A schedule template allows users to quickly apply a set of shifts to staff who work the same shifts on a regular basis. A schedule pattern template consists of one or more shifts that repeat over a specified time period and have been saved for reused. Shift templates make this process easier and decrease an otherwise time-consuming task. Shift templates are shifts that have a name along with a defined segments and attributes, but no date or assigned employee.
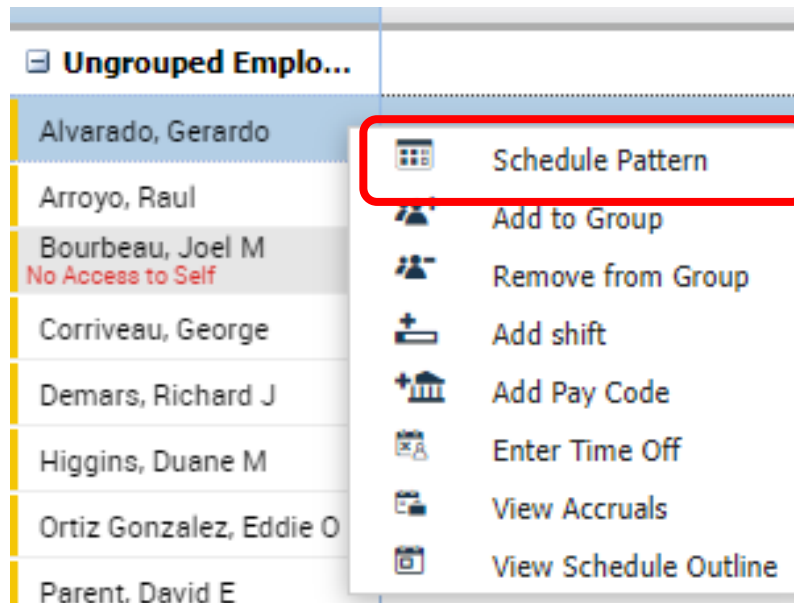
Creating and adding schedule templates

1 Access the **Kronos** log on page.

2 Log in using your credentials.

3 On the right side of the screen, click on 'Schedules'
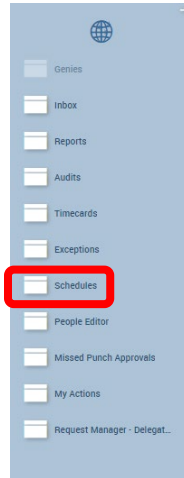
4 Right click on the employee that the schedule template needs to be added to and click on 'Schedule Pattern'

Creating and adding schedule templates *continued*

5   Enter the anchor date; this will be the Sunday of the week that the schedule template should start

6   Enter the start date; this will be the date that the schedule template should start

7   Depending on the type of schedule and business need, either an end date should be entered or the option also exists to allow the schedule to continue without an end date, simply slick the 'Forever' button for this option

Creating and adding schedule templates *continued*

8 It is recommended to check off the 'Override Other Patterns' to avoid schedule templates from updating and creating multiple schedule templates for an employee; while this step is optional, it is highly recommended to avert schedule duplication

9 Either a premade template can be selected or a new one can be entered. To select an existing template, click on the 'Add Shift'. Alternatively, the schedule can be entered manually into the weekly box by clicking the '+' button for each time period.

10 Review the schedule and ensure all the data is correct and then proceed to click the 'apply' button to save the schedule for the employee.

Creating and adding schedule templates *continued*

11   A new window will appear with the schedule pattern. Please review the pattern for time and accuracy and once validated, click the 'OK' button.

Schedule Pattern

Assigned to
Demars, Richard J   Primary job   None

|		Start Date	End Date	Duration	Rotation
✎	✕	12/18/2022	Forever	1 week	1 Week:7a - 330p(Mon,Tue,Wed,Thu,Fri)

Add Pattern   OK

12   The weekly view will now display the schedule for all direct reports for the specified period, usually in a weekly format.

	12/18 - 12/24			
Mon 12/19	Tue 12/20	Wed 12/21	Thu 12/22	Fri 12/23
7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM
7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 4:30PM
7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM

13   Once everything has been reviewed, click on the 'Save' button in the top right corner to finalize the changes.

View Comments   Share   Save   Go To
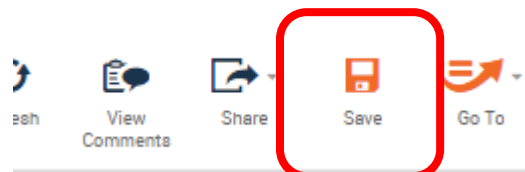
Creating and adding schedule templates *continued*

14 In the event that a schedule pattern needs to be edited or deleted, return to the employee's name and click on 'Schedule Pattern'
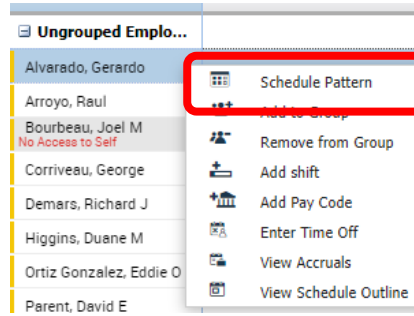
15 When the employee's pattern appears, click on the 'pencil' icon to edit the pattern or the 'X' icon to delete the pattern.

13 Once everything has been updated, click on the 'OK' button to finalize the changes.