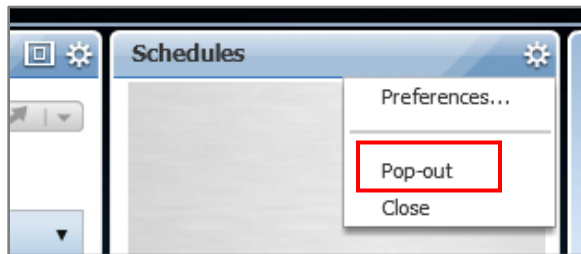


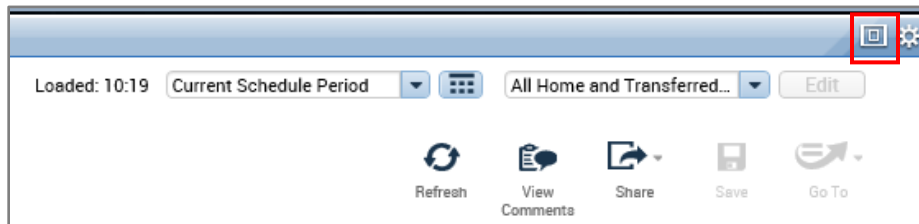
Edit an Existing Schedule Pattern in Kronos

Access Schedules

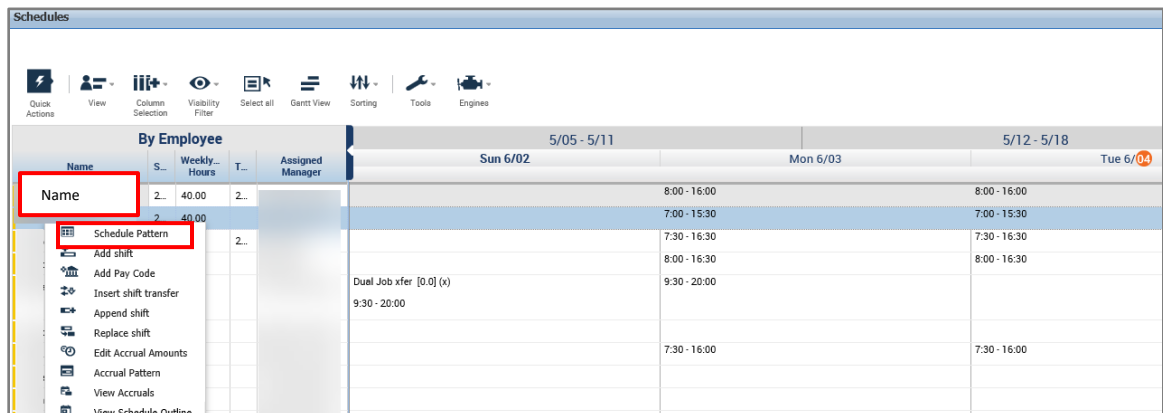
- Pop out Schedules



- Maximize the screen





- In *Schedules* or the *Schedule Planner*
 - *Right Click* on the team members name and select *schedule pattern*





Schedule Pattern

Assigned to [Redacted] Primary job None

	Start Date	End Date	Duration	Rotation
 	11/20/2016	Forever	1 week	1 Week:7 - 1530(Mon,Tue,Wed,Thu,Fri)



- Click on the pencil to edit the schedule



- The current schedule pattern displays, in this case the team member will change their schedule and work 0800-1630

Schedule Pattern

Assigned to [Redacted] Primary job None

	Start Date	End Date	Duration	Rotation
 	11/20/2016	Forever	1 week	1 Week:7 - 1530(Mon,Tue,Wed,Thu,Fri)



Edit Pattern

Anchor Date:* Start Date:* End Date:*

Forever

Define Pattern for:* Week(s) Day(s) Override Other Patterns

Add Shift | Add Pay Code | Shift Template | Pattern Template |

	No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
 	1		7-1530	7-1530	7-1530	7-1530	7-1530	

- Change the *Anchor Date/Start Date* to the Sunday which is the beginning of the pay period. (Example uses 6.2.19)
- Ensure *Override Other Patterns* and *Forever* are selected
- Change the *Pattern Template* to 0800-1630 from the dropdown

Mon-Fri, 8a-4... Monday - Friday, 0800-1630



Schedule Pattern

Assigned to [Redacted] Primary job None

Start Date	End Date	Duration	Rotation
11/20/2016	Forever	1 week	1 Week:7 - 1530(Mon,Tue,Wed,Thu,Fri)

Edit Pattern

Anchor Date:* 6/02/2019 Start Date:* 6/02/2019 End Date:* [Empty] Clear

Forever

Define Pattern for:* 1 Week(s) Day(s) Override Other Patterns

Add Shift | Add Pay Code | Shift Template | Pattern Template 8-1630 Find

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		8-1630	8-1630	8-1630	8-1630	8-1630	

Cancel Apply

- Click *Apply*
- Select *OK* if the schedule pattern is correct

Schedule Pattern

Assigned to [Redacted] Primary job None

Start Date	End Date	Duration	Rotation
6/02/2019	Forever	1 week	1 Week:8 - 1630(Mon,Tue,Wed,Thu,Fri)

Add Pattern OK

- Save the schedule
- The team member's schedule will display as below.

Schedules

Quick Actions | View | Column Selection | Visibility Filter | Select all | Gantt View | Sorting | Tools | Engines

By Employee				5/05 - 5/11	5/12 - 5/18
Name	S...	Weekly... Hours	T...	Assigned Manager	
	2..	40.00	2..	Fulkerson, Willi...	8:00 - 16:00
	8..	40.00		Mersh, Vickie V	8:00 - 16:30



Additional Questions?

- Call the Help Desk at 434-924-5334
OR
- Go to KNOWLEDGELINK and enter a ticket online



See job aid located on the *Kronos Welcome Page* titled:
Submit a Help Desk Ticket On-line