Creating a schedule in Kronos

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

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".
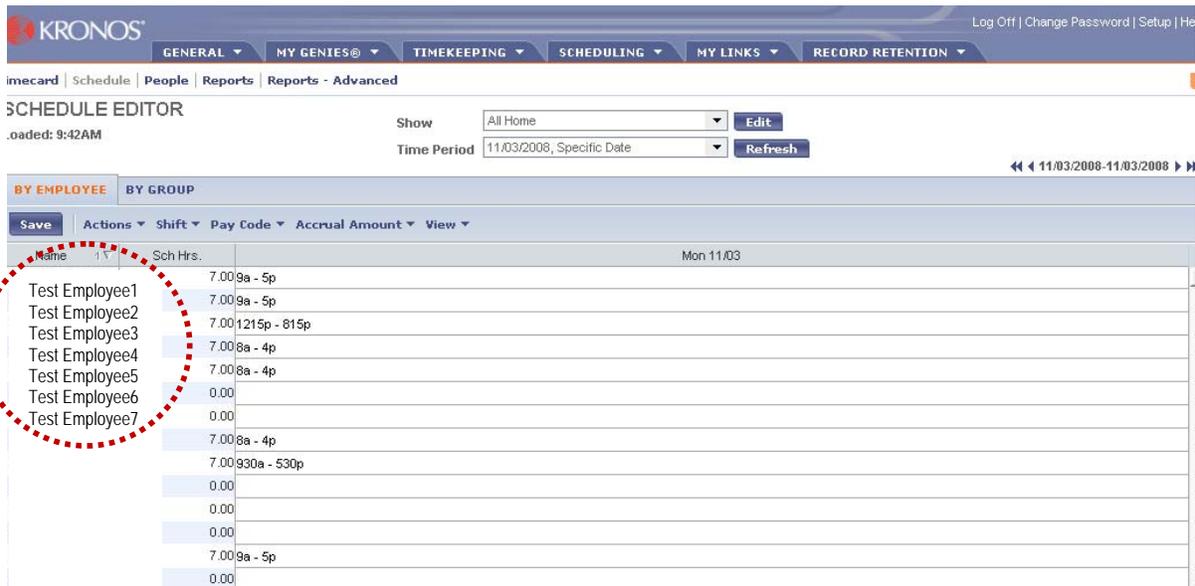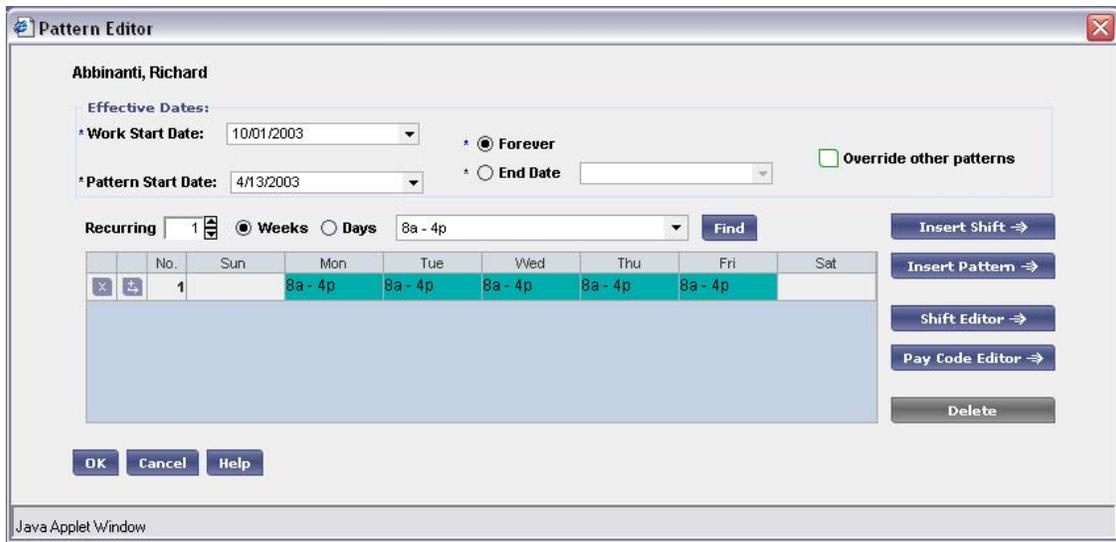➢ Select the date you want the schedule to start.

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.

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".

Confirm schedule:
Confirm that the schedule is correct.

Save the Schedule:
Click "Save" on the top left of the Schedule Editor.
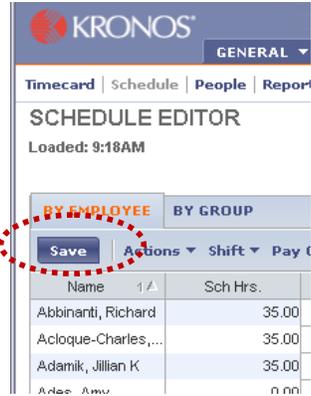
Verify the Schedule:
To verify the schedule was saved correctly, go to the employee's card and you will see the schedule populated in the timecard as well as the schedule at the bottom right of the timecard.