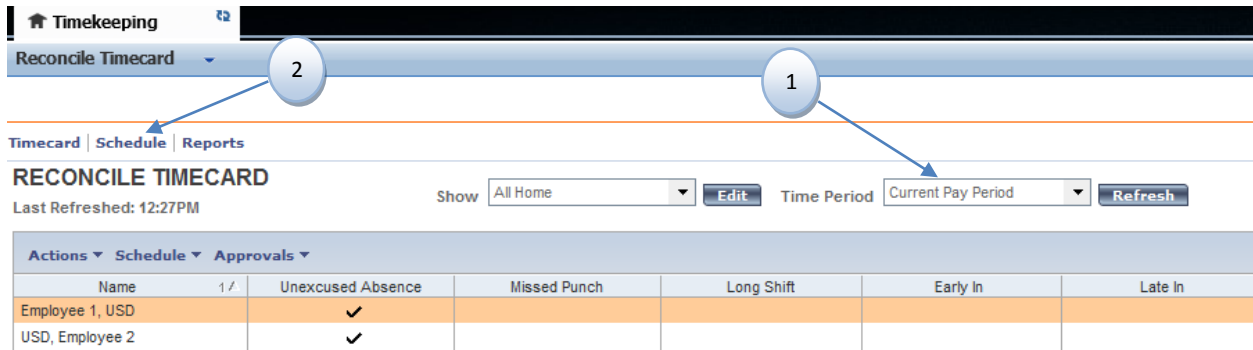


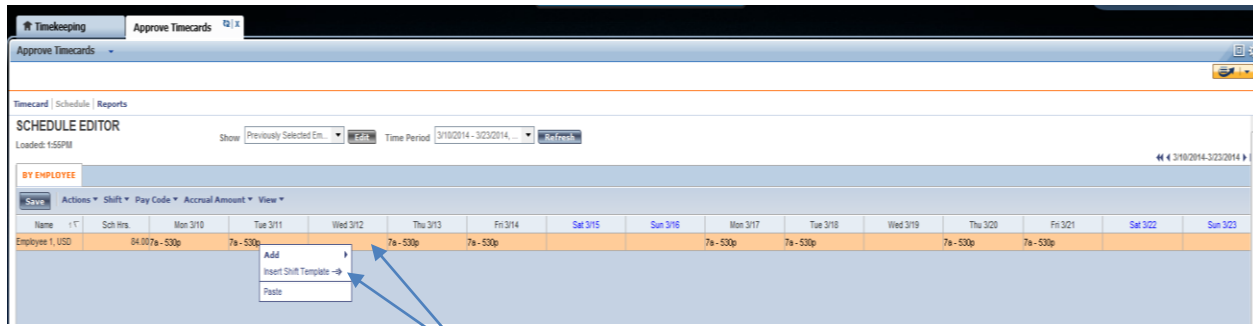
Kronos Schedule change for a day

Log into Kronos

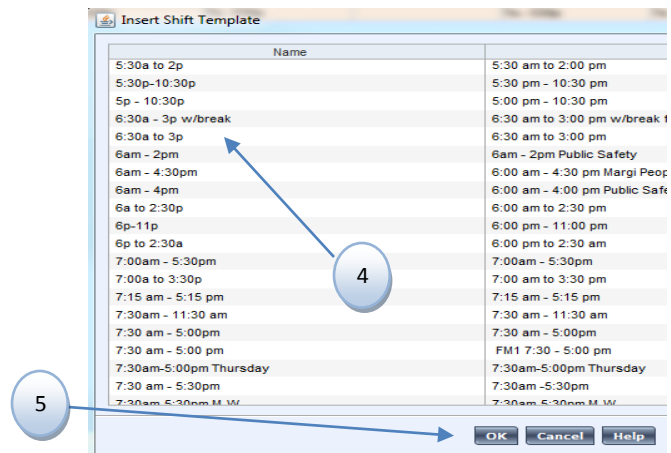
To Add a Shift

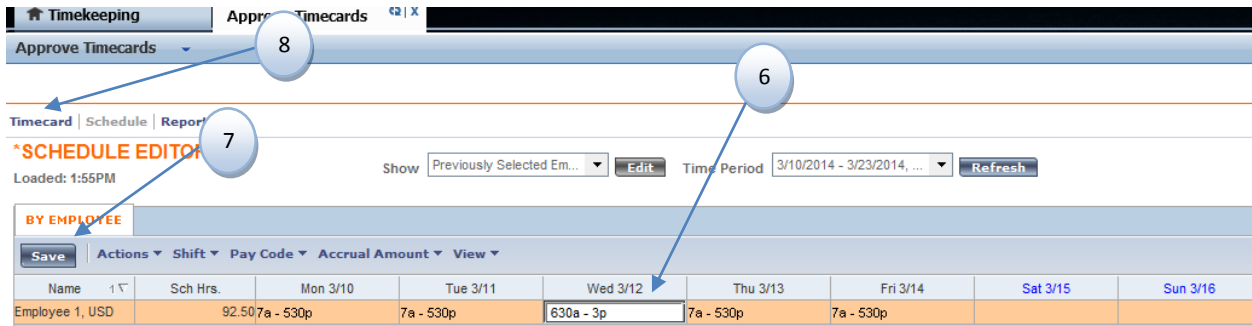


1. Highlight the **Employee** and **Current Pay Period**
2. Click **Schedule**

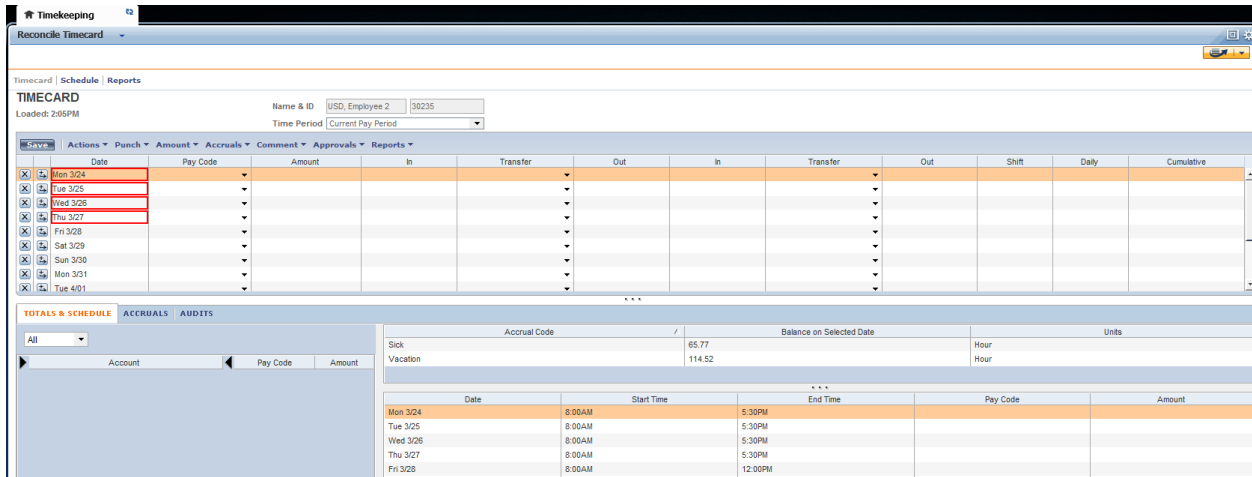


3. Go to the day that needs to be changed and **Right Click** and **Highlight Insert Shift Template**
4. Scroll down to the **Shift** and **Highlight** (if shift template is not available, you will need to create a shift template)
5. Click **OK**





6. The **Shift** will populate in the day
7. Click **Save**
8. Click on **Timecard** (upper left hand corner)

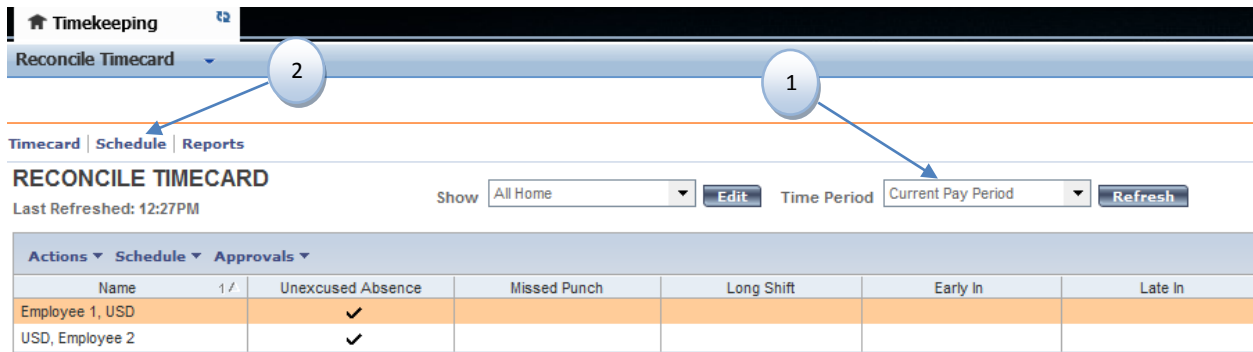


9. Review the **Schedule** to ensure it updated on the timecard

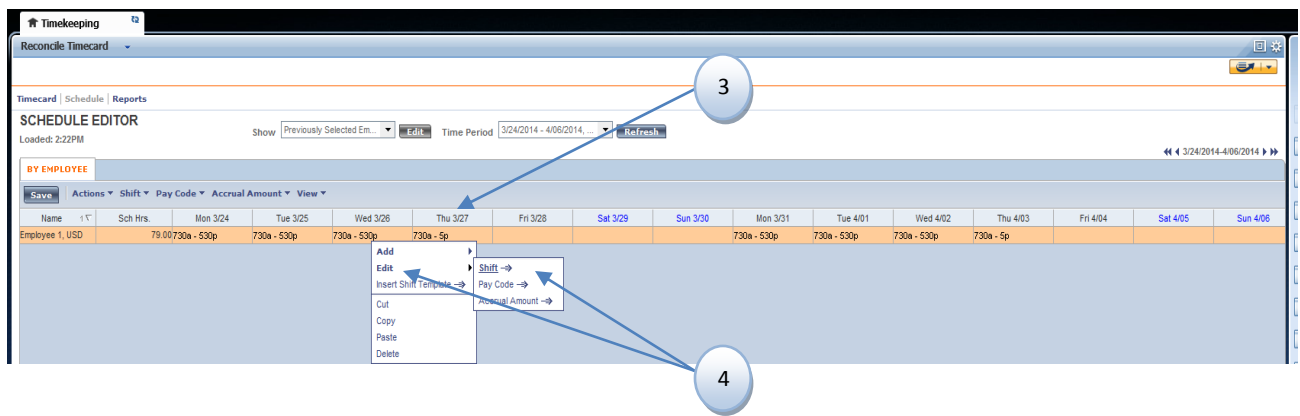
** If it didn't update, go to the tab and Click  Refresh (it may take a few minutes to update)

** If it still doesn't, Click on **Schedule** and walk through the steps again

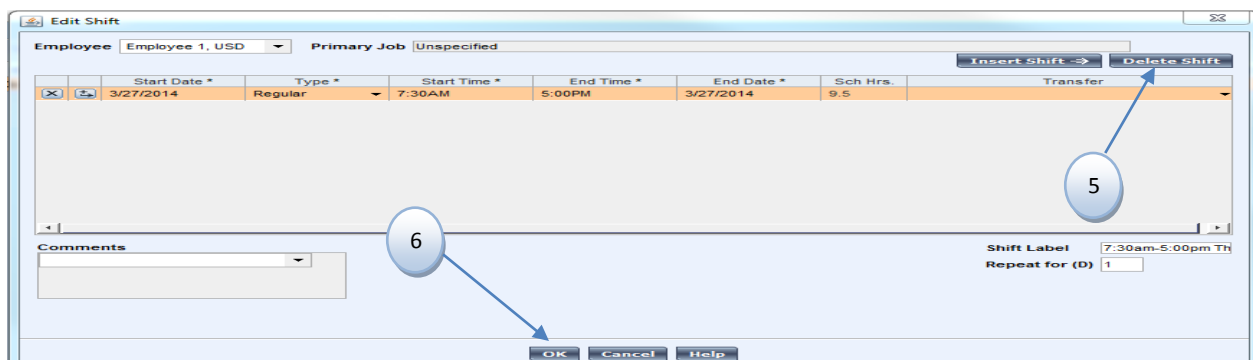
To Delete a Shift



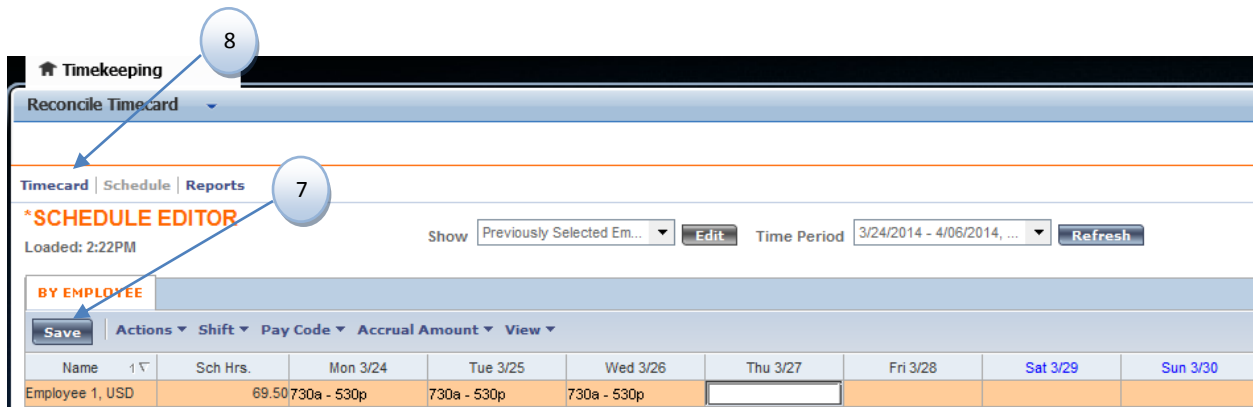
1. Highlight the **Employee and Current Pay Period**
2. Click **Schedule**



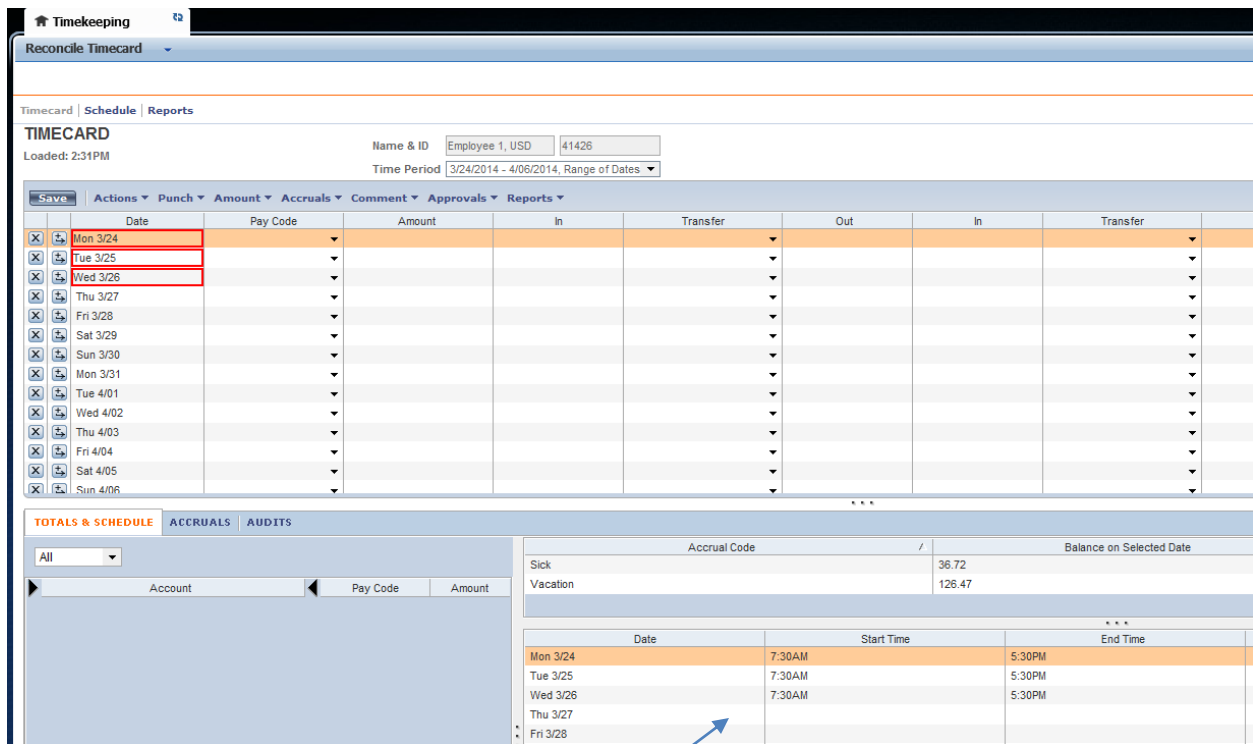
3. Click on the shift that needs to be removed
4. Right Click and **Edit** and **Shift**



5. Click **Delete Shift**
6. Click **OK**



7. Click **Save**
8. Click **Timecard**



9. Review the **Schedule** to see that the shift has been removed

** If it didn't update, go to the tab and Click  Refresh (it may take a few minutes to update)

** If it still doesn't, Click on **Schedule** and walk through the steps again