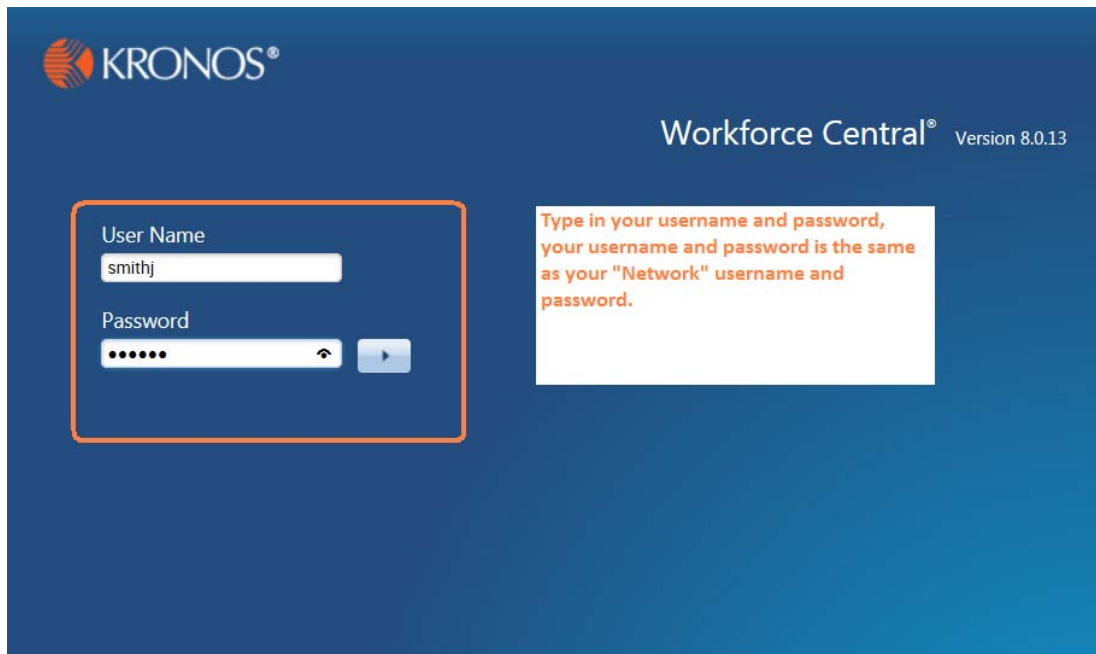
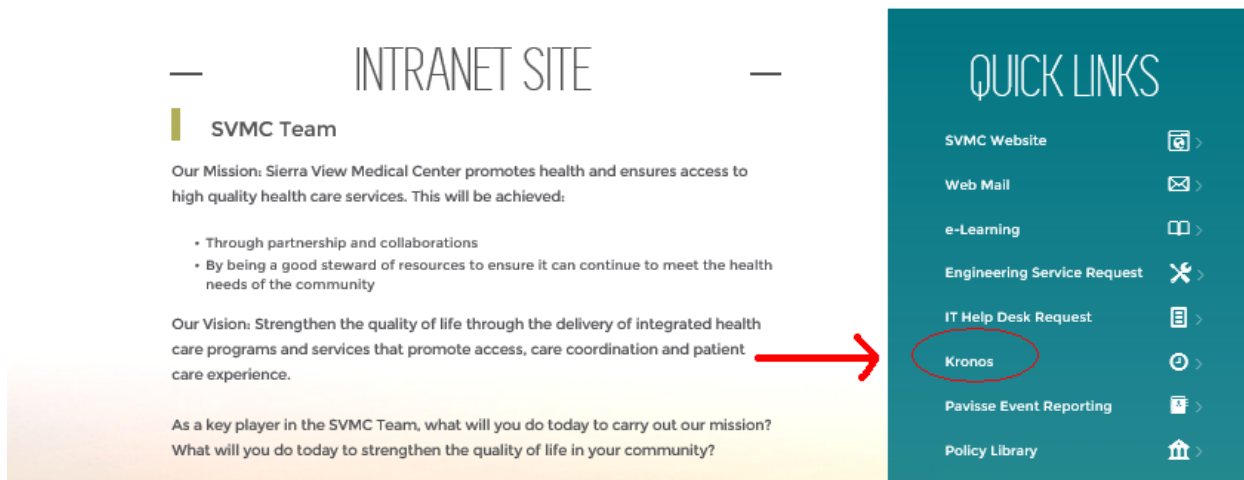
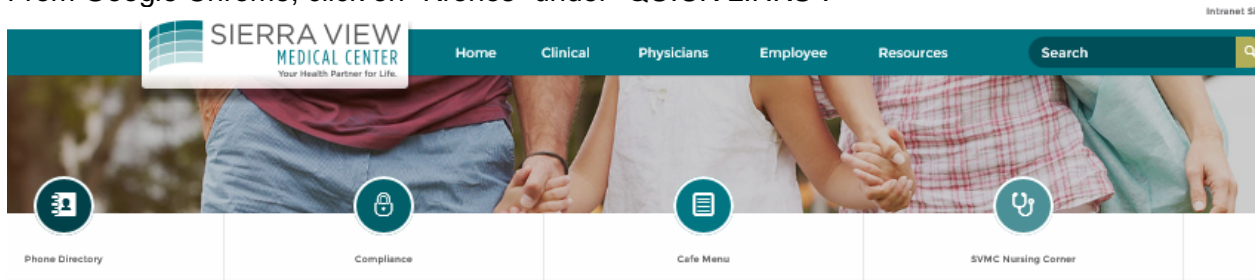


Sierra View Medical Center
Kronos Scheduler
User Guide

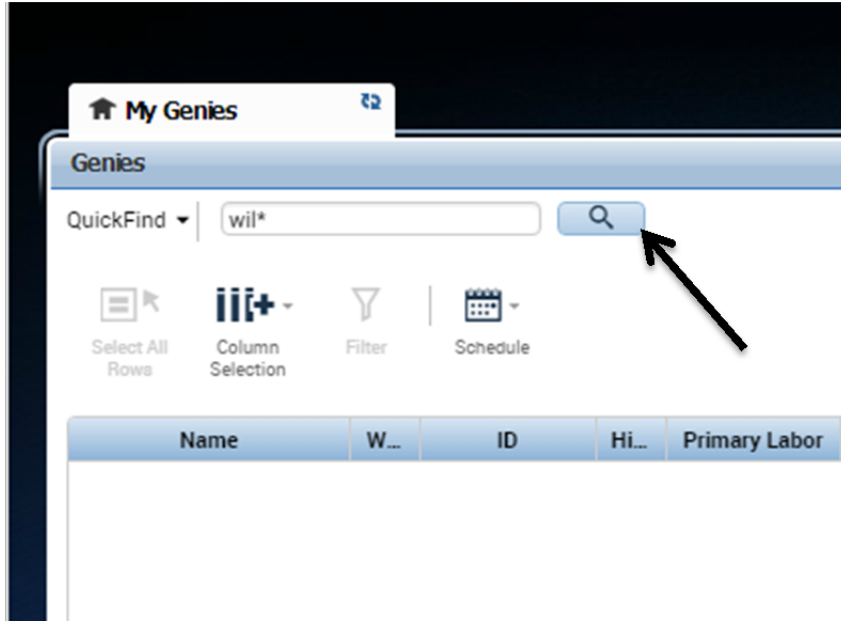
Access Kronos

From Google Chrome, click on "Kronos" under "QUICK LINKS":



Looking Up an Employee

Go to **“My Genies”** and click in **“Quickfind”** type in the last name of the employee and then click on the magnifying glass in order to search for the employee..

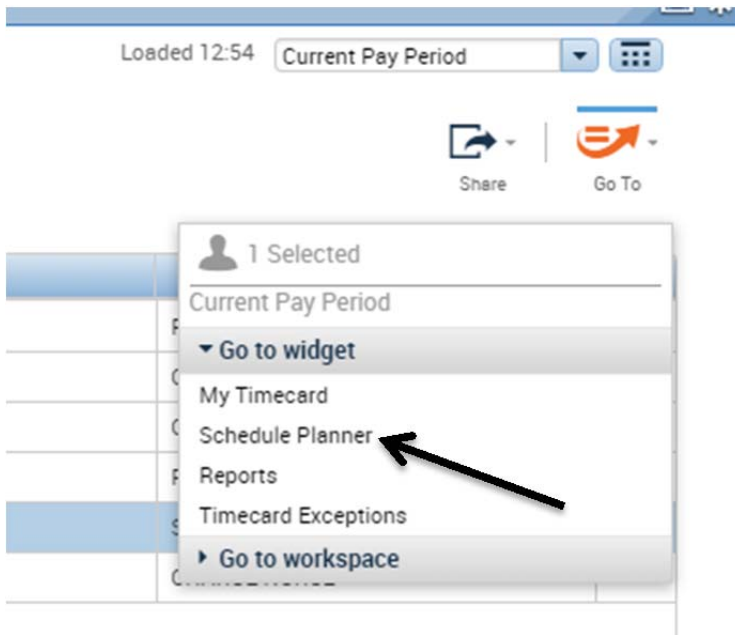


Once you have clicked on the magnifying glass you will be presented with a list of employees. Select the employee, then at the top right corner click on **“Go To”**:

The screenshot shows the 'My Genies' application interface displaying a list of employees. The search bar still contains 'wil*'. The table below lists the following employees:

Name	Worker	ID	Hire D..	Primary Labor	Pay Rule	Cell Number	Home Phone	De..	Dept. Desc	Job	On
WILDER, MARGARET M	Full TL..	0005949		01/6010/2700/-/-/-	Hourly 12 RN		(559)907-9524	6010	ICU	REGISTERED NURSE	
WILLIAMS, CHRISTINA	Full TL..	0091121		01/6560/9901/-/-/-	Agency 8 Non CL			6560	SUB-ACUTE	CONTRACT STAFF-MEDICAL DIRECTOR	
WILLIAMS, CLINTON	Per Di..	0004470		01/7740/8500B/-/-/-	PerDiem 12			7740	RENAL DIALYSIS	CERTIFIED HEMODIALYSIS TECHNICAL	
WILLIAMS, JAMES	Full TL..	0091141		01/6170/7005T/-/-/-	Agency1 12 HR		559-312-3925	6170	MED-SURG	RN - AGENCY	
WILLIAMS, KAWANA	Full TL..	0006059		01/8720/6322/-/-/-	Non Exempt.		(559)623-7127	8720	NURSING ADMIN	STAFFING COORDINATOR	
WILLIS, GAYLE A	Full TL..	0002354		01/6170/2712/-/-/-	Hourly 12 RN	(559)920-0968	(559)781-5622	6170	MED-SURG	CHARGE NURSE	

Once you click on “Go To” you will then be presented with a list of options. To view an employee’s schedule, click on “**Schedule Planner**”



Once you click on “**Schedule Planner**” you will then be able to view the employee’s schedule.

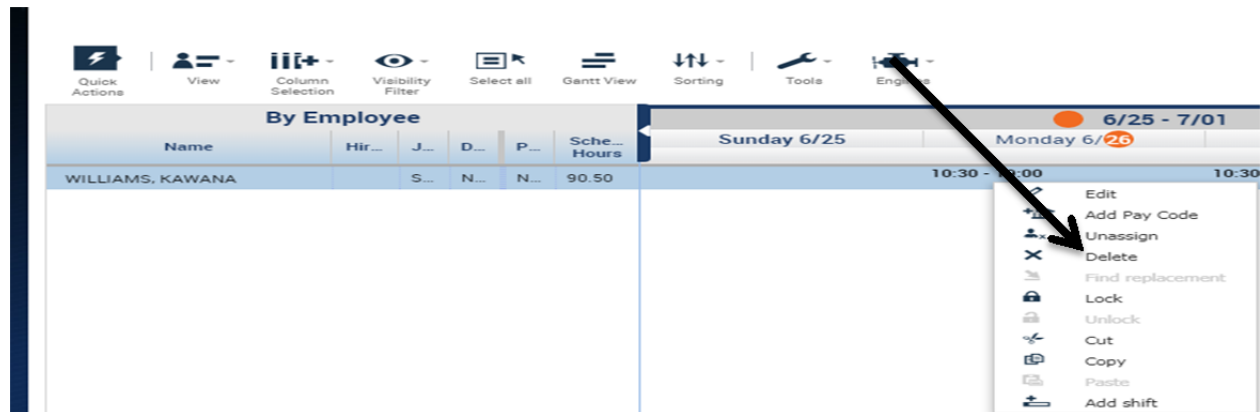


Documenting Absences

There are 3 steps to documenting absences in Kronos, all three steps are an **extremely** important part of our timekeeping process and are mandatory to do on every single call in.

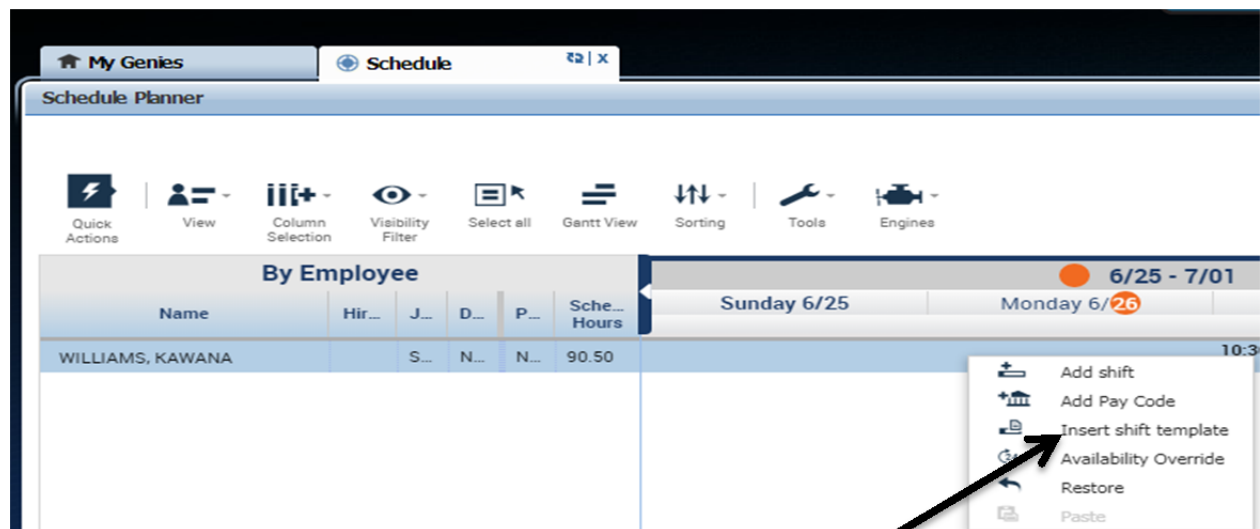
Step 1:

The first step is to go to the Employees schedule that is going to be absent. Right click on the date of the absence when you right click on the date a list of options will come up you will then click on the *Delete* option.

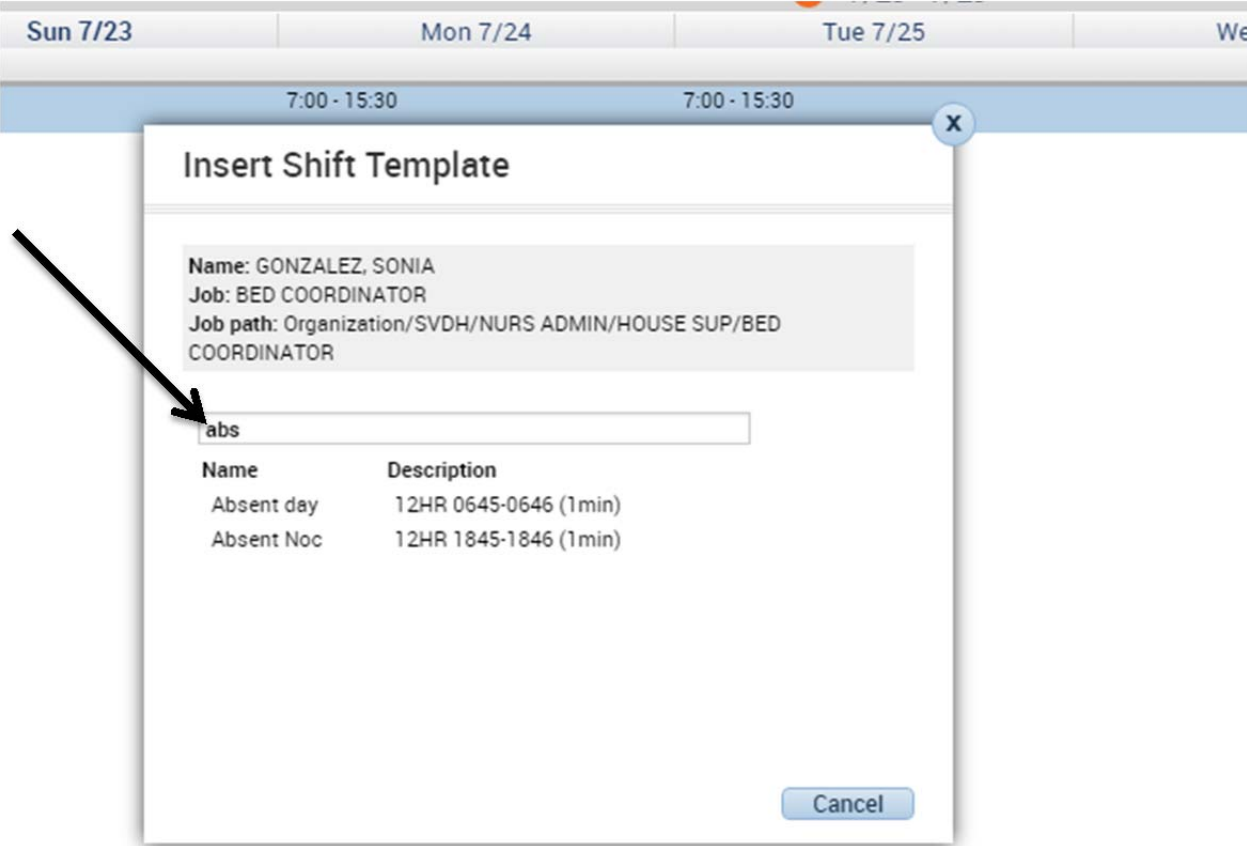


Step 2:

Once you delete the shift you will then need to right click on the date of absence again, once you do that you will again get a list of options in which you will then click on *Insert Shift Template*.

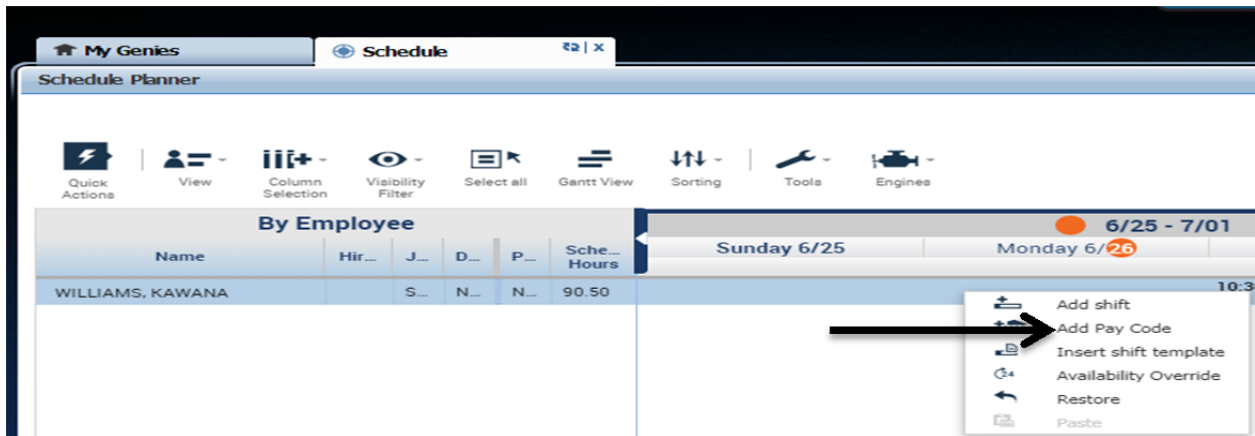


After clicking on *Insert shift template* you will see the following screen. From this screen you can either start to type in the absence code you are looking for or scroll down the list until you find the one you are looking for. Once you click on the shift template you would like it will automatically add the information on to the employees schedule. **NOTE:** The two codes that are used are Absent day for day shift and Absent noc for night shift

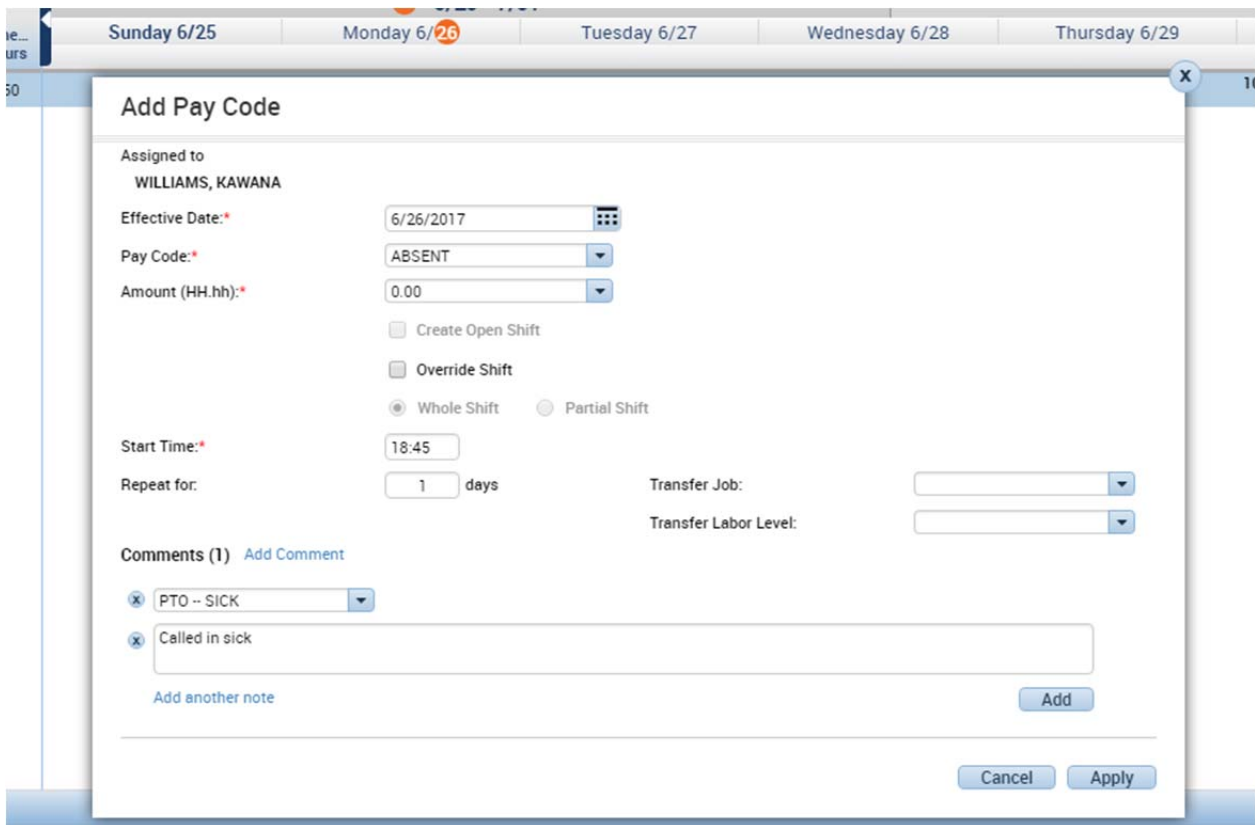


Step 3:

Once you have inserted the shift template you will then need to right click on the date of absence again, once you do that you will again get a list of options in which you will then click on *Add Pay Code*.

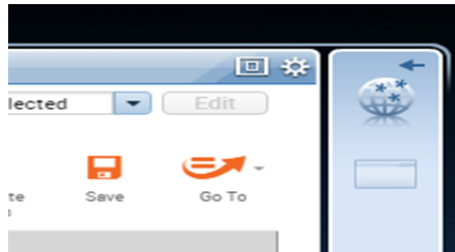


Once you click on add *paycode* another screen will come up prompting you to add some additional information. You will need to add all of the required fields. Click apply and then ok again and then save. **NOTE:** For all call ins we use the pay code absent and absent only

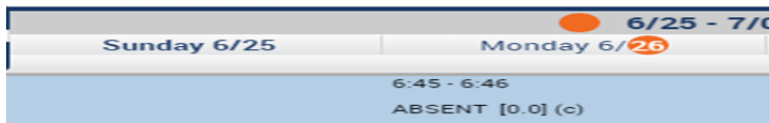


Once you enter all of the information on the Add Pay Code screen, you will then click on apply, and then you will need to save all of the information that you just entered. **NOTE:** When adding information on the Add Pay Code screen make sure that all boxes are unchecked.

Save is located at the top right corner of the screen.



Once you have completed both steps the day that the employee is going to be absent should look identical to the picture below.



NOTE Additional steps to call-ins would be to **send a text message** to the group of managers and directors. Also to cross off the employees name on the dailies, as well as call the unit that the employee is scheduled to work on and notify them of the call in and call in reason.

****ALL steps must be followed on every call-in****

Transferring Employees to other units

There will be times where you may have to move someone from their home department to another department. In order to do this you would need to double click on the shift that you want to transfer. Once you double click on the shift a box will come up. Once that box comes up you will see three boxes that are empty. Those are Job Transfer, Labor Level Transfer and Work Rule Transfer.

Insert Template ▾ Shift Label C10H Repeat this shift for days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer	
<input type="button" value="+"/>	<input type="button" value="x"/>	6/30/2017	Regular	10:30	19:00	6/30/2017	8.50	<input type="text"/>		

Organization/SVDH/MED SU
 ;;Hourly 12 RN OC CB
 Search...

Comments (0) [Add Comment](#)

Each one of those empty boxes has a drop down that you can use to search for the department, Job, and work rule (example: education, in-service, on call).

Once you click on search under job transfer the following screen will come up here is where you will transfer the employee to another department.

Transfer

Name WILLIAMS, KAWANA
 Job SVDH/NURS ADMIN/HOUSE SUP/STAFF COORD
 Labor Account
 Work Rule

Job Transfer | Labor Account | Work Rule

- MCH 11/06/2014 - Forever
- MED SURG 2/15/2011 - Forever
- NURS ADMIN 7/28/2010 - Forever
 - PT & FAMILY ADVOCATE 7/28/2010 - Forever
 - RN 3/11/2011 - Forever
 - STROKE & SEPSIS PROG COORD 7/28/2010 - Forever
 - HOUSE SUP 2/15/2011 - Forever
 - BED COORDINATOR 2/15/2011 - Forever
 - NUR SUP 2/15/2011 - Forever
 - STAFF COORD 2/15/2011 - Forever
- OR 6/28/2010 - Forever
- RAD 6/28/2010 - Forever

Once you get to this screen you will then select the department that the employee will be working in as well as their job role.

Transfer

Name	WILLIAMS, KAWANA
Job	SVDH/MED SURG/MED SURG/UC
Labor Account	
Work Rule	

Job Transfer | Labor Account | Work Rule

- + MCH 11/06/2014 - Forever
- MED SURG 2/15/2011 - Forever
 - + CDU 4/27/2017 - Forever
 - MED SURG 2/15/2011 - Forever
 - CHG 2/15/2011 - Forever
 - CM 2/15/2011 - Forever
 - CNA 2/15/2011 - Forever
 - DIR 2/15/2011 - Forever
 - LVN 2/15/2011 - Forever
 - RES NUR 6/14/2012 - Forever
 - RN 2/15/2011 - Forever
 - UC 2/15/2011 - Forever

Cancel Apply

Once you have selected the department and job role you will then click on *Labor Account*. Once you click on *Labor Account* you will click on the department list and select the correct department that the employee will be working in.

Transfer

Name	WILLIAMS, KAWANA
Job	SVDH/MED SURG/MED SURG/UC
Labor Account	/6170/////
Work Rule	

Job Transfer | Labor Account | Work Rule

Add Labor Account

Corporation: Reserve 5:

Department: 6170 - MED-SURG X Reserve 6:

Job Code: Smart search... Reserve 7:

Reserve 4:

- 6010 ICU
- 6170 MED-SURG
- 6172 TELEMTRY
- 6290 CDU
- 6380 OBSTETRICS
- 6381 LACTATION SE...
- 6530 NURSERY
- 6560 SUB-ACUTE

Clear All

Cancel Apply

Once you have selected the correct department you will then click on work rule in the same screen and select the appropriate work role (Hourly RN Default, Hourly 12 In service)

Transfer

Name	WILLIAMS, KAWANA
Job	SVDH/MED SURG/MED SURG/UC
Labor Account	/6170/////
Work Rule	Hourly 12 RN Default

Job Transfer | Labor Account | Work Rule

Add Work Rule Clear All

Search List

- Contract
- Exempt
- Exempt 1.5
- Hourly 12 Default
- Hourly 12 EDUCATION
- Hourly 12 INSERVICE
- Hourly 12 MUD
- Hourly 12 OC CB
- Hourly 12 ORIENTATION
- Hourly 12 RN Default

Once you have selected all of the appropriate information you will then click on *Apply*. Once you click on *Apply* your screen should resemble the following.

EDIT SHIFT

Assigned to: WILLIAMS, KAWANA Shift Details: 10:30-19:00(8.50h) Primary Job: ...ization/SVDH/NURS ADMIN/HOUSE SUP/STAFF COORD

Insert Template: Shift Label: C10H Repeat this shift for: days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+ x	6/30/2017	Transfer	10:30	19:00	6/30/2017	8.50	...IRG/MED SURG/UC	/6170/////	Hourly 12 RN Default

Comments (0) [Add Comment](#)

Placing an Employee on call

In order to place an employee on call you will need to right click on the employees shift and select *delete*. Once you delete the shift you will then right click on that same day and click on *add shift*. Once you click on add shift you will then click on *insert template* and then search for ON-CALL for day shift or ON-CALLn for night shift.

Add Shift

Assigned to: WILLIAMS, KAWANA Shift Details: 0:00-1:00(1.0)

Insert Template: on-call

Name	Description	Time
OCRAD3	ON-CALL RAD 1900-0700	
OCUS1	ON-CALL ULTRA SOUND 1130-0700	00
OCUS2	ON-CALL ULTRASOUND 1930-0700	
OCUS3	ON-CALL ULTRASOUND 1930-0730	
ON-CALL	12HR 0645-1915 RN ON-CALL DAY ...	
ON-CALLn	12HR 1845-0715 RN ON-CALL NIG...	

Comments (0) [Add Comment](#)

Once you click on the appropriate shift template the screen should look like the following. You will then click on apply and then save.

Add Shift

Assigned to: WILLIAMS, KAWANA Shift Details: 6:45-18:45(12.00h) Primary Job: ...ization/SVDH/NURS ADMIN/HOUSE SUP/STAFF COORD

Insert Template: ON-CAL Shift Label: ON-CAL Repeat this shift for: 1 days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+ x	6/27/2017	Transfer	6:45	18:45	6/27/2017	12.00			Hourly 12 RN OC CB

Comments (0) [Add Comment](#)

[Cancel](#) [Apply](#)

Once you have clicked on apply and then saved your changes. The following screen is what your changes should look like in the scheduler

By Employee						
Name	Hir...	J...	D...	P...	Sche... Hours	
WILLIAMS, KAWANA		S...	N...	N...	12.00	6:45 - 18:45 (x;Hourly 12 RN OC CB)

Calling an Employee in that has been placed on call

There may be times where you will have to call in, an employee that has been placed on call at the start of their shift. In order to do that you will need to right click on the on call shift and then click on edit. Once you click on edit you will see the following screen.

Edit Shift

Assigned to: WILLIAMS, KAWANA

Shift Details: 6:45-18:45(12.00h)

Primary Job: ...ization/SVDH/NURS ADMIN/HOUSE SUP/STAFF COORD

Insert Template: [dropdown]

Shift Label: ON-CALL

Repeat this shift for: 0 days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+ x	7/26/2017	Transfer	6:45	18:45	7/26/2017	12.00			Hourly 12 RN OC CB

Comments (0) [Add Comment](#)

From this screen you will then manually update the end of the employees on call shift. The end time will be 30 mins after the time that you called the employee to come in to work. For example if you called an employee at 7:30 am to come to work you will end their on call shift at 8:00am.

Edit Shift

Assigned to: WILLIAMS, KAWANA

Shift Details: 6:45-18:45(12.00h)

Primary Job: ...ization/SVDH/NURS ADMIN/HOUSE SUP/STAFF COORD

Insert Template: [dropdown]

Shift Label: ON-CAL

Repeat this shift for: [input] days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+ x	7/26/2017	Transfer	6:45	8:00	7/26/2017	1.25			Hourly 12 RN OC CB

Comments (0) [Add Comment](#)

Once you have manually edited the employees on call shift end time you will then click on apply. Once you click on apply it will automatically update the information on the schedule. You will then need to right click on the date and time and click on *add shift*. Once you click on *add shift* the following box will appear. You will then and in the new start time and end time of the employees shift and then click on apply and then save.

Add Shift

Assigned to: WILLIAMS, KAWANA

Shift Details: 8:00-19:15(11.25h)

Primary Job: ...ization/SVDH/NURS ADMIN/HOUSE SUP/STAFF COORD

Insert Template: [dropdown]

Shift Label: [input]

Repeat this shift for: 1 days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+ x	7/28/2017	Regular	8:00	19:15	7/28/2017	11.25	[dropdown]		

Comments (0) [Add Comment](#)

Once you have completed both steps the employees schedule for that day should look like the following

Name	Hir...	J...	D...	P...	Sche... Hours	
Day Shift						
WILLIAMS, KAWANA	9/1...	S...	N...	N...	12.50	6:45 - 8:00 (x;Hourly 12 RN OC CB) 8:00 - 19:15

Printing Dailies

You will print the dailies every day at **1300** for the next day's staffing. In order to do that you will need to go to the *my genies* tab in Kronos.

Once you click on the *my genies* tab on the right hand side you will see numerous different tabs, you will want to click on the tab that says *reports*.

Once you click on the *reports* tab on the left hand side you will again see another list of options. The option that you will need to click on is *scheduler*.

Once you click on the *scheduler* option it will expand out another list of options. The option that you are going to choose depends solely on which unit you are trying to print dailies for. The only dailies that the staffing office prints are Med Surg, CDU, Tele, ICU, Flt PL and ED.

Staffing by Zone= use for CDU,Tele, ICU & Flt PL, FBC

Staffing By Zone(custom)= Med Surg

Workload Shift Daily= Use for Emergency Dept and Urgent Care only

After you decide what unit you want to print you will then click on the *people* tab and choose *selected locations*. Once you click *selected locations* then click the blue *select* button.

Once you click on *select* another box is going to come up. Once that box comes up click *clear all* on the bottom of the screen. Doing this insures that you are only going to receive information about the department that you picked specifically.

Once you *clear all* you can then click on the “+” symbol which will then bring up the list of all nursing departments here in the hospital

At this point you can then choose which ever department you would like to print. Once you select the correct unit you would then click ok once you click ok, on the top left corner you will see a tab that says *Run Report*. You will then click that tab and your report will be generated

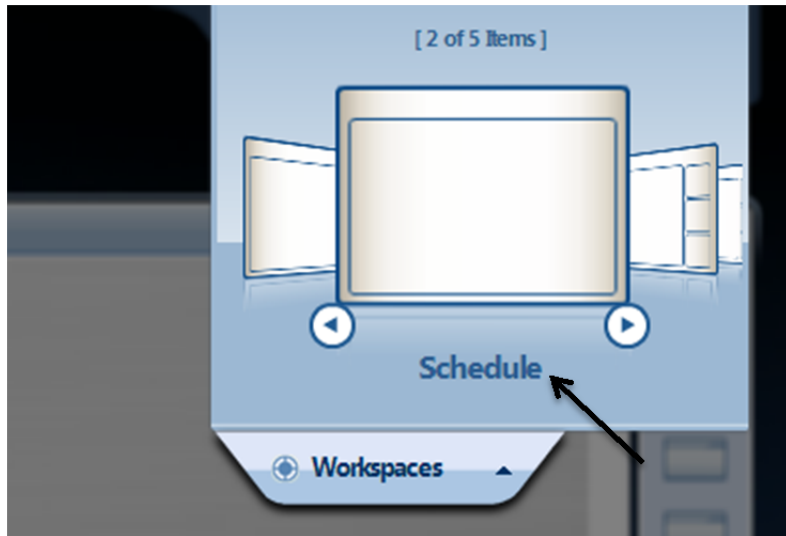
Once you have clicked on *Run Report* in order to view the dailies you would need to click on the *Check Report Status Tab*. Once you click on that tab you will be able to see all of the reports that you have ran as well as if they are finished be generated. Once it is done being generated you will see that it says completed in the status.

Once the dailies are completed you would then highlight the report and click *view report*. Once you click *view report* it will bring up the dailies for you. You will then print the dailies and fax them to the appropriate unit.

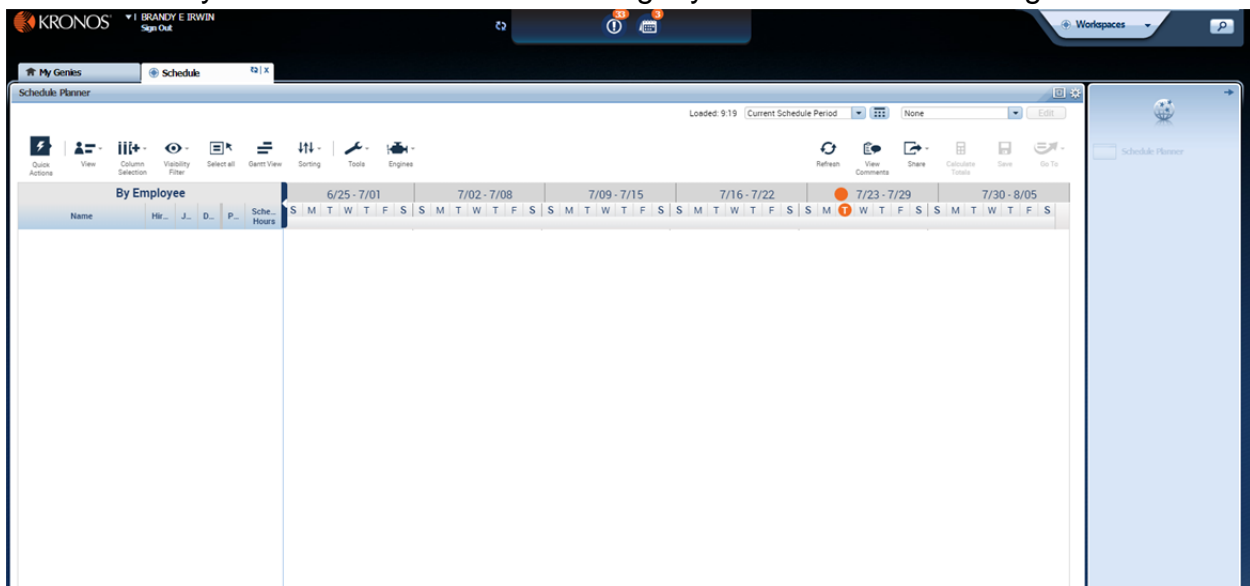
NOTE When printing the dailies on Friday’s they must be printed from Saturday to Monday. In the event that a holiday falls on a Monday the dailies will be print from Saturday to Tuesday

Viewing the Schedule

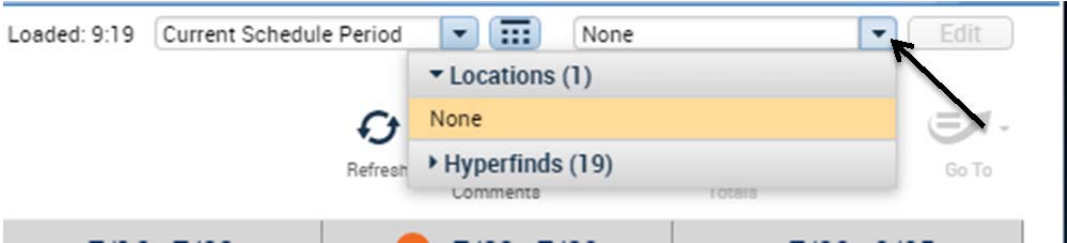
In order to view your department's schedules you will need to go to the "schedule" widget in your work spaces



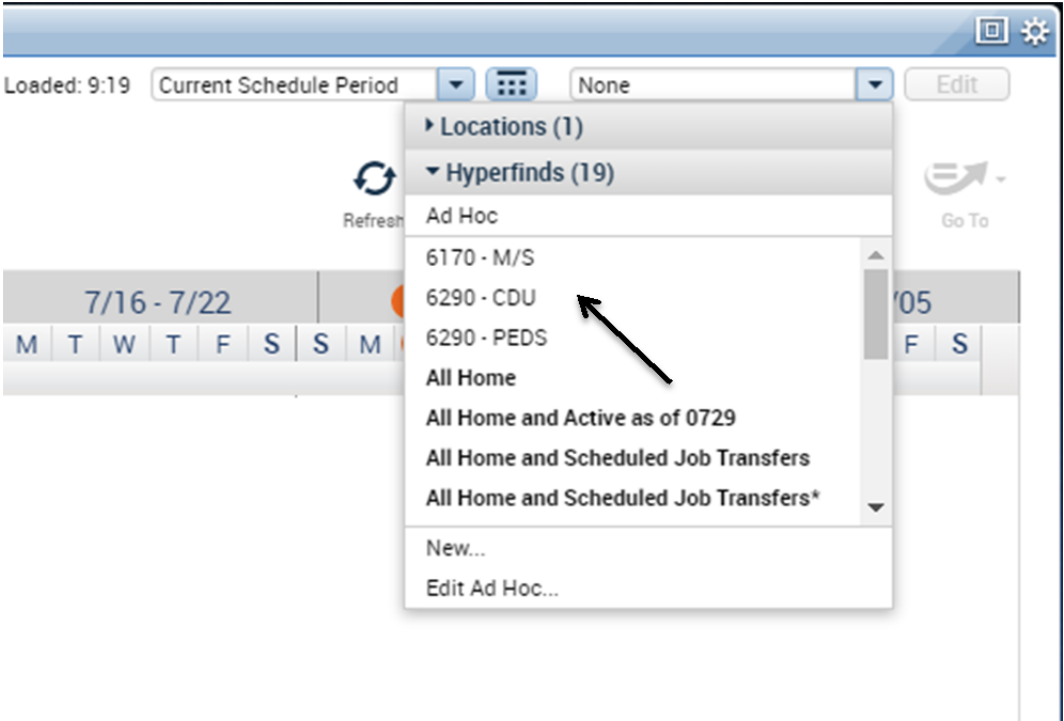
Once you click on the "schedule" widget you will see the following screen



In order to access your specific departments you will need to click on the drop down box directly next to the schedule time frame.



Once you click on the drop down box you will be presented with “Hyperfinds” which is a list of departments within the hospital that you actually have access to in Kronos. The following picture is what you will see once you actually click on the “Hyperfind”.



Once you click on the desired department the schedule for that department will then show up like such

Schedule Planner

Loaded: 9:25 Current Schedule Period 6290 - CDU Edit

Quick Actions View Column Selection Viability Filter Select all Gantt View Sorting Tools Engines Refresh View Comments Share Calculate Totals Save Go To

By Employee					6/25 - 7/01		7/02 - 7/08		7/09 - 7/15		7/16 - 7/22		7/23 - 7/29		7/30 - 8/05																					
Name	Hir.	J.	D.	P.	Sche. Hours	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
ALCANTAR, VANESSA	RN	C.	ln.		147.00								18:4	18:4																					18:4	18:4
BAKER, TARA	RN	C.	H.		36.00	UNA	VAC	UNA	UNA	UNA	VAC	VAC																								
LOPEZ, PATRICIA	C.	C.	H.		36.00																															
MARAVILLA, CAROLINA R	C.	C.	H.		261.00			18:4			18:4	18:4			18:4	18:4																				

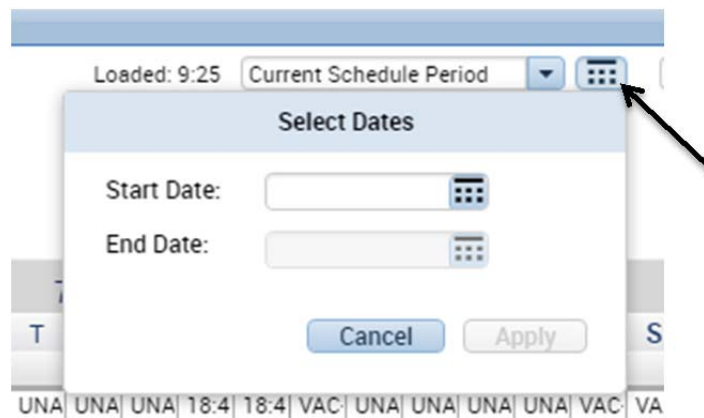
You can change the time frame that you would like to view the schedule a couple of different ways. You can click on the time frame drop box and select from the list of timeframes like such.

Loaded: 9:25 Current Schedule Period

- Previous Schedule Period
- Current Schedule Period
- Next Schedule Period
- Week to Date
- Last Week
- Yesterday
- Today
- Yesterday,Today,Tomorrow
- Yesterday plus 6 days
- Last 30 days

7/16 - 7/22
W T F
UNA UNA 18:4
VAC

Or you can click on the calendar next to the time frame box and put in your desired time frame.

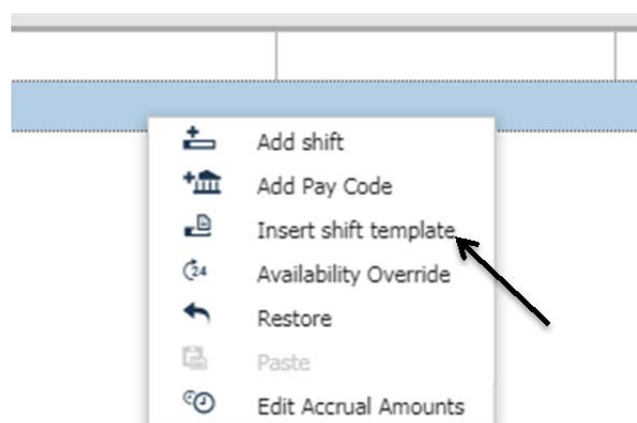


Creating a Schedule

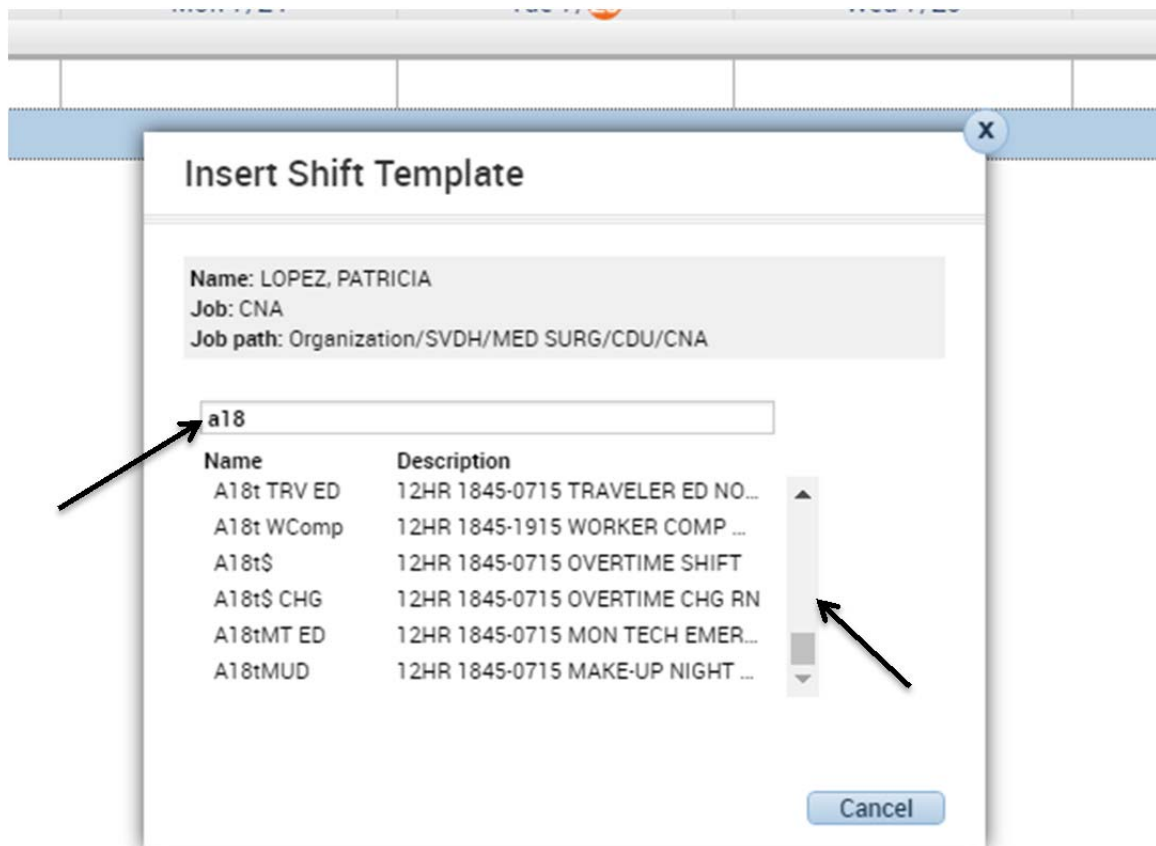
Once you have selected the correct time frame for your schedule you will now start to create your schedule. One of the first steps to creating a schedule is adding a shift this can be done a few different ways, by adding a *Shift Template* or *Adding a shift*.

Adding a Shift Template

In order to add a “*shift template*” you will need to right click on the individuals name and desired date that you would like to add. Once you right click on the individual you will be present with a list of options. The option you will want to click on is “*Insert shift template*”.



Once you click on “*Insert shift template*” you will be present with a list of shift templates that are used within the facility. If you are aware of the desired shift template that you would like to use then you can begin to type in the code. If you are unaware of the code you would like to use you can simply scroll through the list until you find one that you would like to use.

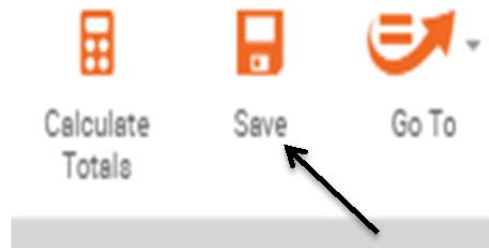


Once you find the *shift template* that you want just simply click on it and it will automatically add it to the schedule.

Name	Hir...	J...	D...	P...	Hours
ALCANTAR, VANESSA		RN	C...	In...	25.00
LOPEZ, PATRICIA		C...	C...	H...	0.00

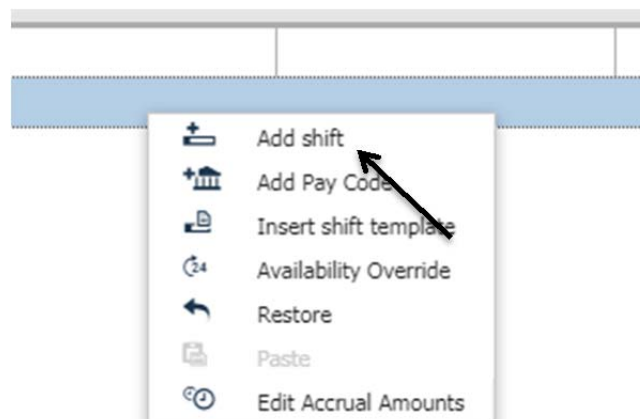
18:45 - 7:15

Once you have successfully added the *shift template* on to the schedule remember to go the upper right hand corner and click on save to save all of the changes that you just made. **Note** the save button will remain orange until you have saved all of your changes.



Adding a Shift

In order to add a *shift* you will need to right click on the individuals name and desired date that you would like to add. Once you right click on the individual you will be present with a list of options. The option you will want to click on is *Add shift*



Once you click on *add shift* you will be presented with the following screen.

The screenshot shows the 'Add Shift' form with the following details:

- Assigned to: ALCANTAR, VANESSA
- Shift Details: 0:00-1:00(1.00h)
- Primary Job: Organization/SVDH/MED SURG/CDU/RN
- Insert Template: (dropdown)
- Shift Label: (text input)
- Repeat this shift for: 1 days
- Table with columns: Start Date, Type, Start Time, End Time, End Date, Duration, Job Transfer, Labor Level Transfer, Work Rule Transfer.
- Row 1: 7/26/2017, Regular, 0:00, 1:00, 7/26/2017, 1.00
- Comments (0) Add Comment
- Buttons: Cancel, Apply

From this screen you can manually enter in the start and end time that the employee will work. In the example below I added a start time of 6:45 and an end time of 1500.

The screenshot shows the 'Add Shift' form with the following details:

- Assigned to: ALCANTAR, VANESSA
- Shift Details: 6:45-15:00(8.25h)
- Primary Job: Organization/SVDH/MED SURG/CDU/RN
- Insert Template: (dropdown)
- Shift Label: (text input)
- Repeat this shift for: 1 days
- Table with columns: Start Date, Type, Start Time, End Time, End Date, Duration, Job Transfer, Labor Level Transfer, Work Rule Transfer.
- Row 1: 7/26/2017, Regular, 6:45, 15:00, 7/26/2017, 8.25
- Comments (0) Add Comment
- Buttons: Cancel, Apply

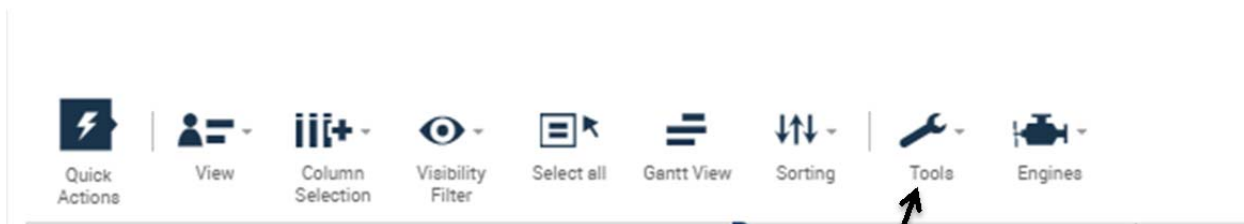
Two black arrows point to the 'Start Time' (6:45) and 'End Time' (15:00) fields in the table row.

If the employee is doing their normal every day job then once you add the time you would simply click on apply. Once you click on apply it will automatically add the information on to the employees schedule and then all that is left to do is to click on save.

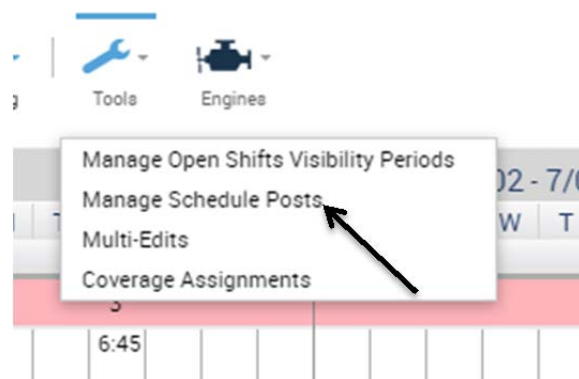
If you are transferring the employee to a different unit or to do education hours then there a couple of other steps involved please refer to ***transferring an employee to another unit*** above.

Posting a Schedule

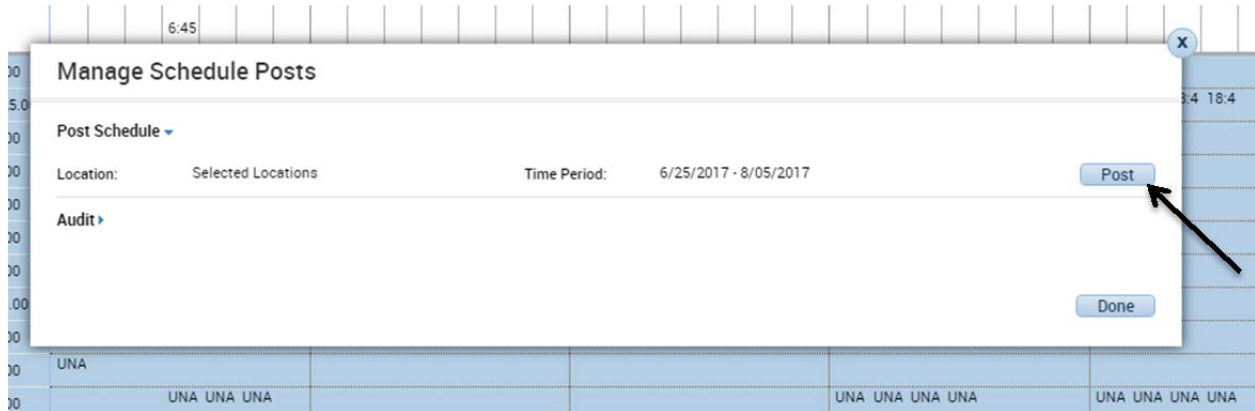
Once you have added all of the shifts for the desired time frame you will then want to post your schedule which now makes it visible to the employees. In order to post your schedule you will want to make sure that you are viewing the correct time frame that you would like to post. Once you are viewing all employees you will want to click on the *select all* tab in the *Quick actions* menu. This will highlight all employees that are in your schedule group.



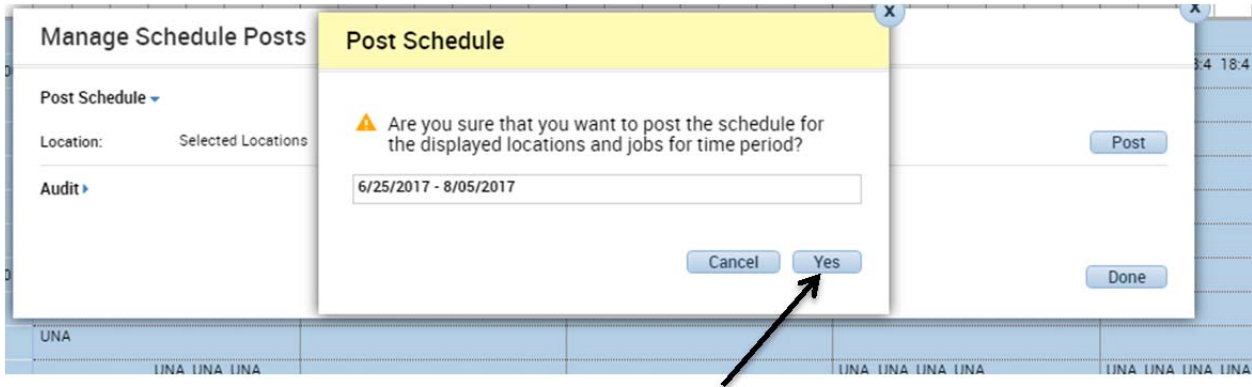
Once you have clicked on select all you will then click on the *Tools* icon in the *Quick actions* menu. Once you click on *Tools* you will be presented with a list of options you will want to click on the *Manage Schedule Posts* option.



Once you click on *Manage Schedule Posts* the following screen will appear. From this screen you will want to verify that it is the correct timeframe that you would like to post and then click on *post*.



Once you click on *post* a warning screen will come up asking if you are sure you would like to post for this time period. If you agree with the time frames click on *yes*



Once you click on *yes* your screen will automatically look like the following.



You will notice that the button to click on *post* is no longer there because you have successfully posted the schedules. If you would like to double check to make sure that you did actually post the schedules you can simply click on *Audit* and it will give you a

complete list of what job titles were posted as well as the date range and date and time it was posted.

The screenshot shows a window titled "Manage Schedule Posts" with a close button (X) in the top right corner. Below the title bar, there are sections for "Post Schedule" and "Audit". Under "Audit", there is a "Filter by location:" dropdown menu currently set to "All". The main content is a table with the following data:

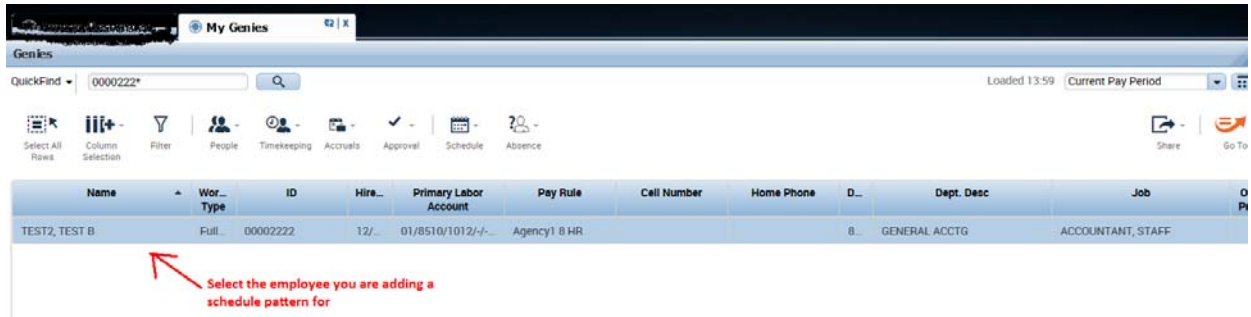
Status	Date	Time	User	Location	Job	Date Range
Posted	7/25/2017	11:07	WILLK	..Organization/SVDH/CCS/TELE	CHG	8/20/2017 - 9/30/2017
Posted	7/25/2017	11:07	WILLK	..Organization/SVDH/CCS/TELE	PREC	8/20/2017 - 9/30/2017
Posted	7/25/2017	11:07	WILLK	..Organization/SVDH/CCS/TELE	RN	8/20/2017 - 9/30/2017
Posted	7/25/2017	11:07	WILLK	..Organization/SVDH/CCS/TELE	RES NUR	8/20/2017 - 9/30/2017
Posted	7/25/2017	11:06	WILLK	..Organization/SVDH/CCS/TELE	CHG	8/20/2017 - 9/30/2017
Posted	7/25/2017	11:06	WILLK	..Organization/SVDH/CCS/TELE	PREC	8/20/2017 - 9/30/2017
Posted	7/25/2017	11:06	WILLK	..Organization/SVDH/CCS/TELE	RN	8/20/2017 - 9/30/2017
Posted	7/25/2017	11:06	WILLK	..Organization/SVDH/CCS/TELE	RES NUR	8/20/2017 - 9/30/2017

A "Done" button is located at the bottom right of the window. To the right of the window, the text "AVAILABLE [0" is partially visible.

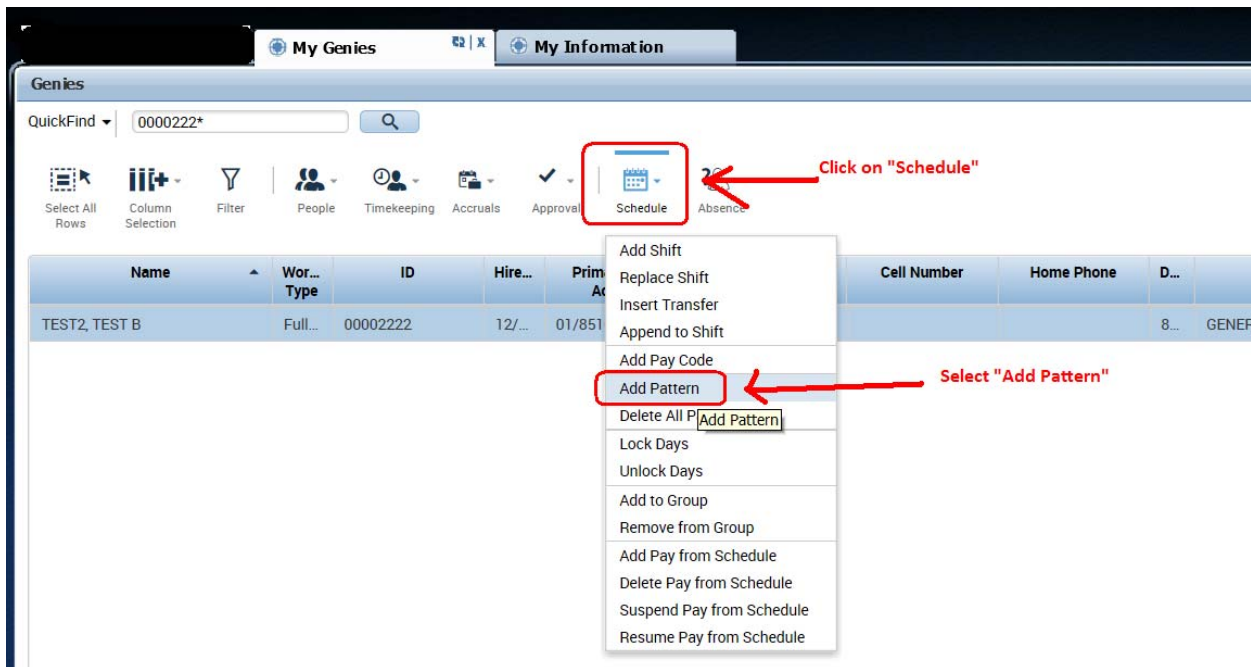
Your schedule is not posted and able to be viewed by employees for the desired timeframe

How to add a Basic Schedule Shift Pattern

Go to “My Genies” and select the employee you are adding a schedule pattern for:



Click on “Schedule”, select “Add Pattern”



The pattern editor will appear

Add Pattern

Assigned to
TEST2, TEST B

Anchor Date: 8/20/2017 Start Date: 8/20/2017 End Date: Clear

Define Pattern for: 1 Week(s) Day(s)

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

8-1630 Find

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		8-1630	8-1630	8-1630	8-1630	8-1630	

Cancel Apply

Add your schedule pattern here for the week. Use military time.

click "Forever" if there is no end date for the schedule pattern.

Override Other Patterns **If the employee has other patterns, you may check this box to override other patterns.**

Click "Apply" once you complete entering the schedule pattern.

Enter an "Anchor Date" and a "Start Date": This is the date when the pattern will start; usually it is the beginning date of the pay period that you are currently in.

Provide an End Date for the schedule pattern, or select the Forever radio button if there is no end date.

Select the number of weeks or days the schedule pattern will repeat in the "Define Pattern for" fields. For example, if the employee has a different pattern every other week, you can enter "2" weeks so that the 2nd week can open up for you to add a different schedule for the 2nd week. The below example shows that this employee works Mon -Fri every other week, and Tues – Sat every other week.

Add Pattern

Assigned to
TEST2, TEST B

Anchor Date: 8/20/2017 Start Date: 8/20/2017 End Date: Clear

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

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

8-1630 Find

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		8-1630	8-1630	8-1630	8-1630	8-1630	
2			8-1630	8-1630	8-1630	8-1630	8-1630

Cancel Apply

Enter the start and end time in each of the day in the week (i.e., 8-1630). Note: Use military time. Verify that the schedule pattern is the correct pattern for the employee. Select the "Override other Patterns" checkbox if the employee has an existing schedule pattern. Click "Apply"