Workforce Timekeeper™
Maintaining Schedules

KRONOS®

Viewing the Schedule Planner widget

● From **the Related Items** pane, activate the **Schedules** widget.

Names
Lists employees for the selected time period and location.

Context Selector
Identifies the employees who appear on the page and the time span you are viewing.

Calendar headings
Identifies weeks, days, and times for the selected time period. Click headings to zoom or expand your view to the increment you select. Drag across days or weeks in the column row to focus the schedule on the selected time span.

Schedules — Current Schedule Period / All Home

Quick Actions | View | Column Selection | Visibility Filter | Select all | Gantt View | Sorting | Tools | Refresh | View Comments | Share | Save | Go To

By Employee — 9/06 - 9/12

Name	Sun 9/06	Mon 9/07	Tue 9/08	Wed 9/09	Thu 9/10	Fri 9/11	Sat 9/12
Adams, Julie		9:00AM - 2:00PM	9:00AM - 2:00PM	9:00AM - 2:00PM	9:00AM - 2:00PM	9:00AM - 2:00PM	
Aguirre, Raymo...		9:00AM - 2:00PM	9:00AM - 2:00PM	9:00AM - 2:00PM	9:00AM - 2:00PM	9:00AM - 2:00PM	
Anderson, Jam...		9:00AM - 5:00PM	9:00AM - 5:00PM	9:00AM - 5:00PM	9:00AM - 5:00PM	9:00AM - 5:00PM	
Arick, Michael		3:00PM - 11:30PM	3:00PM - 11:30PM	3:00PM - 11:30PM	3:00PM - 11:30PM	3:00PM - 11:30PM	
Babson, Mildred		9:00AM - 2:00PM	9:00AM - 2:00PM	9:00AM - 2:00PM	9:00AM - 2:00PM	9:00AM - 2:00PM	
Baker, Ginger							
Billings, Thomas		9:00AM - 2:00PM	9:00AM - 2:00PM	9:00AM - 2:00PM	9:00AM - 2:00PM	9:00AM - 2:00PM	
Boyd, Mary J							
Brooks, Bob		9:00AM - 5:00PM	9:00AM - 5:00PM	9:00AM - 5:00PM	9:00AM - 5:00PM	9:00AM - 5:00PM	
Carpenter, Jill		11:00PM - 7:30AM	11:00PM - 7:30AM	11:00PM - 7:30AM	11:00PM - 7:30AM	11:00PM - 7:30AM	

Shifts and Pay Codes
Displays cells containing scheduled shifts and pay codes for the selected time period.

Ind	All Days	Sun 9/06	Mon 9/07	Tue 9/08	Wed 9/09	Thu 9/10	Fri 9/11	Sat 9/12
Emplo...	1100:00	0:00	220:00	220:00	220:00	220:00	220:00	0:00
Emplo...	155.000	0.000	31.000	31.000	31.000	31.000	31.000	0.000

Indicators
Lists the value of selected indicators for each schedule day in the selected context.

Note: You may have limited access to some of the features shown here; it depends on how Workforce Timekeeper is configured for you.

Viewing the Schedule Outline for One Employee

1 Access the Schedule Planner widget.

2 Right-click an employee.

3 Select **More Actions> View Schedule Outline**.

The Schedule Outline displays a summary view of an employee's shifts, pay codes, and schedule group assignments.

Schedule Outline

Assigned to: Babson, Mildred

Primary job: Organization/MFG/SE/Miami/Olsen/Dist/Rec/REC

Time Period 9/13/2015 - 9/19/2015

Type	Name	Start Date	End Date	Details
Pay Code	Vacation	9/18/2015	9/18/2015	Vacation 4:00, Fri
Pattern	1 Week	6/02/2008	Forever	1 Week: 9a - 2p(Mon,Tue,Wed,Thu,Fri)
Pattern	1 Week	9/13/2015	9/18/2015	1 Week: 10a - 2p(Mon,Tue,Wed,Thu,Fri)

OK

In this example
Pat is scheduled for:

- A Vacation pay code that overrides the 10a-2p schedule pattern on September 18, 2015.
- The 9a-2p schedule pattern from June 2, 2008 to Forever.
- The 10a-2p schedule pattern from September 13, 2015 through Sept 18, 2015.

Scheduling a Shift Using In-Cell Editing

1 Click a **cell** in the Schedule Planner widget.

2 Enter one of the following:
- Shift start and end times, such as 7-330p.
- Shift label, such as D8.

Scheduling a Shift by Applying a Shift Template

1 Click the **Quick Actions** icon in the Schedule Planner widget.

2 Click the **Insert Shift Template** Quick Action.

3 Click the **cell** in the schedule grid where you want to apply the shift template.

Scheduling a Shift Using the Shift Editor

1 Right-click the **cell** in the Schedule Planner widget where you want to schedule a shift.

2 Click the **Add Shift** icon.

3 Optionally, enter a **Shift Label** OR click **Insert Template** to select a shift template to insert.

4 Use the graphic to drag the boundaries to the start and end times of the shift OR for each shift segment:
- Select a shift type.
- Enter the shift start and end times.
- If the shift type is Transfer or Off, specify a labor account transfer, job transfer, and/or work rule transfer.

5 Click **Apply**.

Assigning an Employee to a Schedule Group and Schedule Pattern

1 In the Schedule Planner widget, select **View>By Schedule Group**.

2 Select one or more **employees**.

3 Right-click the **selected employees**, and select **Add to Group**.

4 Select the **new schedule group assignment**.

5 Select start and end dates, and then click **Apply**.

6 Right-click the **schedule group heading** of the group to which you assigned the selected employees, and select **Schedule Pattern**.

7 Click **Add Pattern**.

8 Enter work start and end dates, specify a pattern, and click **Apply**.

Scheduling a Pay Code

1 Click in a **cell** in the Schedule Planner widget.

2 Select **Add Pay Code**.

3 From the **Pay Code** drop-down list, select a **pay code**.

4 Enter the **number of hours** or select the increment of time.

5 Enter a **Start Time** for the pay code.

6 Select the **Override Shift** check box if the pay code will replace a shift. Additionally, select an option to specify whether the pay code will replace the whole shift or only a partial shift.

Clear the check box if the pay code is in addition to the shift.

7 Enter the **number of days** that you want this pay code to repeat.

8 Optionally, specify a job, labor account, and/or work rule transfer.

9 Optionally, add one or more comments.

10 Click **OK**.