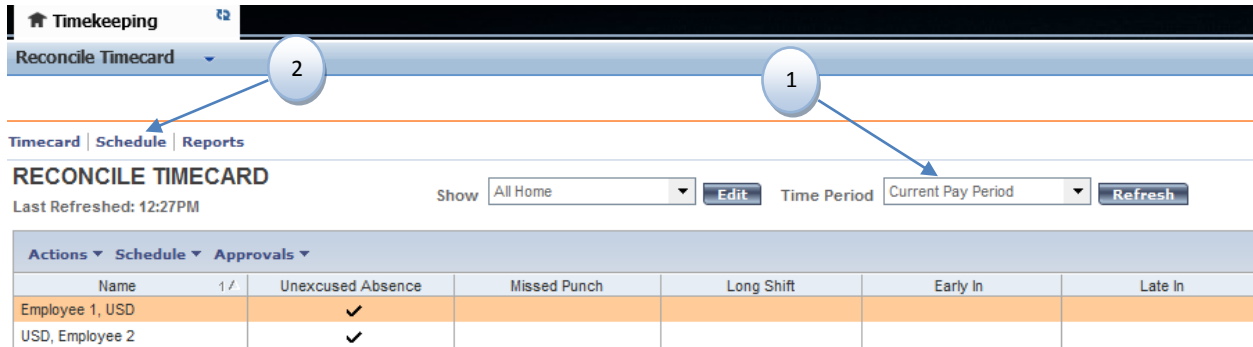
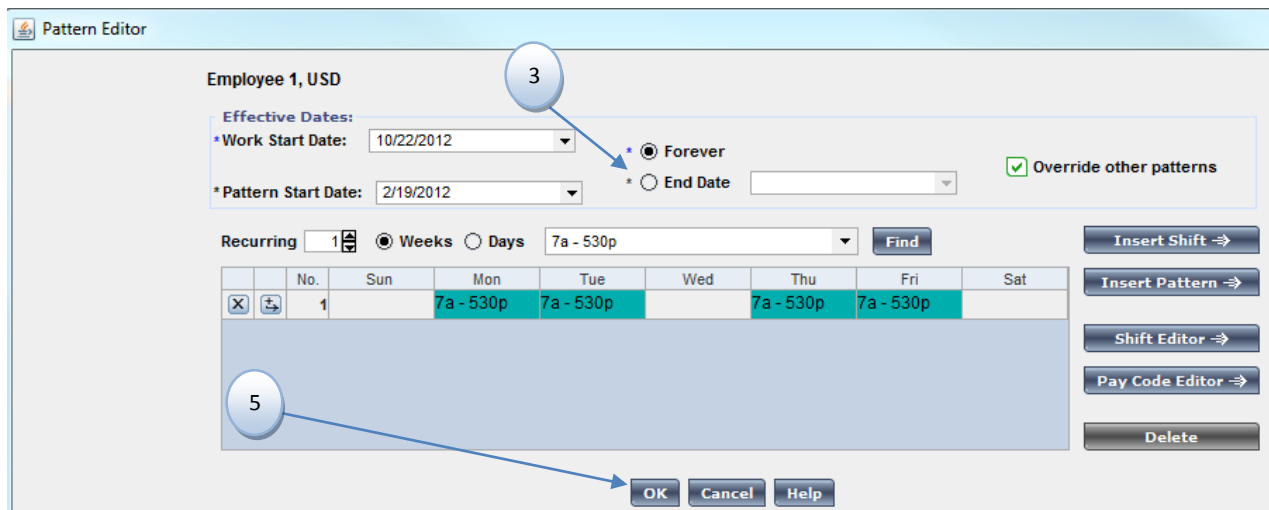
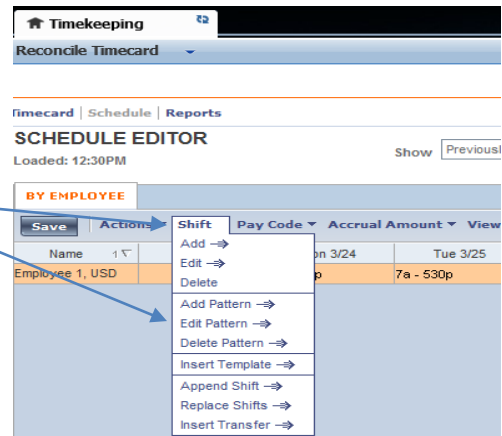


How to Set a Kronos Schedule on an employee

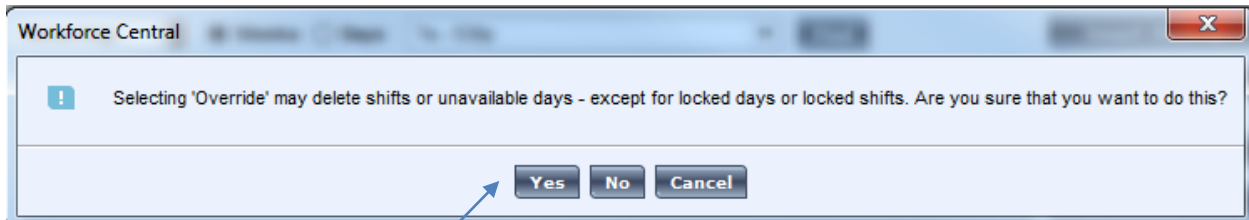
Log into Kronos



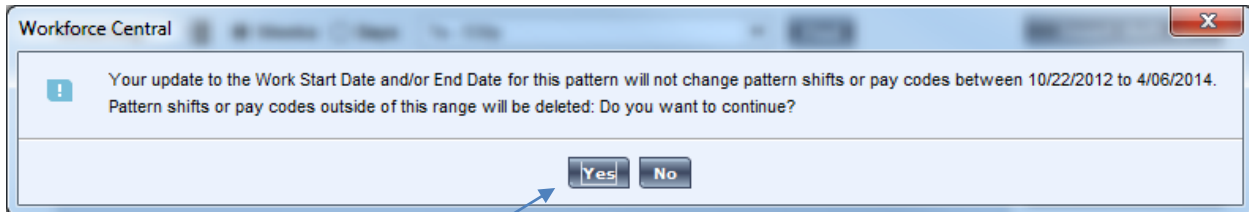
1. Highlight the **Employee** and **Current Pay Period**
2. Click **Schedule**
3. Click on **Shift** and **Edit Pattern**



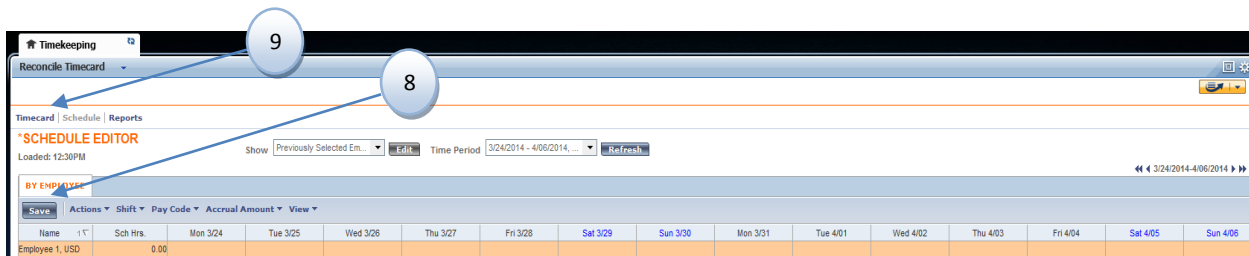
4. Click the radio button for **End Date** and enter an end date of the current schedule – ideally it should be the end of the pay period
5. Click **OK**



6. Click **Yes** to continue

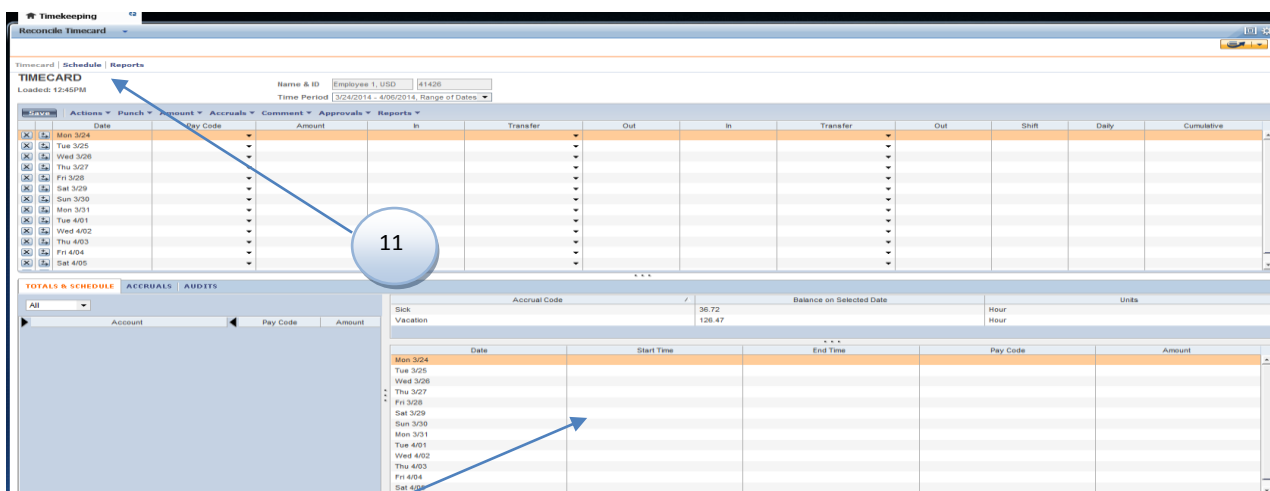


7. Click **Yes** to continue



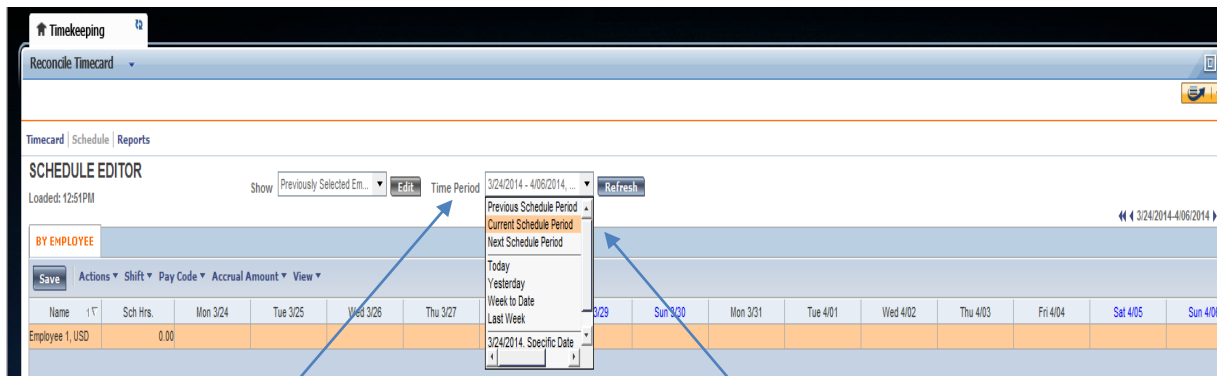
8. Click **Save**

9. Click **Timecard** (upper left hand corner)

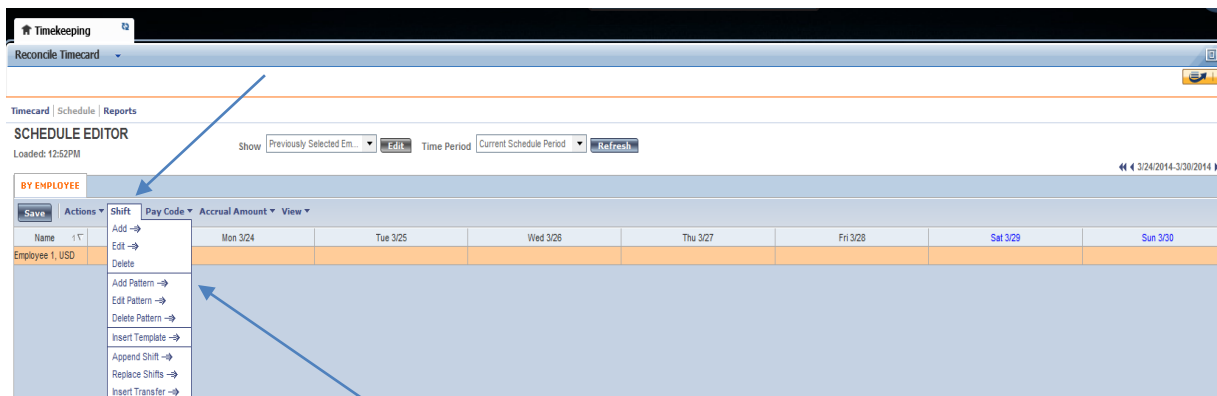


10. Review **Schedule** for current pay period in the bottom right hand corner to ensure the schedule has been removed

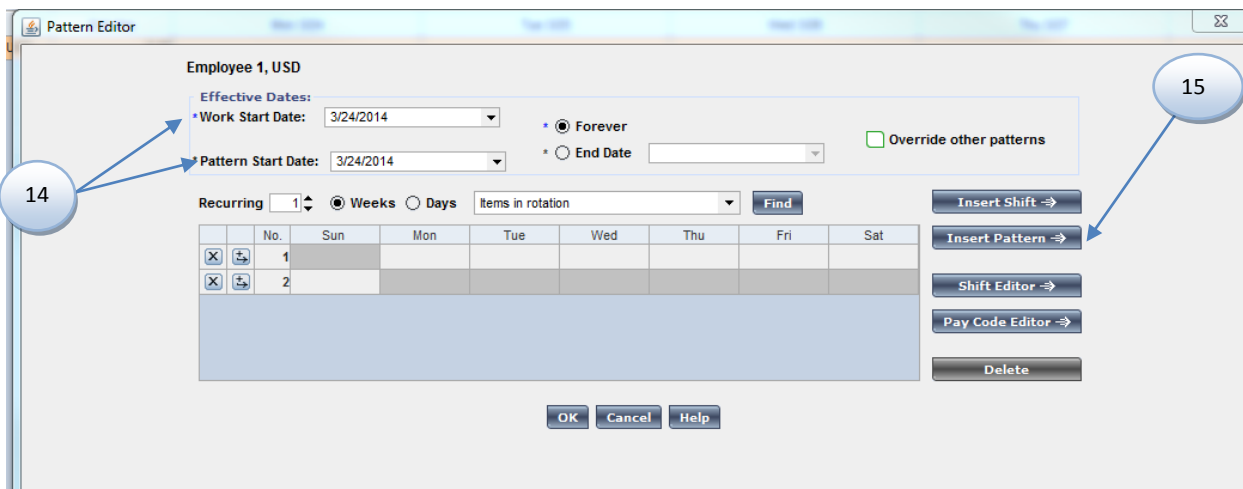
11. Click on **Schedule**



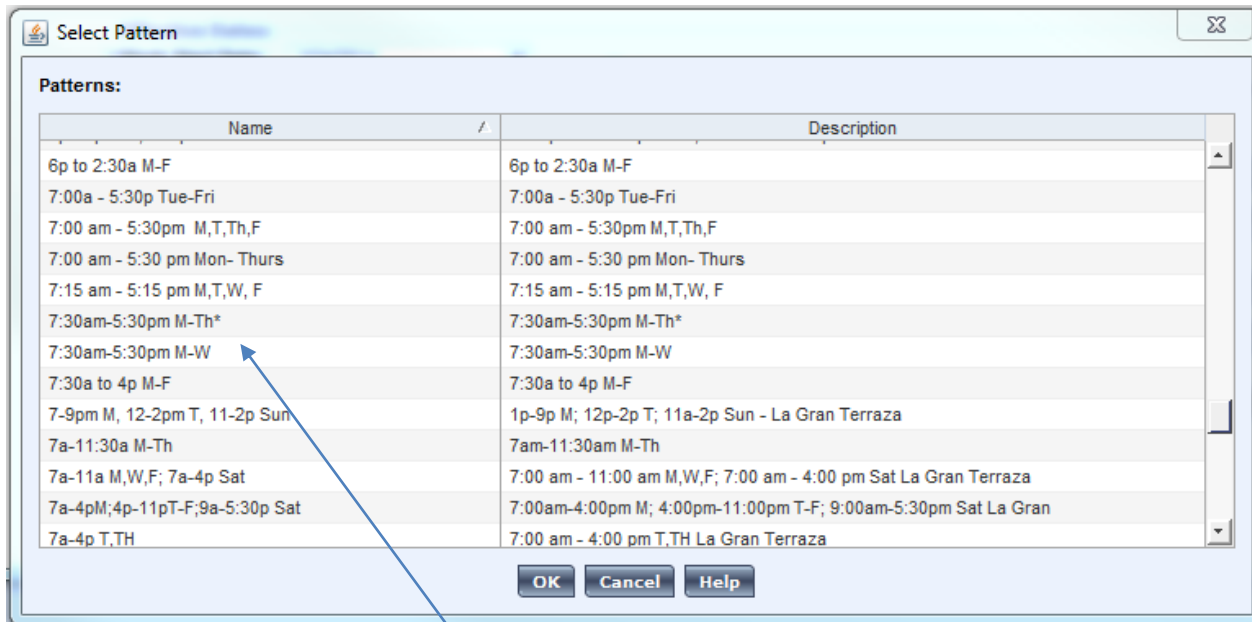
12. Click on **Time Period** and **Current Schedule** or **Next Schedule** – can only change future as it will not let you change a pattern with a past date



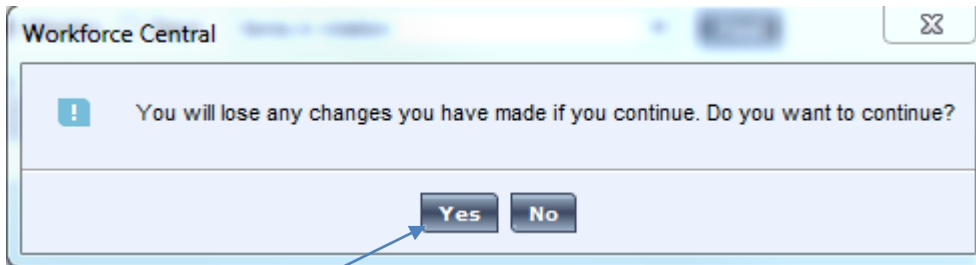
13. Click on **Shift** and **Add Pattern**



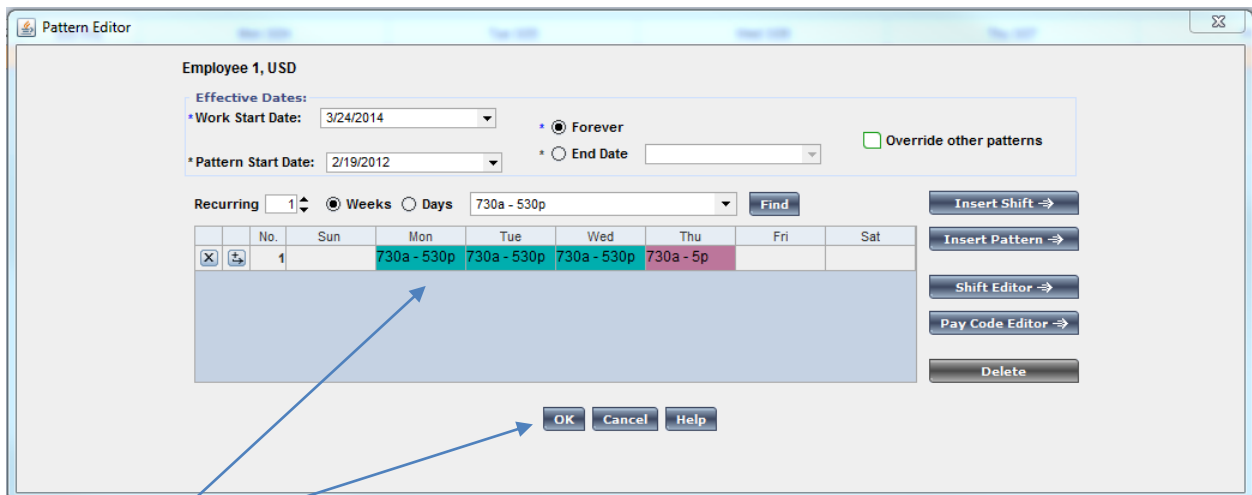
14. Enter a **Work Start Date** and **Pattern Start Date** – ideally the beginning of a pay period
 15. Click on **Insert Pattern**



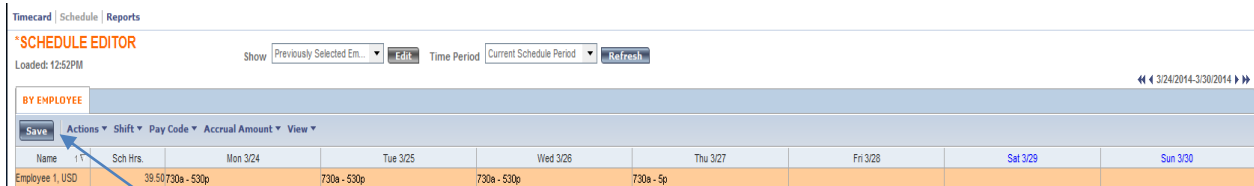
16. Click on the **Pattern** (make sure hours and days match)
17. Click **OK**



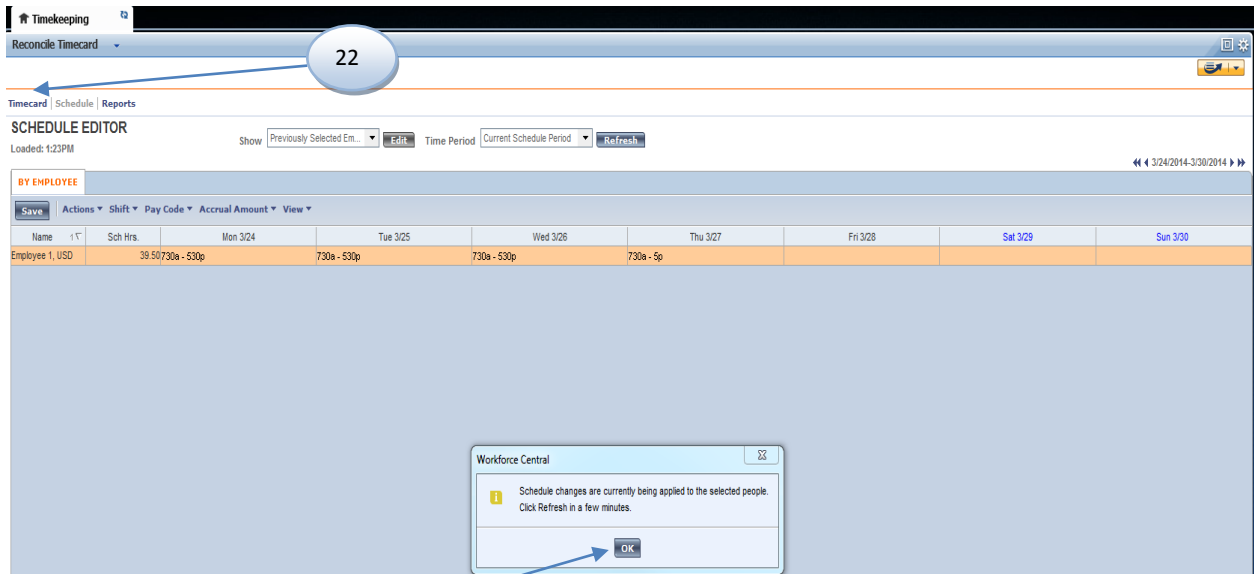
18. Click **Yes** to continue



19. The Pattern will appear in the screen and if it looks OK then **Click OK**

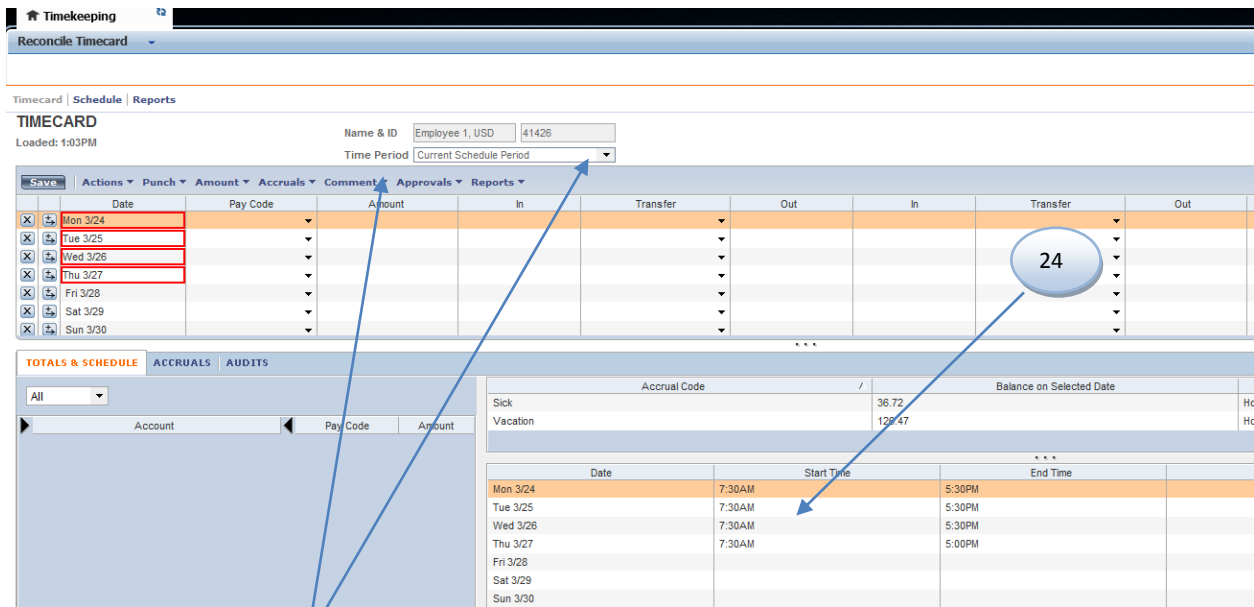


20. Click **Save**



21. Click on **OK**

22. Click on **Timecard** (in the upper left corner)



23. Click the **Time Period** for the **Current Pay Period**

24. Review in the bottom right hand corner to see if the **Schedule** loaded properly