

# Creating a schedule in Kronos

Log onto Kronos and **click** the “My Genies” tab then **click** “Schedule Editor”

The screenshot shows the Kronos Timecard interface. At the top, there are navigation tabs: GENERAL, MY GENIES, MY INFORMATION, and MY LINKS. The 'MY GENIES' dropdown menu is open, showing options like Pay Period Close, QuickFind, Reconcile Timecard, Shift Start, Employee Leave Time, Accrual Reporting Period, and Schedule Editor. The 'Schedule Editor' option is highlighted with a red dashed circle. Below the menu, the 'TIMECARD' section shows the employee's name (Buccini, Laura) and ID (U00636433). The main area displays a grid of weekly schedules for weeks starting on Sun 3/29, Sun 4/05, and Sun 4/12. Each row represents a week with columns for days of the week and hours worked. The 'TOTALS & SCHEDULE' section at the bottom shows accrual codes and their balances, along with a detailed schedule for the week of 4/01 to 4/06, including start and end times.

## Select a start date:

- Select a date to start the schedule (generally the pay period start date or hire date of the employee).
- **Click** the “Time Period” drop down menu.
- **Click** “Specific Date”.
- Select the date you want the schedule to start.

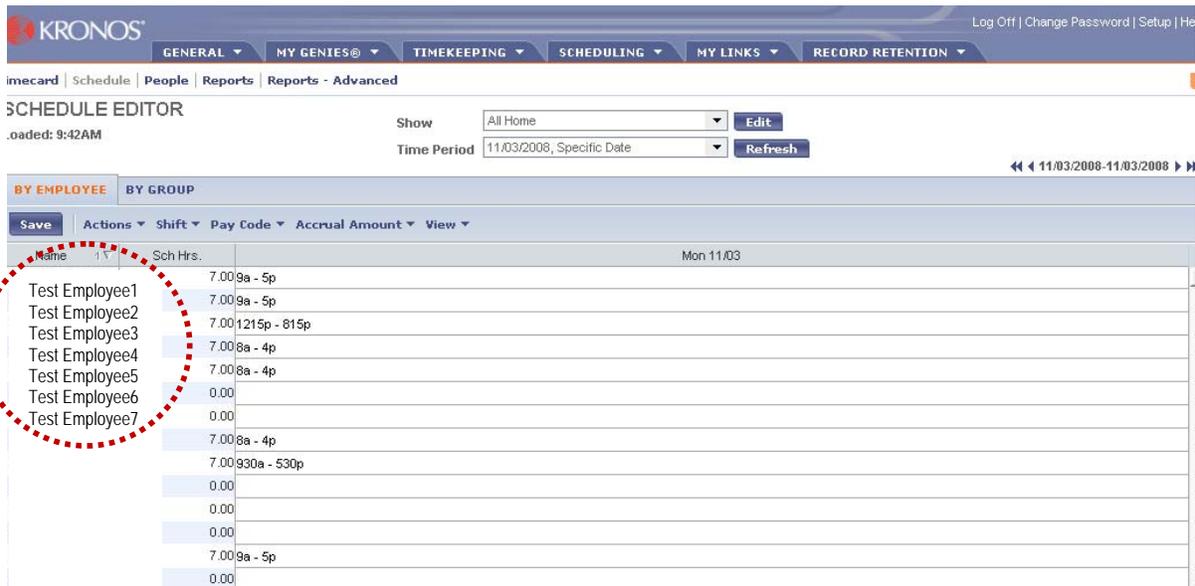
The screenshot shows the Kronos Schedule Editor interface. At the top, there are navigation tabs: GENERAL, MY GENIES, TIMEKEEPING, SCHEDULING, MY LINKS, and RECORD RETENTION. The 'SCHEDULE EDITOR' section shows the employee's name (Abbinanti, Richard) and ID (U00636433). The main area displays a grid of employee schedules for the week of 10/29 to 11/01. A red dashed circle highlights the 'Specific Date' option in the 'Time Period' dropdown menu. The 'Specific Date' option is further highlighted with a red dashed circle. The main area shows a grid of employee schedules for the week of 10/29 to 11/01, with columns for days of the week and hours worked.



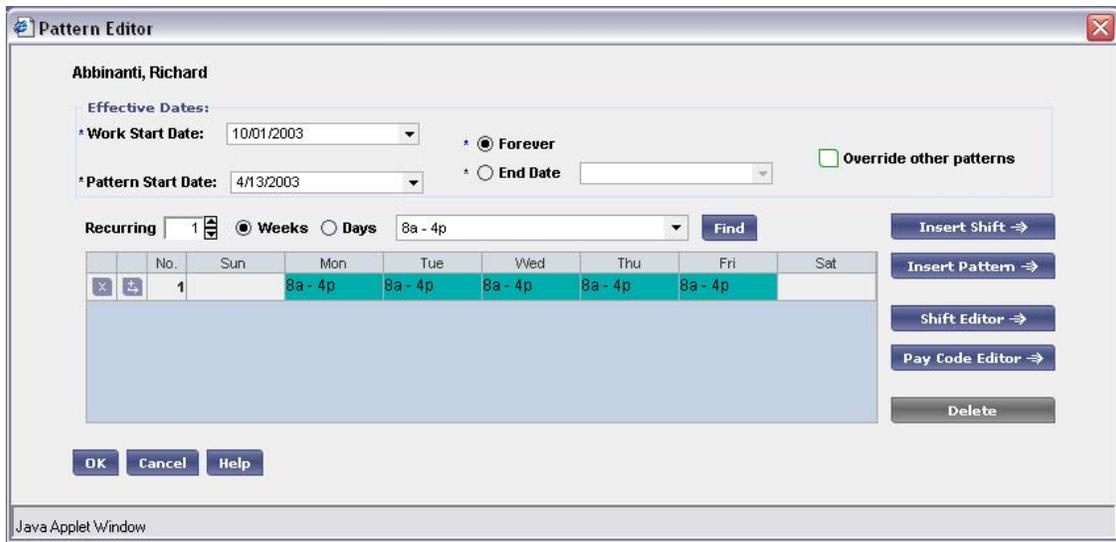
Enter or Select the appropriate date and Click the "OK"

**Select the employee:**

Double click on the name of the employee.



The pattern editor will open when you double click the employee's name.



Effective Dates:

\* Work Start Date: 10/01/2003

\* Pattern Start Date: 2003 October

Recurring 1

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	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	7	8

**Select a start date:**

- Click the “Work Start Date” drop down selection tool.
- Click the date you want to start the schedule.

**Insert a pattern:**

Click the “Insert Pattern” button on the right side of the screen.



**Select a pattern:**

Scroll down through the pattern list until you see the schedule you want to use.

Click the name of the schedule.  
Click “OK”.

Select Pattern

Name	Description
7p-730a W,R, F	
830a-430p	PB
8a-4p	
9a - 5p	Jeanne's Timecard
9a-5p M-F	
9amto2pmM&W	STudent Hours
Aaron Aanenson	
Alexandra Brovey	Philanthropy
Shift in schedule	
Test SMT	
Weisman, Alexander	student aide

OK Cancel Help

Java Applet Window

**Confirm schedule:**

Confirm that the schedule is correct.

Pattern Editor

Thompson, Shuana L

Effective Dates:

\* Work Start Date: 12/15/2008

\* Pattern Start Date: 3/21/2004

Recurring 1

Forever  End Date

Override other patterns

Weeks  Days  9a - 5p

No.	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1		9a - 5p					

Insert Shift ➔

Insert Pattern ➔

Shift Editor ➔

Pay Code Editor ➔

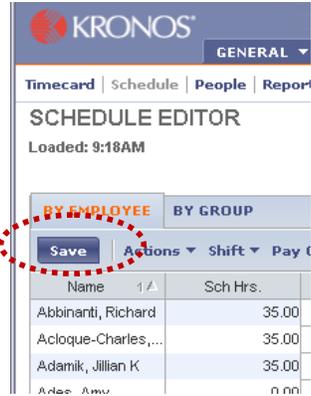
Delete

OK Cancel Help

Java Applet Window

**Save the Schedule:**

Click “Save” on the top left of the Schedule Editor.



**Verify the Schedule:**

To verify the schedule was saved correctly, go to the employee’s card and you will see the schedule populated in the timecard as well as the schedule at the bottom right of the timecard.

The screenshot shows a timecard grid for the week starting Sun 11/02. The grid has columns for days of the week and a 'Total' column. The 'Hours Worked' column is highlighted in green. A red dashed oval highlights the hours worked for the week, which is 7:00 for each day from Monday to Saturday, totaling 35:00.

Week starting: Sun 11/02	Pay Code	Transfer	Sun 11/02	Mon 11/03	Tue 11/04	Wed 11/05	Thu 11/06	Fri 11/07	Sat 11/08	Total
x	Hours Worked			7:00	7:00	7:00	7:00	7:00	7:00	35:00
				7:00	7:00	7:00	7:00	7:00		35:00