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: ● 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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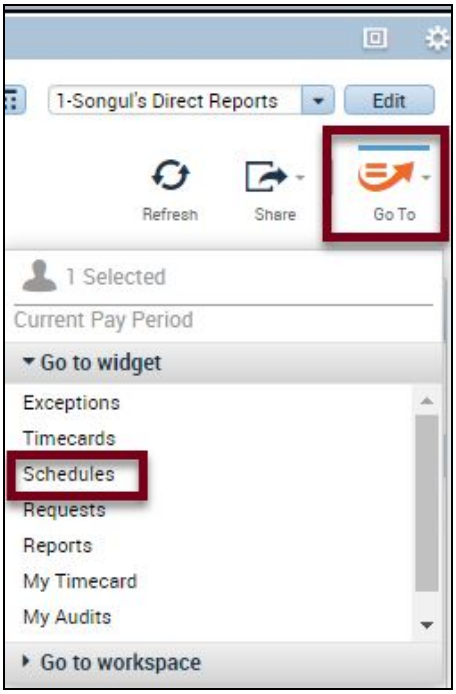
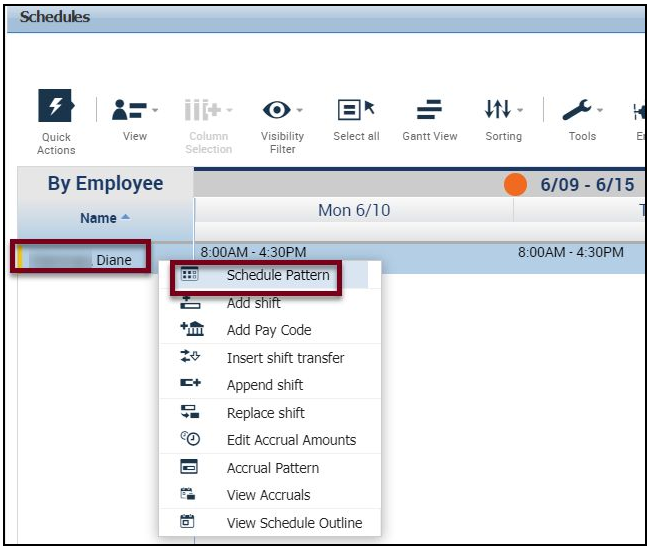
Changing a Schedule Permanently

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.

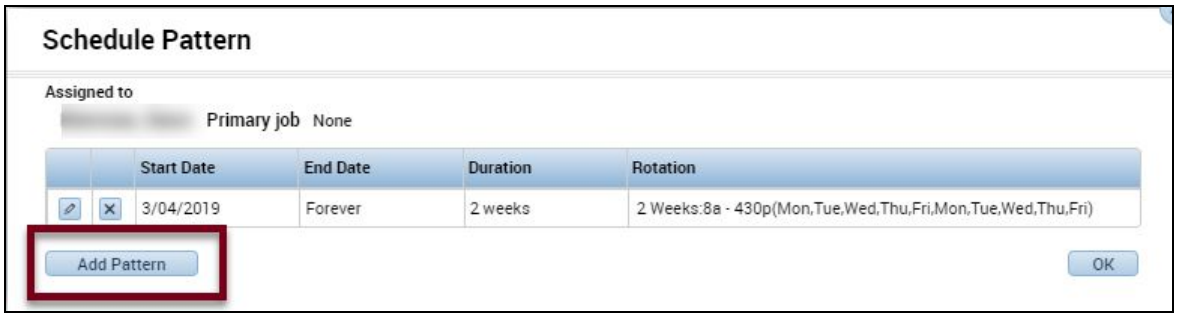


3. Right-Click on the name and select **Schedule Pattern**.

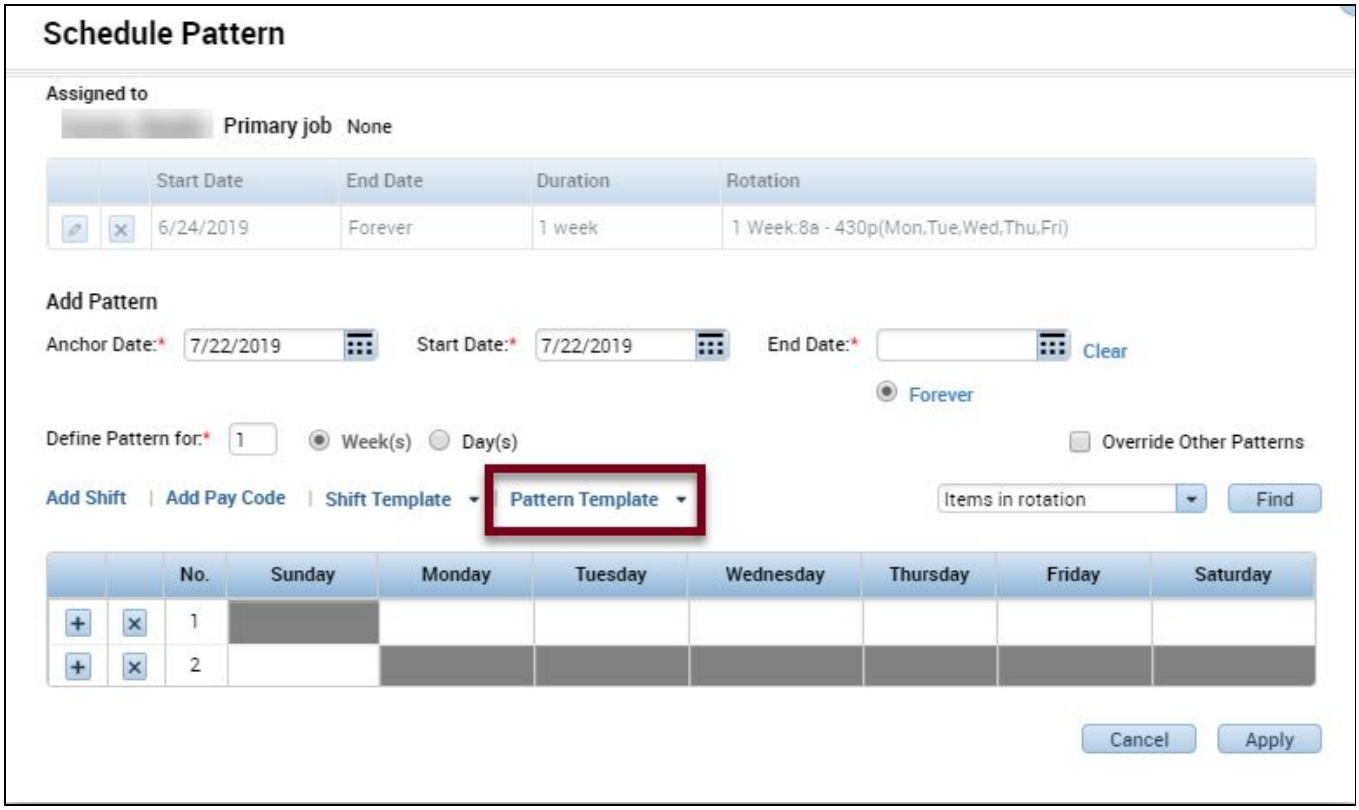


4. Click the **Add Pattern** button.

   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.

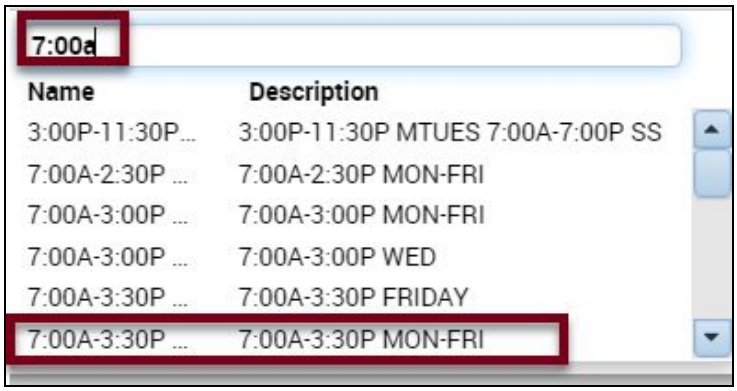


5. Select **Pattern Template**.

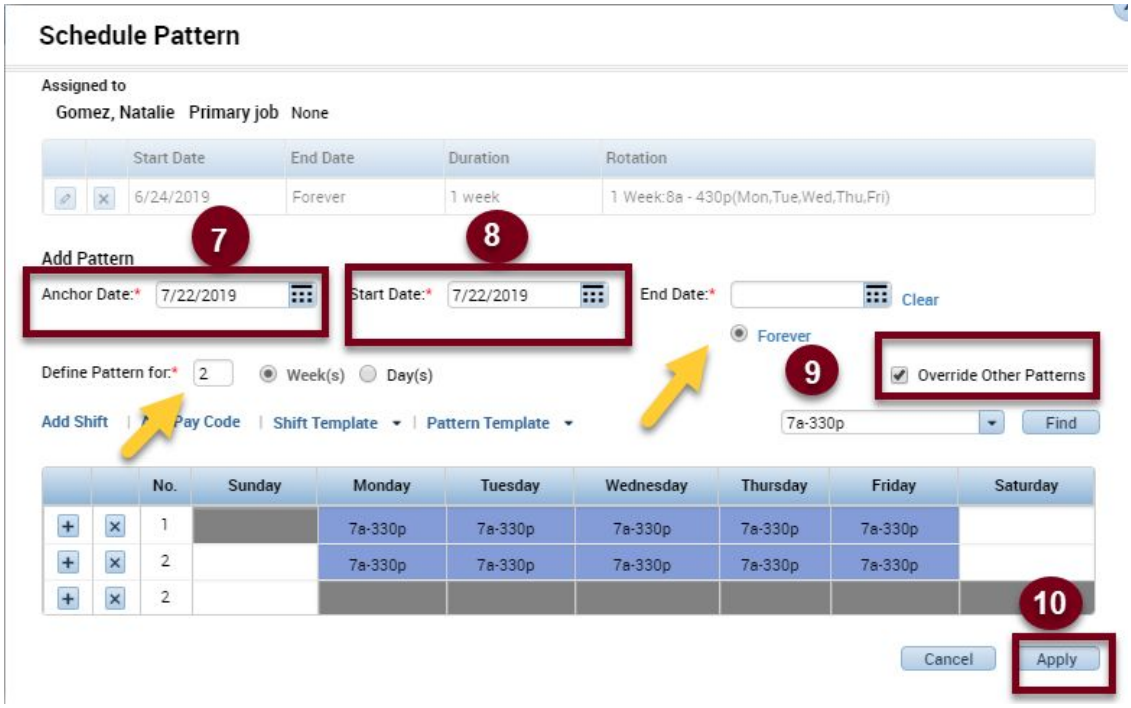


6. Select the consistent pattern for the new schedule. In this example, the employee will be working from 7:30 to 3:30 M-F. If the pattern you are looking for doesn't display, you may need

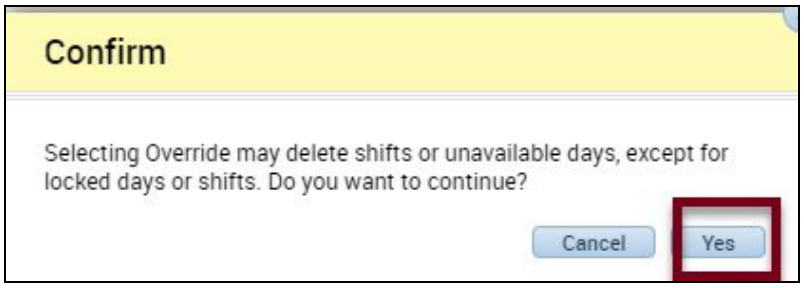
to narrow your search by entering a start time in the **Search f**ield. If the Schedule Pattern doesn't exist notify kronos-notify@umn.edu so that they can set this new pattern up.



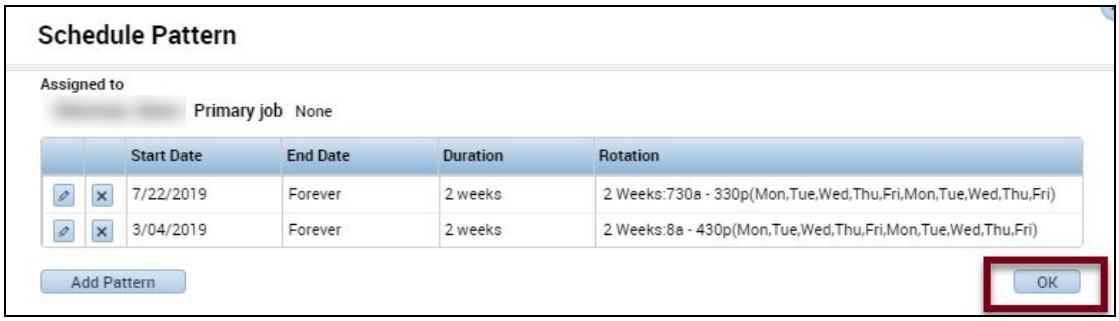
7. Enter the **Anchor Date** which is the start of the pay period.
8. Enter **Start Date** for the work schedule to take effect. In most cases, the **Anchor Date** and the **Start Date** will be the same. The **Forever** radio button is selected by default for a permanent schedule. **NOTE:**
    - An **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.



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



12. Click **OK.**

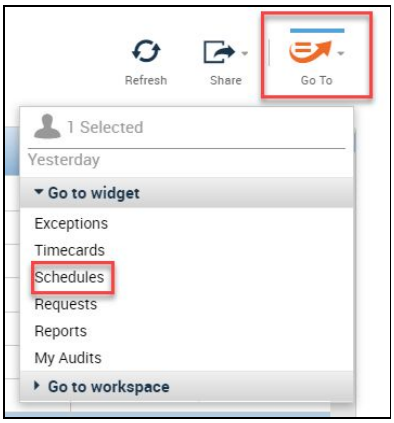


13. Click the

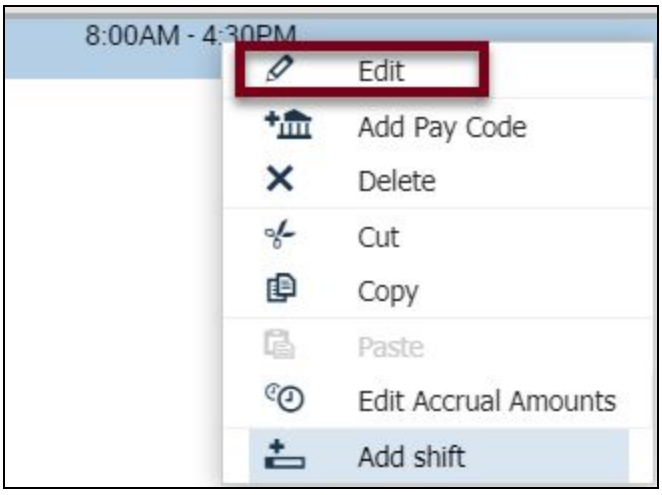
(Save) button in the upper-right hand corner to save the new schedule.

Changing a Work Shift Schedule

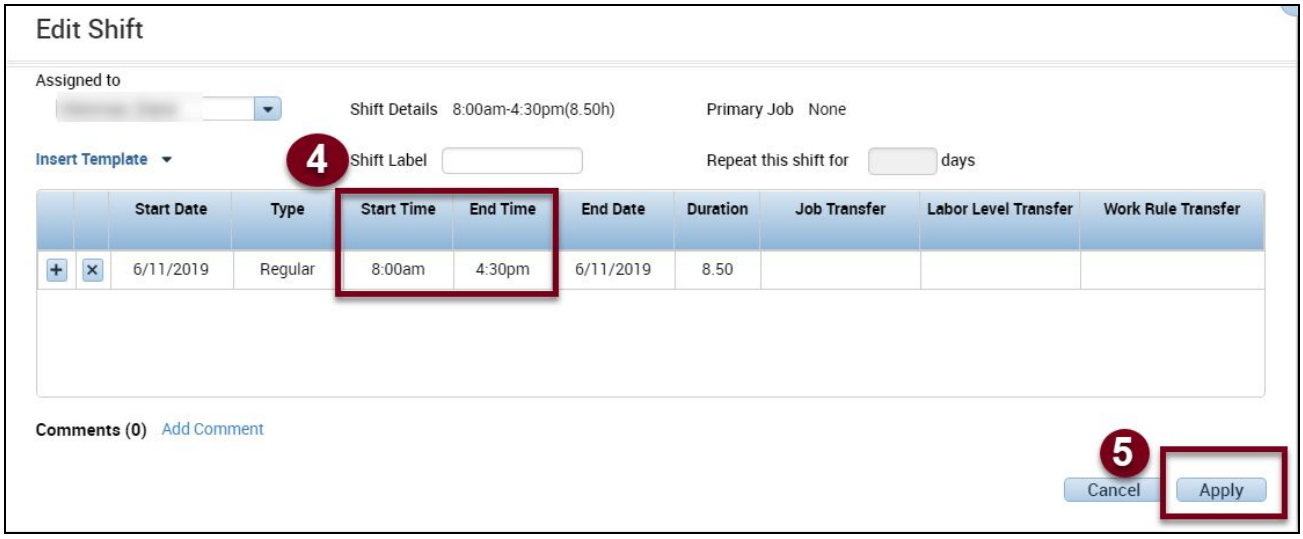
1. Highlight the Employee Name from the **Manage My Department** Workspace.
2. From the **Go To** menu, select the **Schedules** widget.



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.



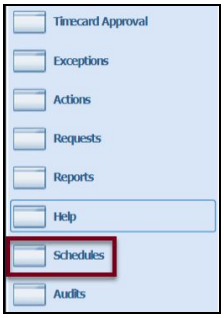
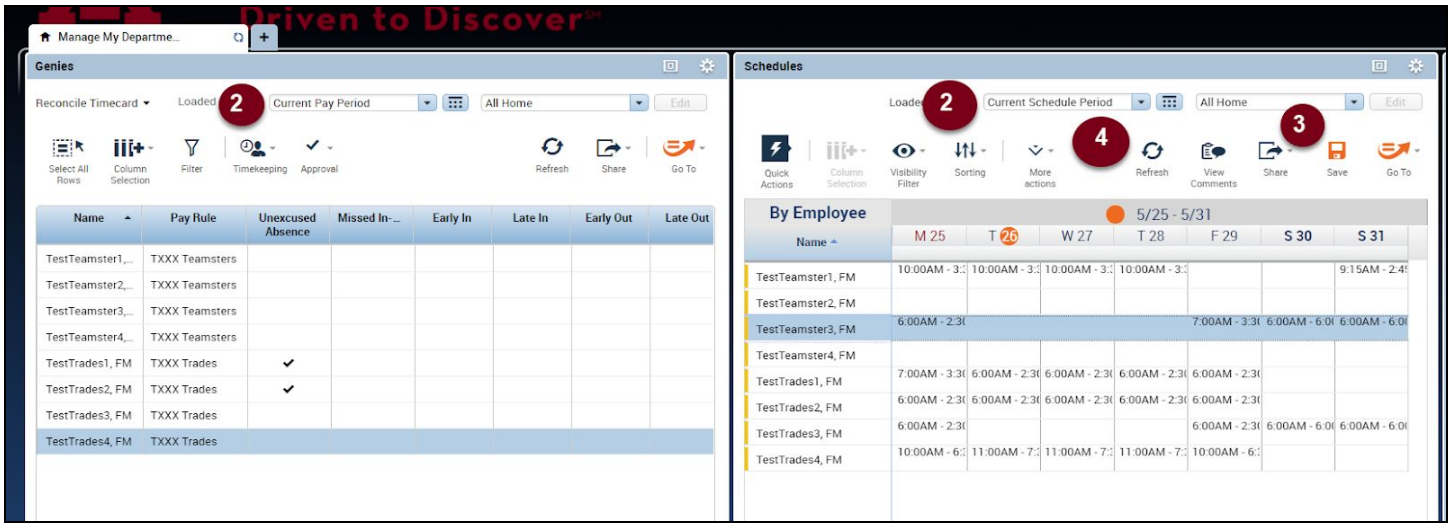
5. Click the **Apply** button to apply the new shift.
6. Click the **Save** button in the upper-right corner to save the new schedule.

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.