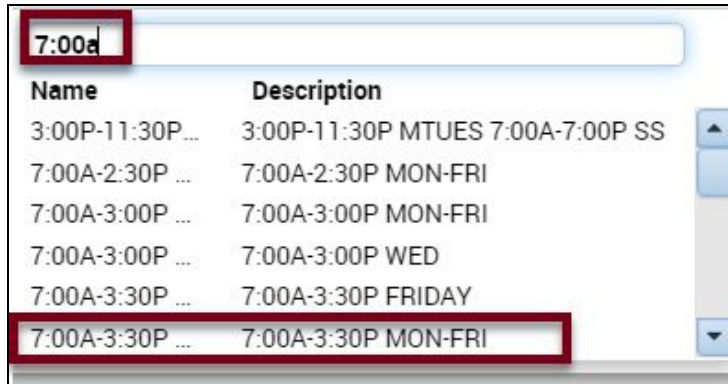
Add Shift | Add Pay Code | Shift Template | **Pattern Template** | Items in rotation [dropdown] Find

	No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
[+] [x]	1	█						
[+] [x]	2		█	█	█	█	█	█

Cancel Apply

6. Select the consistent pattern for the new schedule. In this example, the employee will be working from 7:30 to 3:30 M-F. If the pattern you are looking for doesn't display, you may need

to narrow your search by entering a start time in the **Search** field. If the Schedule Pattern doesn't exist notify kronos-notify@umn.edu so that they can set this new pattern up.



7. Enter the **Anchor Date** which is the start of the pay period.
8. Enter **Start Date** for the work schedule to take effect. In most cases, the **Anchor Date** and the **Start Date** will be the same. The **Forever** radio button is selected by default for a permanent schedule. **NOTE:**
 - An **End Date** is only needed when a temporary schedule needs to be created
 - **Define pattern** defaults to "2" to show that this schedule is for the two weeks of the pay period.
9. Select **Override Other Patterns** so that this new schedule overrides the previous schedule. Disregard the warning that displays.

Schedule Pattern

Assigned to
Gomez, Natalie Primary job None

	Start Date	End Date	Duration	Rotation	
		6/24/2019	Forever	1 week	1 Week:8a - 430p(Mon,Tue,Wed,Thu,Fri)

7 Anchor Date:* 7/22/2019 **8** Start Date:* 7/22/2019 End Date:* Clear

Define Pattern for:* 2 Week(s) Day(s) **9** Forever Override Other Patterns

Add Shift | Pay Code | Shift Template | Pattern Template | 7a-330p Find

	No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1		7a-330p	7a-330p	7a-330p	7a-330p	
		2		7a-330p	7a-330p	7a-330p	7a-330p	
		2						

10 Cancel Apply

10. Click the **Apply** button to apply the new schedule.
11. Click **Yes** to confirm the message and continue.

Confirm

Selecting Override may delete shifts or unavailable days, except for locked days or shifts. Do you want to continue?

Cancel **Yes**

12. Click **OK**.

Schedule Pattern

Assigned to
Primary job None

	Start Date	End Date	Duration	Rotation	
		7/22/2019	Forever	2 weeks	2 Weeks:730a - 330p(Mon,Tue,Wed,Thu,Fri,Mon,Tue,Wed,Thu,Fri)
		3/04/2019	Forever	2 weeks	2 Weeks:8a - 430p(Mon,Tue,Wed,Thu,Fri,Mon,Tue,Wed,Thu,Fri)

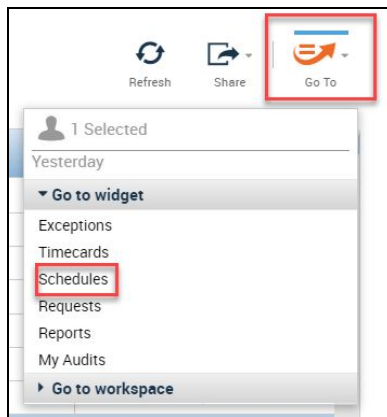
Add Pattern **OK**



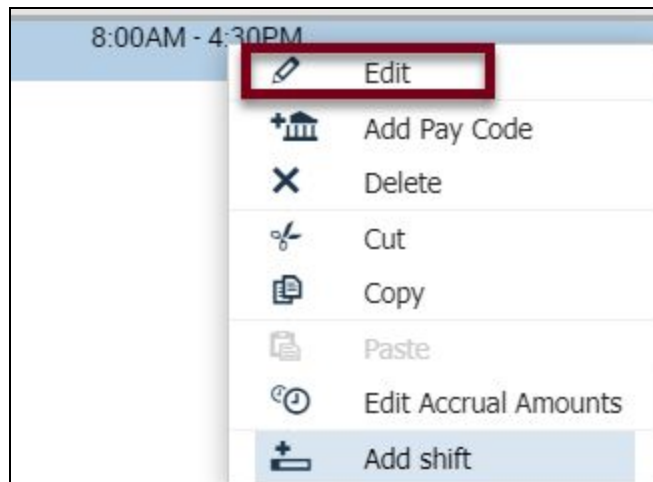
13. Click the  (Save) button in the upper-right hand corner to save the new schedule.

Changing a Work Shift Schedule

1. Highlight the Employee Name from the **Manage My Department** Workspace.
2. From the **Go To** menu, select the **Schedules** widget.



3. Select the date that you want to change the schedule and right-Click on the date and click **Edit**.



4. Enter a new start time and end time for the shift.

Edit Shift

Assigned to Shift Details 8:00am-4:30pm(8.50h) Primary Job None

Insert Template Shift Label Repeat this shift for days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
<input type="checkbox"/>	6/11/2019	Regular	8:00am	4:30pm	6/11/2019	8.50			

Comments (0) [Add Comment](#)

5. Click the **Apply** button to apply the new shift.
6. Click the **Save** button in the upper-right corner to save the new schedule.

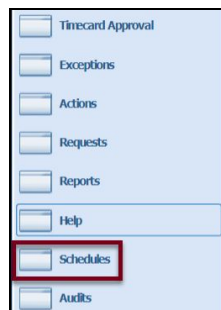


7. Go to the Timecard Widget to confirm the schedule change. You may need to click **Refresh** to update the schedule.

Adjust the Schedules Side-by-Side with the Time Card

If work shift schedules change often you can adjust the schedules as you review time cards for employees. Follow these steps to view the timecard and the schedule change screens side-by-side.

1. From the **Manage My Department** Window, click and hold the **Schedules** button from the Navigator panel and drag it to the right widget/panel.



2. Use the date filters to keep the schedule widget and the timecard widget in-sync and you can adjust the schedules for employees as you review timecards.
3. Click **Save** after making any changes.
4. Click **Refresh** to see the saved changes on the schedule.

The screenshot displays two side-by-side panels: 'Genies' on the left and 'Schedules' on the right. Both panels have a top navigation bar with a 'Loaded' status and a date filter dropdown. In the 'Genies' panel, the date filter is set to 'Current Pay Period' and is highlighted with a red circle labeled '2'. Below the navigation bar are icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', 'Approval', 'Refresh', 'Share', and 'Go To'. The main area of the 'Genies' panel is a table with columns: Name, Pay Rule, Unexcused Absence, Missed In..., Early In, Late In, Early Out, and Late Out. The 'Schedules' panel has a similar navigation bar with 'Current Schedule Period' set to '5/25 - 5/31', also highlighted with a red circle labeled '2'. Its icons include 'Quick Actions', 'Column Selection', 'Visibility Filter', 'Sorting', 'More actions', 'Refresh', 'View Comments', 'Share', 'Save', and 'Go To'. The 'Refresh' icon is highlighted with a red circle labeled '4', and the 'Save' icon is highlighted with a red circle labeled '3'. The main area of the 'Schedules' panel is a grid titled 'By Employee' with columns for days of the week (M 25, T 26, W 27, T 28, F 29, S 30, S 31) and rows for various employee names and their schedules.