

## Self-Service: Creating Schedules

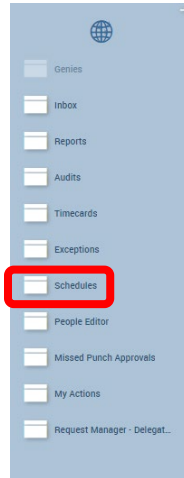
Creating a schedule allows you to create, edit, and track schedule for employees in the locations that they work at. You may create different schedules for employees with difference display options, timeframes, and other data formats to easily plan and coordinate employee schedules.

### Creating A Schedule

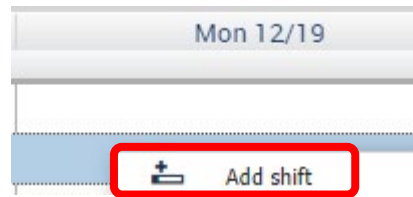
1 Access the **Kronos** log on page.

2 Log in using your credentials.

3 On the right side of the screen, click on 'Schedules'



4 Right click on the day of the week that you would like to add the schedule for the employee and on the menu, select the 'Add Shift' link



5 To use an existing schedule template, click on the 'Insert Template' link and select from the templates that appear

### Add Shift

Assigned to

Alvarado, Gerardo

Shift Details 12:00am-1:00am(1.00h)

Primary Job None

Insert Template

Shift Label

Repeat this shift for 1 days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+ x	12/19/2022	Regular	12:00am	1:00am	12/19/2022	1.00			

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Apply

### Creating A Schedule *continued*

- 6** If an existing schedule template doesn't exist, you will need to type in a new schedule manually. To do this, simply click on the '+' button to the left to add a shift. You will need to click the '+' button each time a break needs to be added or there is a split in the shift.

#### Add Shift

Assigned to: Alvarado, Gerardo    Shift Details: 12:00am-1:00am(1.00h)    Primary Job: None

Insert Template:    Shift Label:    Repeat this shift for: 1 days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
<b>+</b> <b>x</b>	12/19/2022	Regular	12:00am	1:00am	12/19/2022	1.00			

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- 7** To duplicate the shift on another day of the week, be sure to enter the repeat details in the box shown below.

#### Add Shift

Assigned to: Alvarado, Gerardo    Shift Details: 12:00am-1:00am(1.00h)    Primary Job: None

Insert Template:    Shift Label:    Repeat this shift for: 1 days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
<b>+</b> <b>x</b>	12/19/2022	Regular	12:00am	1:00am	12/19/2022	1.00			

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- 8** Once all of the shifts have been added, simply click on the 'Apply' button to save the changes.

#### Add Shift

Assigned to: Alvarado, Gerardo    Shift Details: 12:00am-1:00am(1.00h)    Primary Job: None

Insert Template:    Shift Label:    Repeat this shift for: 1 days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
<b>+</b> <b>x</b>	12/19/2022	Regular	12:00am	1:00am	12/19/2022	1.00			

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### Creating A Schedule *continued*

9 Once all the shifts and schedules have been entered and reviewed, click on the 'save' button.

