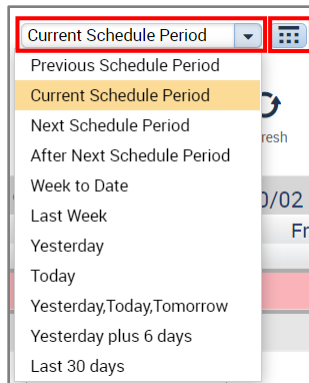




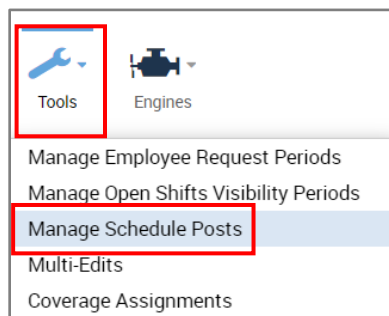
Posting the Schedule

Posting the Schedule for Employees

- Once the schedule is satisfactory and all updates are entered, the next step is to make the schedule available for team members to know their work schedule
 - Posting the schedule will save a copy to the database and creates an audit trail
 - Once the schedule is posted, it is visible to employees from *Employee Self-Service*
- Select the *Time Period* that you want to *Post* the schedule in the *Schedule Planner*



- Go to *Tools* menu and select *Manage Schedule Posts*





- If *Time Period* is accurate click on *Post*

Manage Schedule Posts

Post Schedule ▾

Location: All Home Locations Time Period: 10/16/2022 - 11/26/2022 **Post**

Posted Schedules ▾

Filter by location: All Unpost

Date	Time	User	Location	Job	Date Range
No data to display					

Audit ▾

Done

- A warning box pops up
 - Verify the schedule is correct
 - Enter yes

Post Schedule

⚠ Are you sure that you want to post the schedule for the displayed locations and jobs for time period?

10/16/2022 - 11/26/2022

Cancel **Yes**

- After entering *Yes* the *Manage Schedule Posts* opens
 - Select dates
 - Enter *Done*

Manage Schedule Posts

Post Schedule ▸

Posted Schedules ▾

Filter by location: All Unpost

Date	Time	User	Location	Job	Date Range
9/19/2022	8:57	ksched1	UVAHS/MC/PCS/TRN/TRN 16	PCA	10/16/2022 - 11/26/2022

Audit ▾

Done



- If the schedule needs to be *unposted*, the *Unpost* option can be utilized.

Manage Schedule Posts

Post Schedule ▾

Location: All Home Locations Time Period: 10/16/2022 - 11/26/2022

Posted Schedules ▾

Filter by location: All ▾

<input checked="" type="checkbox"/>	Date	Time	User	Location	Job	Date Range	<input type="button" value="Unpost"/>
<input checked="" type="checkbox"/>	9/19/2022	8:57	ksched1	UVAHS/MC/PCS/TRN/TRN 16	PCA	10/16/2022 - 11/26/2022	

Audit ▾

Manage Schedule Posts

Post Schedule ▾

Location: All Home Locations

Posted Schedules ▾

Filter by location: All ▾

<input checked="" type="checkbox"/>	Date	Time					Date Range	<input type="button" value="Unpost"/>
<input checked="" type="checkbox"/>	9/19/2022	8:57					10/16/2022 - 11/26/2022	

Audit ▾

Unpost Schedule

⚠ Are you sure that you want to unpost the selected schedules for their entire date ranges?

Note:

- Team members are able to view the schedule while it is being balanced
- Please inform team members that their requests are not finalized until the schedule is posted

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