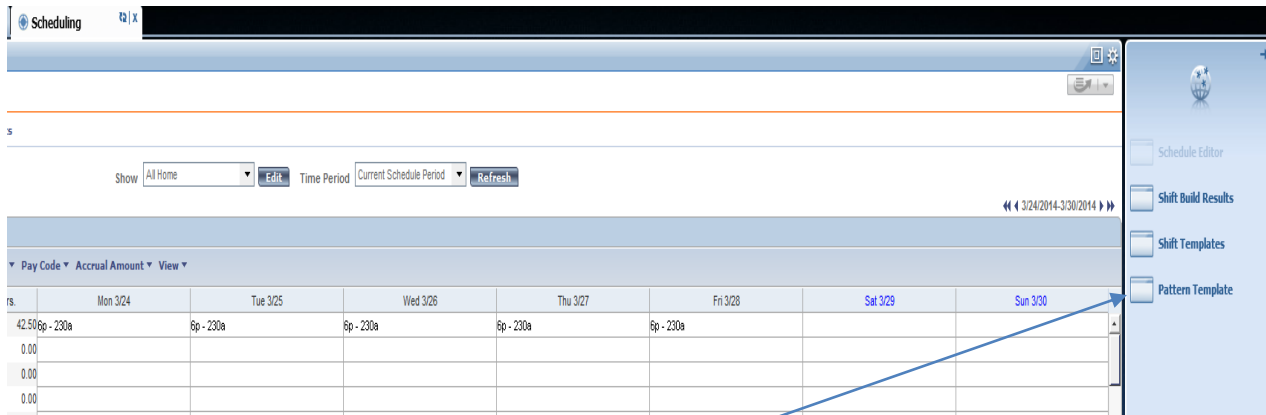
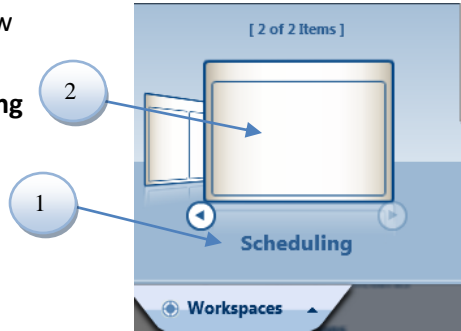


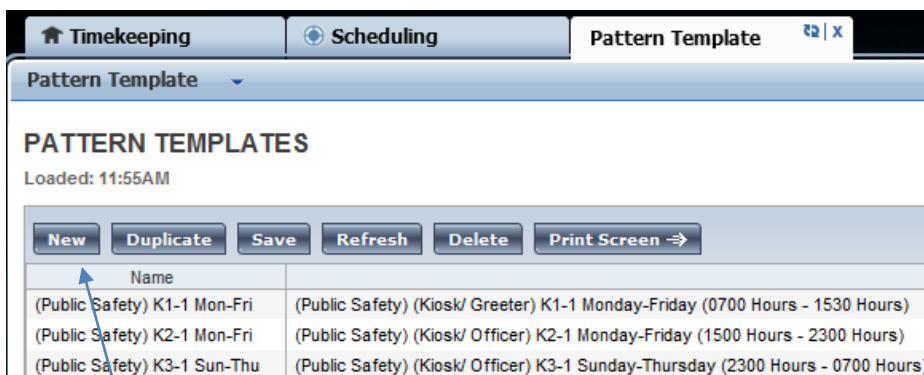
# How to Create a Kronos Pattern Template

Log into Kronos

1. Click in the **Workspace** and the arrow key until you see **Scheduling**.
2. Click in the window for the **Scheduling** to show up.

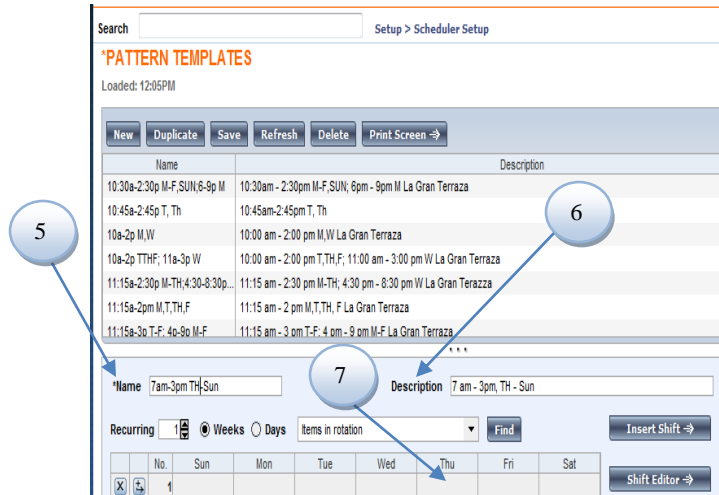


3. Click in Navigation Bar and **Pattern Template**.

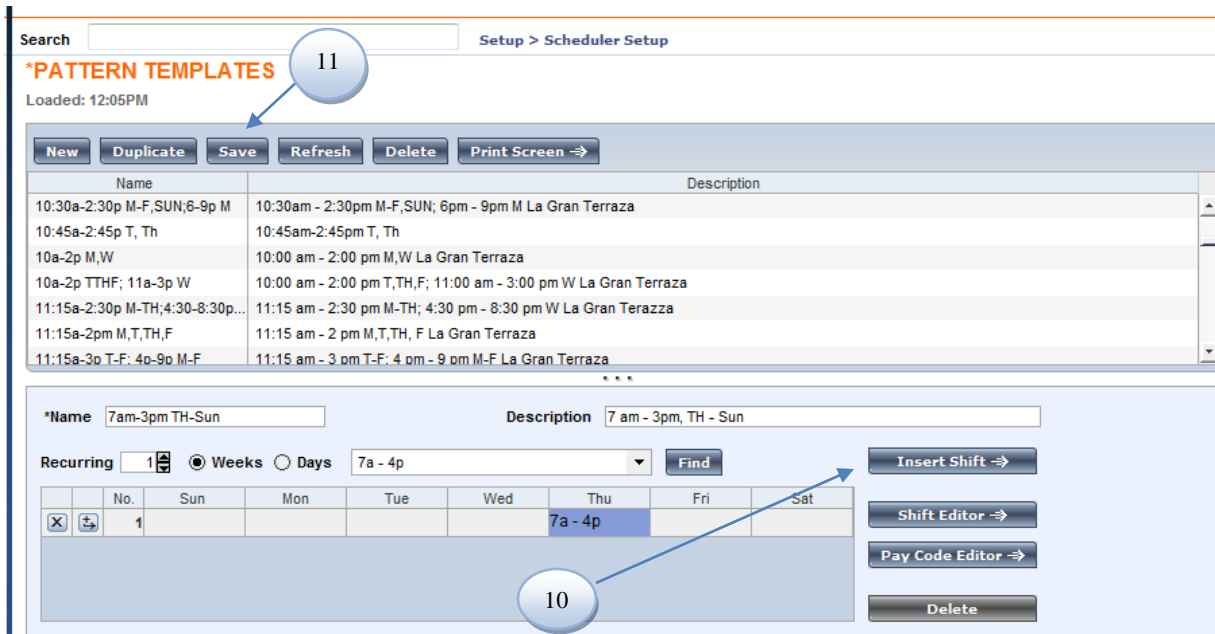
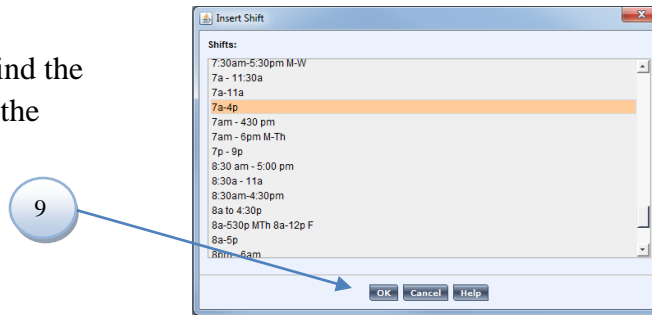


4. Click **New**

5. Click in **Name** and enter the shift with the days – remember there is limited space so you may need to abbreviate
6. Click in **Description** and enter the shift with the days – you can expand on your abbreviations since there are more characters in this cell
7. Click in the **first day of the Shift** and Click **Insert Shift**



8. Scroll up or down until you find the beginning and ending time of the shift
9. Click **OK**



10. This will fill the shift in. Keep **Inserting Shifts** until you have the schedule for the week
11. Click **Save**
12. Got to Instructions for “**How to Set a Kronos Schedule on an Employee**”