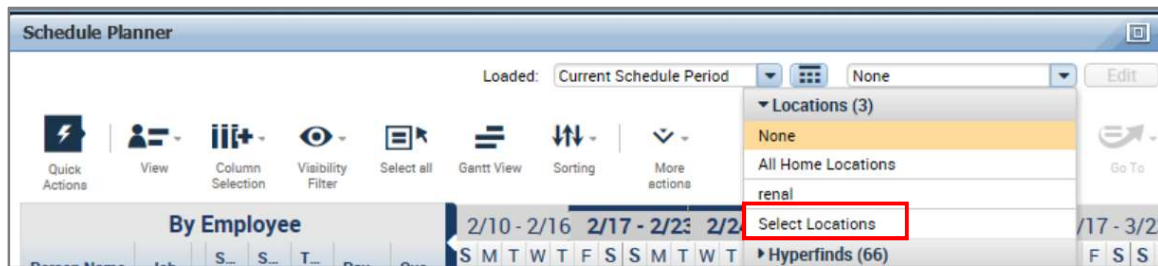




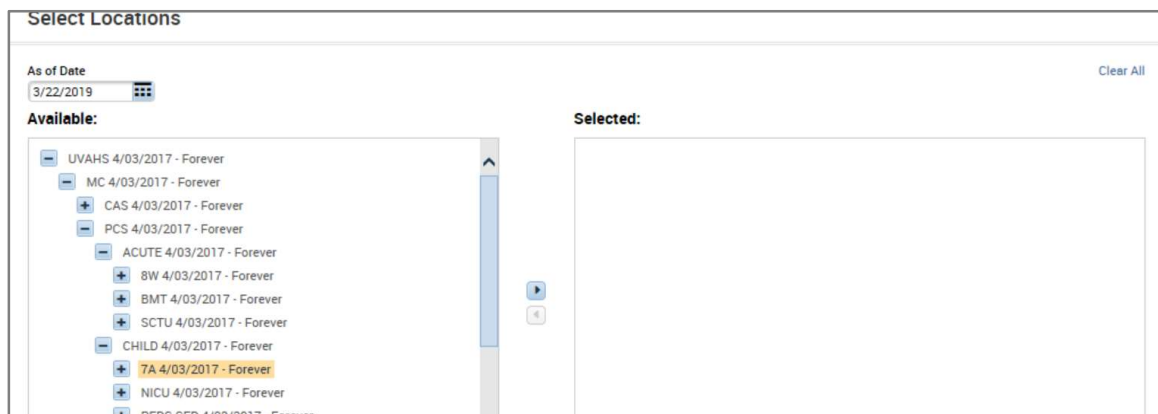
# Schedule Generation

## Open up the Schedule Planner

- To create a location based query, open the unit/department dropdown
  - Scroll and click *Select Locations*



- From the *Select Locations* window that opens:
  - Select one department only
  - As a timekeeper/manager when schedules need to be generated for multiple departments use a separate Location Based Query for each
    - Create each location based query separately



- With the department highlighted
  - Click on the right arrow to move the department from the available locations to the selected location



Select Locations

As of Date: 3/22/2019 Clear All

**Available:**

- UVAHS 4/03/2017 - Forever
- MC 4/03/2017 - Forever
  - CAS 4/03/2017 - Forever
  - PCS 4/03/2017 - Forever
    - ACUTE 4/03/2017 - Forever
      - 8W 4/03/2017 - Forever
      - BMT 4/03/2017 - Forever
      - SCTU 4/03/2017 - Forever
    - CHILD 4/03/2017 - Forever
      - 7A 4/03/2017 - Forever
      - NICU 4/03/2017 - Forever

**Selected:**

UVAHS/MC/PCS/CHILD/7A

*Note: A red box highlights the right arrow button between the Available and Selected lists.*

- Click on Save As and give the query a recognizable name (easy to identify when needed) – see example on next page

Select Locations

As of Date: 3/22/2019

**Available:**

- UVAHS 4/03/2017 - Forever
- MC 4/03/2017 - Forever
  - CAS 4/03/2017 - Forever
  - PCS 4/03/2017 - Forever
    - ACUTE 4/03/2017 - Forever
      - 8W 4/03/2017 - Forever
      - BMT 4/03/2017 - Forever
      - SCTU 4/03/2017 - Forever
    - CHILD 4/03/2017 - Forever
      - 7A 4/03/2017 - Forever
      - NICU 4/03/2017 - Forever
      - PEDS SED 4/03/2017 - Forever
      - PICU 4/03/2017 - Forever
      - DUAL JOB 4/03/2017 - Forever

**Selected:**

UVAHS/MC/PCS/CHILD/7A

*Note: A red box highlights the 'Save As' button at the bottom left of the interface.*



**Select Locations**

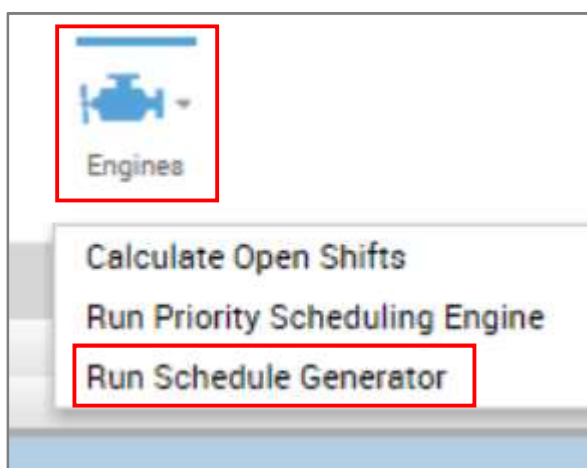
As of Date  
3/22/2019

**Available:**

- UVAHS 4/03/2017 - Forever
- MC 4/03/2017 - Forever
- CAS 4/03/2017 - Forever
- PCS 4/03/2017 - Forever
- ACUTE 4/03/2017 - Forever
  - 8W 4/03/2017 - Forever
  - BMT 4/03/2017 - Forever
  - SCTU 4/03/2017 - Forever
- CHILD 4/03/2017 - Forever
  - 7A 4/03/2017 - Forever
  - NICU 4/03/2017 - Forever
  - PEDS SED 4/03/2017 - Forever
  - PICU 4/03/2017 - Forever
- DUAL JOB 4/03/2017 - Forever

Saved Location Name: 7A All jobs

- Click on OK to exit the Select Hyperfind Location screen
- To run the Schedule Generator, click on the Engines icon and select Run Schedule Generator





- The Schedule Generator screen will appear.
  - Enter the start and end date
  - Enter the job(s) to generate the schedule

**Run Schedule Generator**

Start date: \* 3/10/2019

End date: \* 3/23/2019

Settings: \* 7A PCAs

Cancel Start

- Click Start and the system will create the open shifts
- If you have multiple schedule generators and you are unsure of the schedule generator(s) that need to be ran, please reach out to the Kronos team for guidance.

## 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*