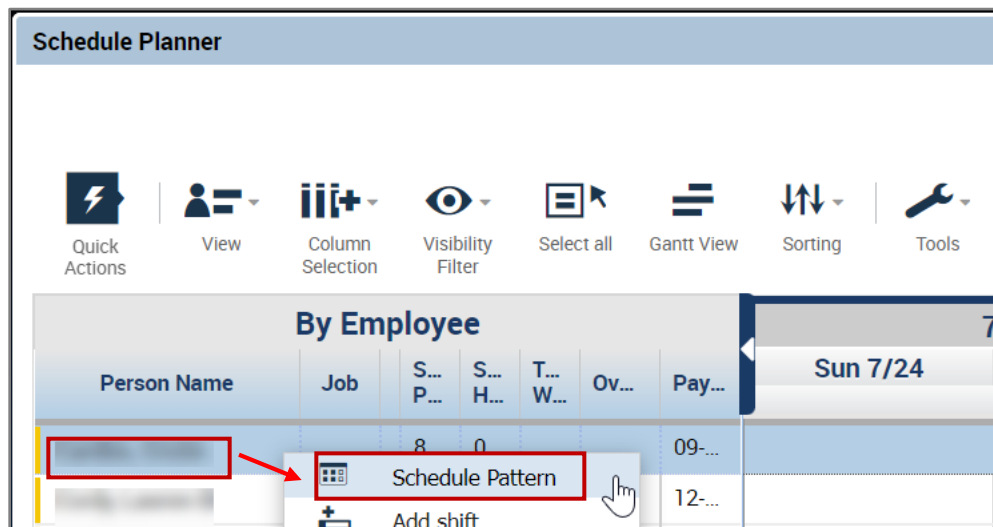


Create a Schedule Using Schedule Patterns

Team Member Works the Same Weekly Schedule Patterns (Using Prebuilt Pattern Templates)

To create a *Schedule Pattern* for the team member who works the same weekly pattern - Sunday through Saturday

- Open *Schedule Planner*
 - Highlight the team member to select them
 - *Right Click* and select *Schedule Pattern*



- From the *Schedule Pattern* enter the *Anchor Date* and *Start Date*
 - *Anchor Date* and *Start Date* should be the same day
 - Use *Pay Period* begin date Sunday (in this example, 7-24-2022)



Schedule Pattern

Assigned to
[Redacted] Primary job None

Start Date	End Date	Duration	Rotation
------------	----------	----------	----------

Add Pattern

Anchor Date:* 7/24/2022 Start Date:* 7/24/2022 End Date:* Clear

Forever

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

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

Items in rotation Find

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1							

Cancel Apply

- Pick the appropriate *Pattern Template* (example uses Mon-Fri 7a-1530)
 - Not all schedule patterns are available to select in the pattern templates
 - To view available patterns, scroll down using the scroll bar
 - Example following this for creating a *Pattern Template* if not available following this example

Add Pattern

Anchor Date:* 7/24/2022 Start Date:* 7/24/2022 End Date:* Clear

Forever

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

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

Items in rotation Find

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1							

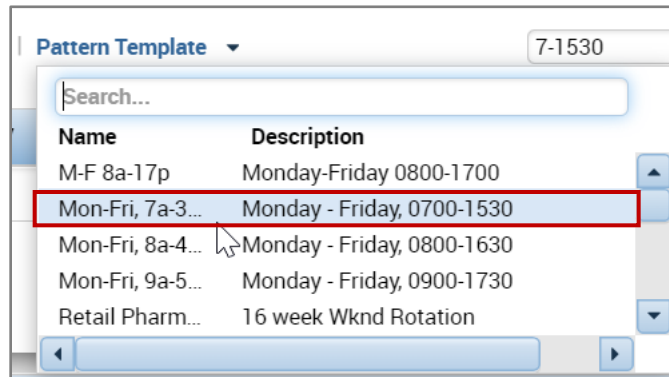
Search...

Name	Description
M-F 8a-17p	Monday-Friday 0800-1700
Mon-Fri, 7a-3...	Monday - Friday, 0700-1530
Mon-Fri, 8a-4...	Monday - Friday, 0800-1630
Mon-Fri, 9a-5...	Monday - Friday, 0900-1730
Retail Pharm...	16 week Wknd Rotation

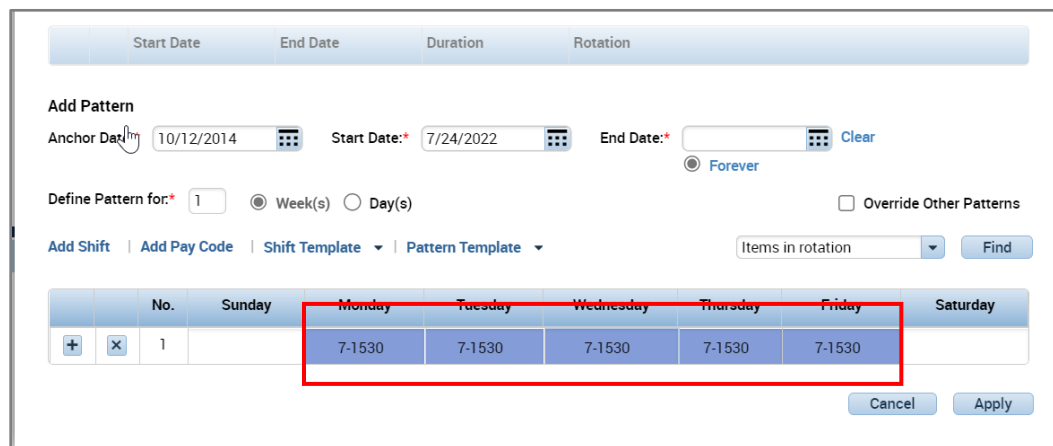
Cancel Apply



- Select the pattern by highlighting it to populate the *Schedule Pattern*



- After selecting the pattern template, the shifts will populate in the days of the week identified for the pattern.
 - If the pattern is selected from the *Pattern Template* drop down, the *Anchor Date* will change to the date that the template was created
 - Ensure the Anchor Date matches the Start Date. In the example below, we are using 7.24.22 (beginning of the new pay period)



- *End Date* for the *Schedule Pattern*
 - If the pattern repeats weekly, select *Forever* (radio button)
 - If the pattern is for a short period of time, enter the *End Date*
 - Note the *Anchor Date* has been changed to 7.24.22 in the below screen print



Add Pattern

Anchor Date:* 7/24/2022 Start Date:* 7/24/2022 End Date:* Clear

Forever

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

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

Items in rotation Find

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

Cancel **Apply**

- Select Apply
- Review the Schedule Pattern to verify accuracy

Schedule Pattern

Assigned to
Cambio, Cristin Primary job None

Start Date	End Date	Duration	Rotation
7/24/2022	Forever	1 week	1 Week:7 - 1530(Mon,Tue,Wed,Thu,Fri)

Add Pattern **OK**

- Select OK if correct (example shows 7-1530, Monday through Friday)

Schedule Planner

Loaded: 14:59 7/24/2022 - 8/06/2022 2601 Thomas Dillon Edit

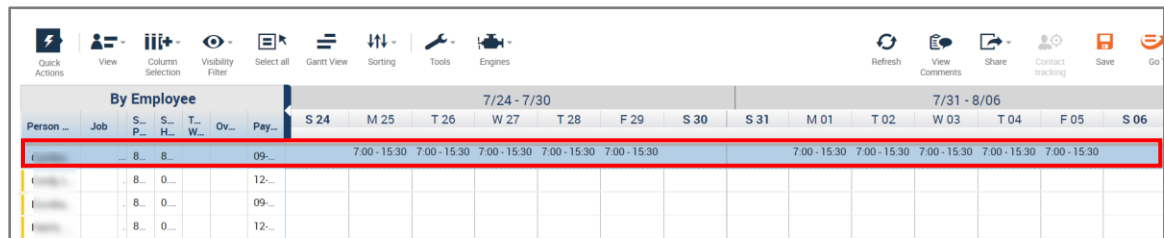
Quick Actions | Column Selection | Visibility Filter | Sorting | More actions

Refresh | View Comments | Share | Contact tracking | Save | Go To

By Employee							7/24 - 7/30			7/31 - 8/06				
Person Name	Job	S... P...	S... H...	T... W...	Ov...	Pay...	S 24	M 25	T 26	W 27	T 28	F 29	S 30	S 31
		8...	8...			09...	7:00 - 15	7:00 - 15	7:00 - 15	7:00 - 15	7:00 - 15	7:00 - 15		
		8...	0...			12...								

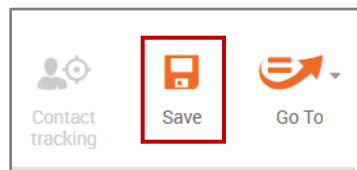


- *Schedule Planner* shows the team members weekly repeating schedule (Monday through Friday 0700-1530)



By Employee						7/24 - 7/30					7/31 - 8/06									
Person	Job	S-P	S-H	T-W	Ov	Pay	S 24	M 25	T 26	W 27	T 28	F 29	S 30	S 31	M 01	T 02	W 03	T 04	F 05	S 06
		8..	8..			09--	7:00-15:30	7:00-15:30	7:00-15:30	7:00-15:30	7:00-15:30	7:00-15:30			7:00-15:30	7:00-15:30	7:00-15:30	7:00-15:30	7:00-15:30	
		8..	0..			12--														
		8..	0..			09--														
		8..	0..			12--														

- To commit the changes to the schedule, *Click Save*



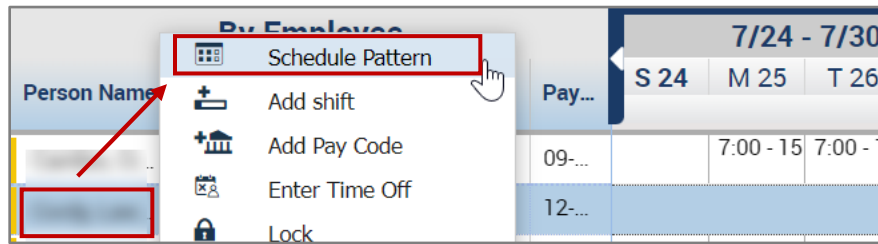
- The save icon will change from orange to gray after the changes have been saved.
- The team member's schedule will be gray out until the application processes the change
- Click refresh

Creating a Schedule Pattern without using a Pattern Template

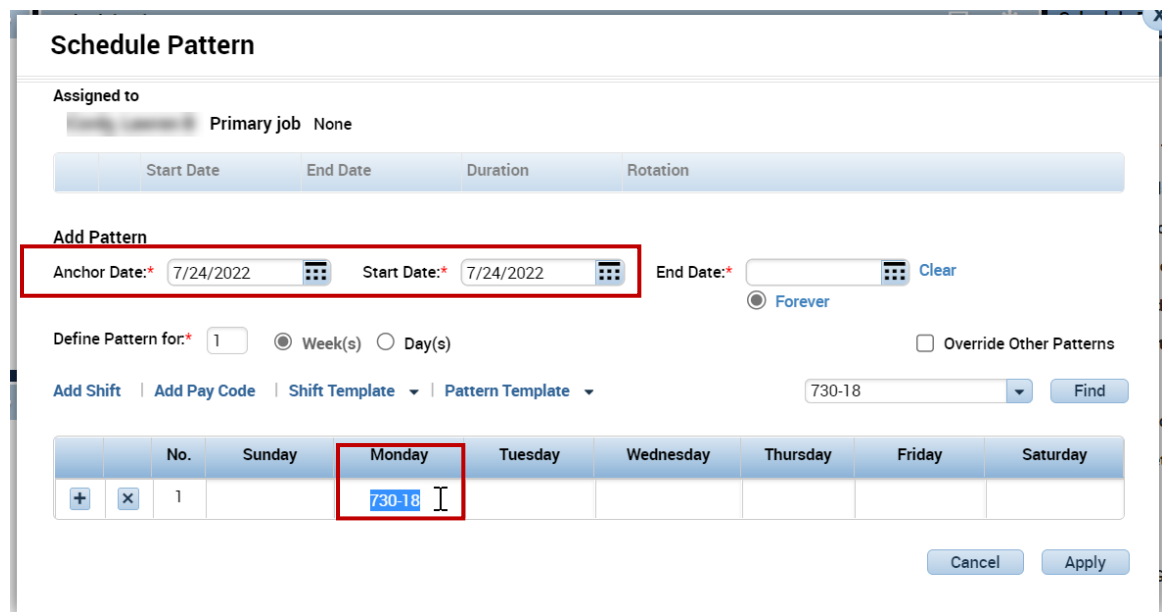
To Create a Schedule Pattern:

(In this example, the team member works 10 hour shifts on Monday, Tuesday, Thursday, and Friday from 0730-1800)

- Open *Schedule Planner*
 - Select the team member
 - *Right Click* and select *Schedule Pattern*



- From the Schedule Pattern enter the *Anchor Date* and *Start Date*
 - *Anchor Date* and *Start Date* should be the same day
 - Use *Pay Period* begin date Sunday (in this example, 7-24-2022)
 - In the first date of the team member’s weekly repeating pattern, type the start and end time



- *Right Click* and *Copy* the shift
 - *Paste* the *Shift* into the cells for Tuesday, Thursday and Friday



Add Pattern

Anchor Date:* 7/24/2022 Start Date:* 7/24/2022 End Date:* Clear

Forever

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

Add Shift | Add Pay Code | Shift Template | Pattern Template 730-18 Find

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		730-18	730-18		730-18		

- Verify the pattern is correct and *Click Apply*

Add Pattern

Anchor Date:* 7/24/2022 Start Date:* 7/24/2022 End Date:* Clear

Forever

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

Add Shift | Add Pay Code | Shift Template | Pattern Template 730-18 Find

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		730-18	730-18		730-18	730-18	

- Click OK* to view the repeating schedule in the *Schedule Planner*

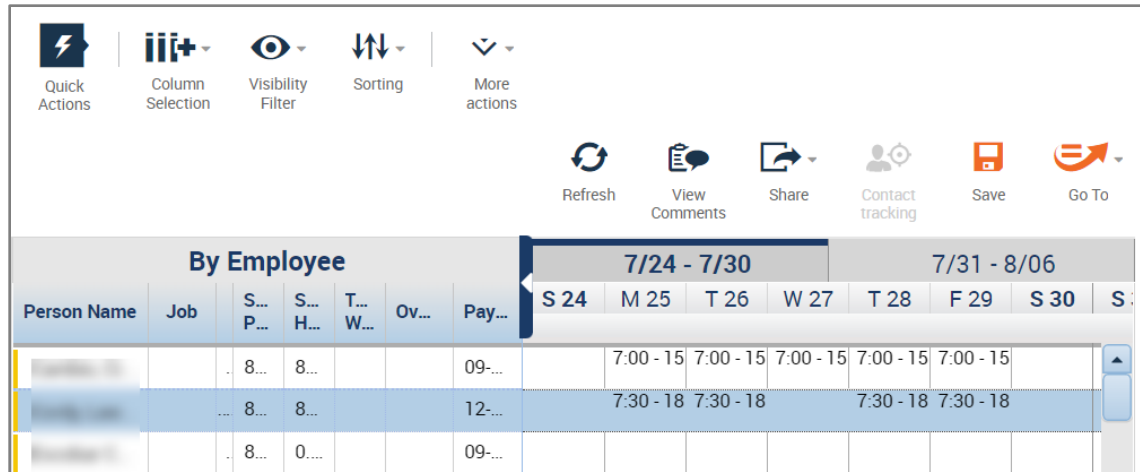
Schedule Pattern

Assigned to
Cordy, Lauren B Primary job None

Start Date	End Date	Duration	Rotation
7/24/2022	Forever	1 week	1 Week: 730 - 18(Mon,Tue,Thu,Fri)

- If the team member's schedule pattern is correct, *click* the orange *Save Icon* to commit the schedule pattern to the schedule

Caution: Selecting refresh or leaving the schedule planner without saving the information will not change or add the schedule pattern for the team member

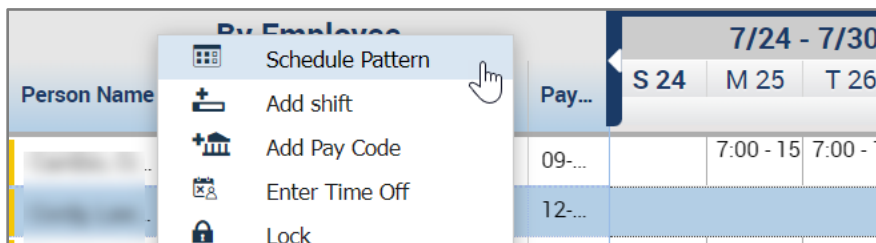


By Employee							7/24 - 7/30			7/31 - 8/06				
Person Name	Job	S... P...	S... H...	T... W...	Ov...	Pay...	S 24	M 25	T 26	W 27	T 28	F 29	S 30	S 31
		8...	8...			09...		7:00 - 15	7:00 - 15	7:00 - 15	7:00 - 15	7:00 - 15		
		8...	8...			12...		7:30 - 18	7:30 - 18		7:30 - 18	7:30 - 18		
		8...	0...			09...								

Team Member Works Different Shifts - Repeating Pattern (example 2 weeks)

To Create a Schedule Pattern:
 (Example – Team member works different shifts in different weeks)

- Open the Schedule Planner
- Select the team member
- Right Click and select Schedule Pattern



From the Schedule Pattern enter the *Anchor Date* and *Start Date*

- *Anchor Date* and *Start Date* should be the same day
- Use Pay Period begin date Sunday (in this example, 7-24-2022)
- In the first date of the team member’s biweekly repeating pattern, type the start and end time
- Right Click and Copy the shift
- Paste the Shift into the cells for Tuesday, Thursday and Friday



Start Date	End Date	Duration	Rotation
------------	----------	----------	----------

Add Pattern

Anchor Date:* 7/24/2022 Start Date:* 7/24/2022 End Date:* Clear

Forever

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

Add Shift | Add Pay Code | Shift Template | Pattern Template 7-1730 Find

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+ x 1	7-1730		7-1730	7-1730	7-1730		

Cancel Apply

- Select the + in front of week one to add an additional week
 - The Define Pattern will change to 2 instead of 1
- Fill in the days of the week the team member will work in week 2 (remember the shifts can be copied and added to each day the team member needs to be scheduled)
- Once the days of the week for each week has been populated, select Apply
- Note additional weeks can be added if needed

Start Date	End Date	Duration	Rotation
------------	----------	----------	----------

Add Pattern

Anchor Date:* 7/24/2022 Start Date:* 7/24/2022 End Date:* Clear

Forever

Define Pattern for:* 2 Week(s) Day(s) Override Other Patterns

Add Shift | Add Pay Code | Shift Template | Pattern Template Items in rotation Find

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+ x 1	7-1730		7-1730	7-1730	7-1730		
+ x 2		7-1730	7-1730			7-1730	7-1730

Cancel **Apply**

- Verify that the pattern is correct and Click OK



Schedule Pattern

Assigned to [Name] Primary job None

	Start Date	End Date	Duration	Rotation
<input type="checkbox"/>	<input type="text" value="7/24/2022"/>	Forever	2 weeks	2 Weeks:7 - 1730(Sun,Tue,Wed,Thu,Mon,Tue,Fri,Sat)

- Click Save to add the schedule pattern for the team member



- The screenshot below shows the three schedule patterns entered in this job aid
- The patterns will continue to repeat forever if an end date was not entered in the in the schedule pattern

Refresh View Comments Share Contact tracking Save Go To

By Employee								7/24 - 7/30				7/31 - 8/06			
Person Name	Job	S... P...	S... H...	T... W...	Ov...	Pay...	S 24	M 25	T 26	W 27	T 28	F 29	S 30	S 31	
[Name]		8...	8...			09...		7:00 - 15	7:00 - 15	7:00 - 15	7:00 - 15	7:00 - 15			
[Name]		8...	8...			12...		7:30 - 18	7:30 - 18		7:30 - 18	7:30 - 18			
[Name]		8...	8...			09...	7:00 - 17		7:00 - 17	7:00 - 17	7:00 - 17				

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*

