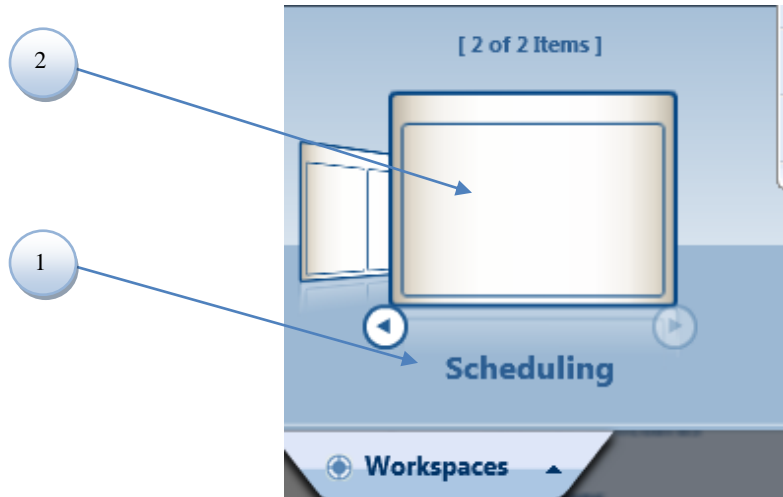
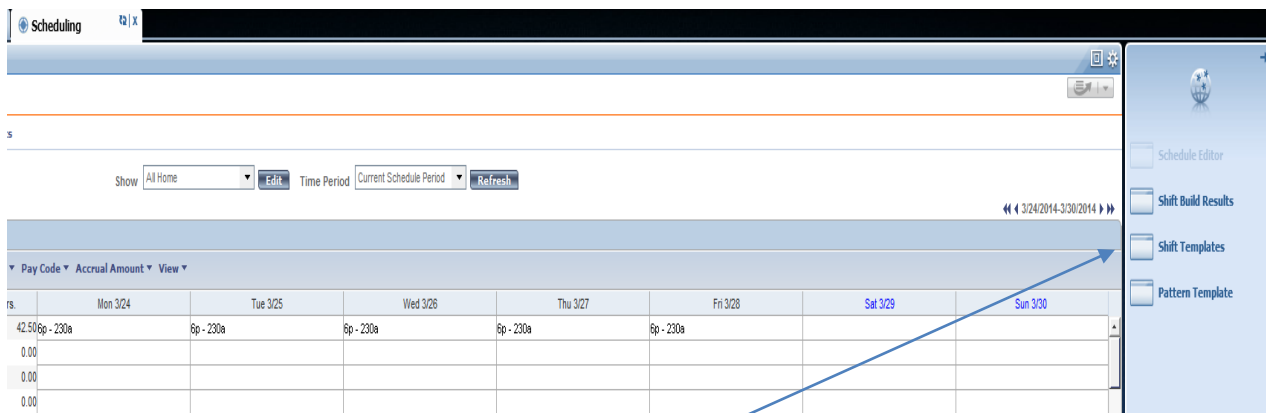


# To Add a Kronos Shift Template

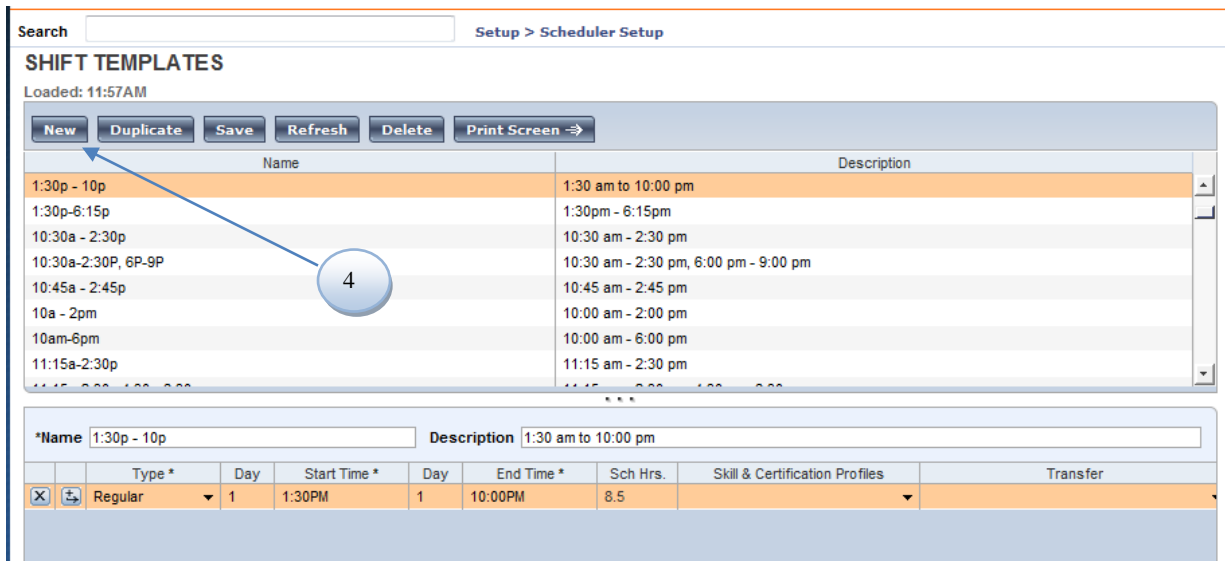
Log into Kronos



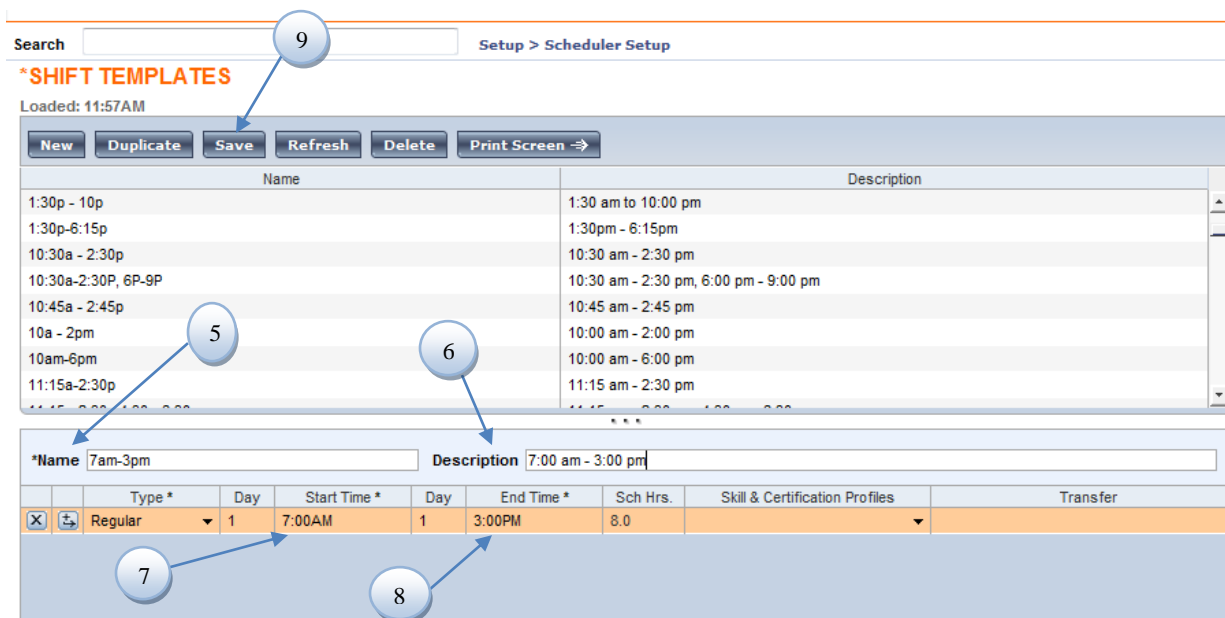
1. Click in the **Workspace** and the arrow key until you see **Scheduling**.
2. Click in the window for the **Scheduling** to show up.



3. Click on **Shift Templates** under **Scheduler Setup**



#### 4. Click on New



5. **Name** - enter the shift start and end time with am and pm (this has limited characters)
6. **Description** – enter the shift start and end time with am and pm
7. **Start Time** – enter the start of the shift with am or pm
8. **End Time** – enter the end of the shift with am or pm
9. Click **Save**

You should be able to see the new shift template

You can now go back to the employee's timecard and schedule to add this shift template