



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*

Schedule P	lanner								
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- o 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)



Assigned 1		Primary job	None					
	Start Da	te	End Date	Duration	Rotation			
Add Patte		/2022	Start Date	e:* 7/24/2022	End Date:*		Clear	
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- 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 Patteri Anchor Date		/2022	Start Date:	* 7/24/2022	End Date:*	orever	Clear	
Define Patte	rn for.*	1 🖲 Wee	k(s) 🔿 Day(s	3)			Override	Other Patterns
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+ ×	1			M-F 8a-17p	Monday-Friday 0800-1700			
+ ×	1			Mon-Fri, 7a-3	Monday - Friday, 0700-153	0		
				Mon-Fri, 8a-4	Monday - Friday, 0800-163	0		
				Mon-Fri, 9a-5	Monday - Friday, 0900-173	o 🔻	Cancel	Apply
				Retail Pharm	16 week Wknd Rotation	-		



• 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)

	9	Start Date	En	d Date	Duration	Rotation			
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Define l	Patteri	1 for*	🔘 We	ek(s) 🔿 Day(s)					ide Other Patterns
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Add Shi				., _ ,.,	attern Template 👻	Wednesday	Items Thursday	_	
Add Shi		Add Pay	Code Shift	Template ▼ Pa			-	in rotation	▼ Find

- 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



Anchor Date:* 7/24/2022 Start Date:* 7/24/2022 End Date:* Clear												
Define Pa	ttern for.*	1 • Wee	k(s) 🔿 Day(s)				Overri	de Other Pattern				
Add Shift	Add P	ay Code 🕴 Shift 1	Template 🔻 Pat	ttern Template 👻		Items	in rotation	▼ Find				
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	No.	Sunday	No. Sunday Monday Tuesday Wednesday Thursday Friday Saturday + X 1 7.1530 7.1530 7.1530 7.1530 7.1530									

- Select Apply
- Review the Schedule Pattern to verify accuracy

-	signed to 😡							
		Start Date	End Date	Duration	Rotation			
9	×	7/24/2022	Forever	1 week	1 Week:7 - 1530(Mon,Tue,Wed,Thu,Fri)			

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

chedule Plan	ner													\$
		L	.oade	d: 14:5	9 7/2	24/2022 -	8/06/2022	•		2601 Tho	mas Dillor	י ו	- Ed	it
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	-	8	8			09		7:00 - 15	7:00 - 1	5 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)



• To commit the changes to the schedule, Click Save



- The save icon when change from orange to gray after the changes have been saved.
- \circ $\,$ The team member's schedule will be gray out until the application processes the change
- o 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



_	D.	Employee	_			7/24	- 7/30
		Schedule Pattern			0.04		
Person Name	*	Add shift	J	Pay	S 24	M 25	T 26
	*🏛	Add Pay Code		09	-	7:00 - 15	7:00 - 1
	×8	Enter Time Off	- 1	12-			
	A	Lock				,	

- 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

Schedu	le Pattern						
Assigned to		job None					
	Start Date	End Date	Duration	Rotation			
Add Patteri	n						
Anchor Date	e:* 7/24/2022	Start Date:*	7/24/2022	End Date:*		Clear	
_					Forever		
Define Patte	ern for.*	Week(s) O Day(s))			Overri	ide Other Patterns
Define Patte Add Shift		Week(s) O Day(s) Shift Template I		•	730-18		ide Other Patterns
	Add Pay Code	Shift Template 👻 F	Pattern Template			3	▼ Find
		Shift Template 👻 F		Wednesday	730-18 Thursday		
	Add Pay Code	Shift Template 👻 F	Pattern Template			3	▼ Find
Add Shift	Add Pay Code	Shift Template ↓ F day Monday	Pattern Template			3	▼ Find Saturday

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



dd Pattern		/2022	Start Date:*	7/24/2022	End Date:*	Forever	Clear	
efine Patter			k(s) O Day(s)			700.10		ride Other Patterns
	Add Pay	Code Shift I	emplate 🔻 Pa	ittern Template 🔻		730-18		▼ Find
	No.	Sunday	emplate ↓ Pa Monday	ttern Template 👻	Wednesday	Thursday	Friday	Saturday
+ ×	-						Friday	

• Verify the pattern is correct and *Click Apply*

nchor Date:	* 7/24/	2022	Start Date:*	7/24/2022	End Date:*	Forever	Clear	
efine Patter	n for:*	Weel	(s) 🔿 Day(s)				🗌 Overri	ide Other Patterr
dd Shift	Add Pay	Code Shift T	emplate 👻 Pa	attern Template 🕞		730-18		- Find
dd Shift				•				
dd Shift	Add Pay	Code Shift To	emplate 👻 Pa Monday	ttern Template 🕤	Wednesday	730-18 Thursday	Friday	▼ Find Saturday

Click OK to view the repeating schedule in the Schedule Planner

ssigne Cord		wren B Primary jok) None		
		Start Date	End Date	Duration	Rotation
Ø	×	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 *lcon* 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

Quick Actions	Column Selection	Visib Filt	oility	↓ ∩ Sorti		More actions	O Refresh		ew nents	Share	Contact tracking	Save	Go	To
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frequency.		8	8			12		7:30 - 18	7:30 - 18		7:30 - 18	7:30 - 18		
Facility 1.		. 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)
- \circ $\,$ 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 Image: Week(s) O Day(s) Image: Override Other Patterns Add Shift Image: Add Pay Code Image: Shift Template Image: Pattern Template Image: Transmission of the pattern Template Add Shift Image: Add Pay Code Image: Shift Template Image: Transmission of the pattern Template Image: Transmission of the pattern Template Image: Transmission of the pattern Template Image: Transmission of the pattern Template Image: Transmission of the pattern Template Image: Transmission of the pattern Template											
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+ ×	-		•	•	Wednesday 7-1730						

- 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)
- o Once the days of the week for each week has been populated, select Apply
- o Note additional weeks can be added if needed

	Start Da	te En	d Date	Duration	Rotation						
Add Pattern											
nchor D	ate:* 7/24	/2022	Start Date:*	7/24/2022	End Date:*		Clear				
						Forever					
efine Pa	attern for.*	2 🔘 We	ek(s) 🔿 Day(s)				Over	ride Other Patterns			
dd Shift Add Pay Code Shift Template • Pattern Template • Items in rotation • Find											
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dd Shift	t Add Pa	y Code Shift Sunday	Template 👻 Pa Monday	attern Template 🕞	Wednesday	Items Thursday	in rotation Friday	▼ FindSaturday			
			•	•							
÷ (No.	Sunday	•	Tuesday	Wednesday	Thursday					
÷	No.	Sunday	Monday	Tuesday 7-1730	Wednesday	Thursday	Friday	Saturday			

• Verify that the pattern is correct and *Click OK*



Schedule Pattern											
Assigı	Assigned to Primary job None										
		Start Date	End Date	Duration	Rotation						
ø	×	7/24/2022	Forever	2 weeks	2 Weeks:7 - 1730(Sun,Tue,Wed,Thu,Mon,Tue,Fri,Sat)						
A	Add Pattern Z weeks 2 weeks: 7 - 1730(Sun,Tue,Wed,Thu,Mon,Tue,Fri,Sat)										

o 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

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1000			8	8			12		7:30 - 18	7:30 - 18	8	7:30 - 18	7:30 - 18	
Reading 1		-	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





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