

## Edit an Existing Schedule Pattern in Kronos

## **Access Schedules**

• Pop out Schedules

•	Schedules	*
<b>*</b>   •		Preferences
		Pop-out
-		Close
•		

• Maximize the screen



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

Schedules											
Quick Actions	View Column Selection	<b>●</b> • Viaibility Filter	Select a	II Gantt View	Sorting Tools	Engines					
	By Em	ployee					5/05 - 5/11			5/12 - 5/1	8
Nar	ne S	Weekly Hours	T	Assigned Manager		Sun 6/02		M	ton 6/03		Tue 6/04
Name	2	40.00	2		Ĩ			8:00 - 16:00		8:00 - 16:00	
	2	40.00						7:00 - 15:30		7:00 - 15:30	
	Schedule Pattern		2					7:30 - 16:30		7:30 - 16:30	
	Add shift							8:00 - 16:30		8:00 - 16:30	
70	Add Pay Code				Dual Job xfer [0.0] (x	t)		9:30 - 20:00			
E.+	Append shift				9:30 - 20:00						
	Replace shift										
ଂଭ	Edit Accrual Amoun	ts						7:30 - 16:00		7:30 - 16:00	
	Accrual Pattern										
R.	View Accruals										
đ	View Schedule Outli	ine									

Rev. 1.29.21



Schedule Pattern									
Assigned to Primary job None									
		Start Date	End Date	Duration	Rotation				
ø	×	11/20/2016	Forever	1 week	1 Week:7 · 1530(Mon,Tue,Wed,Thu,Fri)				
Add Pattern OK									

• 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

2	Assigned to									
Primary job None										
Start Date End Date Duration Rotation										
0 X	11/20/2	.016 For	rever	1 week	1 Week:7 - 1530	)(Mon,Tue,Wed,	Thu,Fri)			
Override Other Pattern										
	No	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	INO.									

- 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

## **WVAHealth**



Schedule Pattern									
Assigned to									
Primary job None									
Start Date End Date Duration Rotation									
X 11/20/2016 Forever 1 week 1 Week: 7 · 1530(Mon,Tue,Wed,Thu,Fri)									
Anchor Date:* 6/02/2019 Start Date:* 6/02/2019 End Date:* Clear Define Pattern for:* 1 • Week(s) O Day(s)   Add Shift   Add Pay Code   Shift Template x Pattern Template x									
No. Sunday Monday Tuesday Wednesday Thursday Friday Saturday									
+ ×	1		8-1630	8-1630	8-1630	8-1630	8-1630		
	Cancel								

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

\$	Schedule Pattern									
1	Assigned to									
	Primary job None									
			Start Date	End Date	Duration	Rotation				
	P	×	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         View         Column         Vability         Select all           Actiona         View         Selection         Filter	Gantt View Sorting Tools E	nginea		
By Employee		5/05 - 5/11		5/12 - 5/18
Name S Weekly T	Assigned Manager	Sun 6/02	Mon 6/03	
2 40.00 2 Fu	Ilkerson, Willi		8:00 - 16:00	8:00 - 16:00
8 40.00 Ma	arsh, Vickie V		8:00 - 16:3	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