
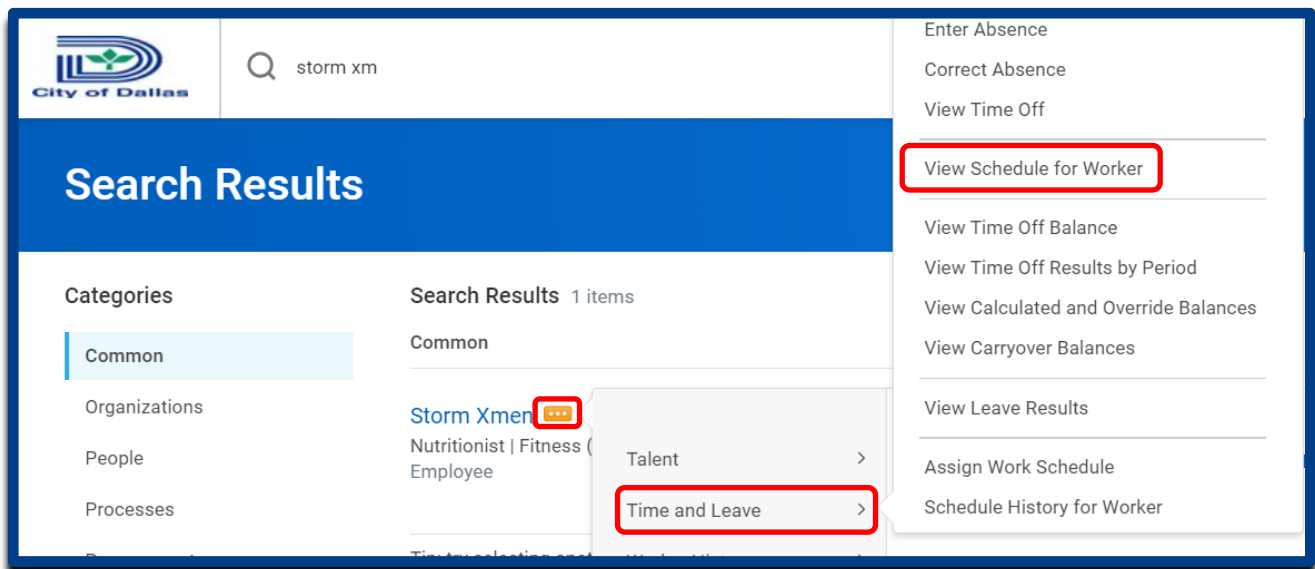


Work Schedules define the days and hours of the week an employee work days and days off during a pay period. Both Workday and Kronos work schedules **MUST** match. Therefore, you when you **change the work schedule in Workday, you must immediately change the work schedule in Kronos.**

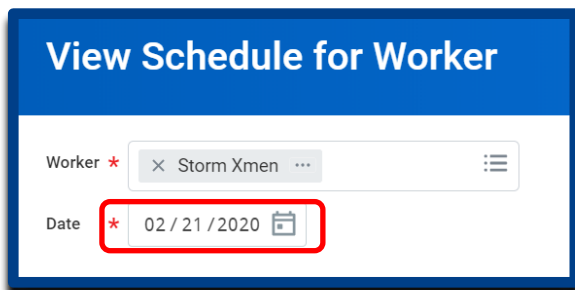
IN WORKDAY TO VIEW EMPLOYEE'S WORK SCHEDULE


From the home landing page,

1. Enter the worker's name in the **search** field
2. Select the **related actions**  button, Time and Leave, and View Schedule for Worker



3. The next screen displays the **worker's name** and **date** fields. The **date** field defaults to today's date and if unchanged will show the worker's existing work schedule. To view the work schedule at a different date, change the date field.



4. Select  .
5. The worker's schedule displays:

← View Schedule for Worker
Storm Xmen (Actions)

Today < > February 2020 View Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27 ✓ 8:00 AM - 4:30 PM	28 ✓ 8:00 AM - 4:30 PM	29 ✓ 8:00 AM - 4:30 PM	30 ✓ 8:00 AM - 4:30 PM	31 Sick ✓ 8:00 AM - 4:30 PM	1
2	3 Sick ✓ 8:00 AM - 4:30 PM	4 Sick ✓ 8:00 AM - 4:30 PM	5 Sick ✓ 8:00 AM - 4:30 PM	6 ✓ 8:00 AM - 4:30 PM	7 ✓ 8:00 AM - 4:30 PM	8
9	10 ✓ 8:00 AM - 4:30 PM	11 ✓ 8:00 AM - 4:30 PM	12 ✓ 8:00 AM - 4:30 PM	13 ✓ 8:00 AM - 4:30 PM	14 ✓ 8:00 AM - 4:30 PM	15
16	17 ✓ 8:00 AM - 4:30 PM	18 ✓ 8:00 AM - 4:30 PM	19 ✓ 8:00 AM - 4:30 PM	20 ✓ 8:00 AM - 4:30 PM	21 Vacation ✓ 8:00 AM - 4:30 PM	22
23	24 ✓ 8:00 AM - 4:30 PM	25 ✓ 8:00 AM - 4:30 PM	26 ✓ 8:00 AM - 4:30 PM	27 ✓ 8:00 AM - 4:30 PM	28 ✓ 8:00 AM - 4:30 PM	29

ASSIGN EMPLOYEE WORK SCHEDULE

All workers must be assigned a Work Schedule

From the home landing page,

1. Enter **Assign Work Schedule** in search field
2. Enter the worker's name in the **search** field

Assign Work Schedule

Worker *

Start Date * MM / DD / YYYY

End Date MM / DD / YYYY

Work Schedule Calendar *

Date entered should correspond with the start of a payperiod

6. On the Assign Work Schedule page, complete the following fields:
 - **Worker:** Enter in the name of the worker or select using the drop-down menus.
 - **Start Date:** Must be the beginning of a pay period.
 - **End Date:** Must end on Tuesday of the pay period end day.



Note: It is recommended to leave the End Date field blank. This will help avoid any overlapping schedules for future correction.

- **Work Schedule Calendar:** choose from the list of schedules from the drop-down menu

The work schedule will now display for the week.



Note: The available work schedules contain three parts to identify the schedule being selected:

- Number of scheduled hours to work daily
- Scheduled work days
- Scheduled off days

Some Examples of Work Schedules:

Example 1

08 FS (Sun, Mon, Tue, Wed, Thu), OFF (Fri, Sat)						
Wed	Thu	Fri	Sat	Sun	Mon	Tue
8	8	Off	Off	8	8	8

Example 2

1/14 Fri, 14 Hours – 2/13 Sat, Sun (off – Wed, Thu, Mon, Tue)						
Wed	Thu	Fri	Sat	Sun	Mon	Tue
Off	Off	14	13	13	Off	off

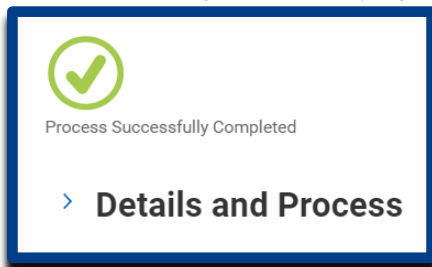
Example 3

10 – FSS (Mon, Tues, Wed, Thu) OFF (Fri, Sat, Sun)						
Wed	Thu	Fri	Sat	Sun	Mon	Tue
10	10	Off	Off	Off	10	10

7. Select



8. This summary screen displays:



9. **Process Successfully Completed:** Indicates the process was successfully completed

10. To review the work schedule change, select **Details and Processes:** Click on the > to view the details associated with the request (**Details** tab), or to view all of the steps in the workflow (**Process** tab).

11. Select



to complete the transaction.



Note: To update multiple workers work schedules at one time, an EIB upload is required (refer to Time Tracking HRIS team to request EIB information)

KRONOS WORK SCHEDULES

KRONOS WORK SCHEDULES

You can assign a pattern template to one or more employees for a specific time period to identify the days and hours scheduled to work.

A schedule pattern:

- A group of shifts that repeat over a specified pay period
- Includes a start and end date
- Controls the shift assignments for employees
- Facilitates exception-based tracking of time and enforcement of restrictions and rounding rules

Pattern Templates

Patterns can be entered manually or by using a pattern template. A pattern template is a reusable tool that contains one or more shifts that rotate over a period of time.

Pattern templates include:

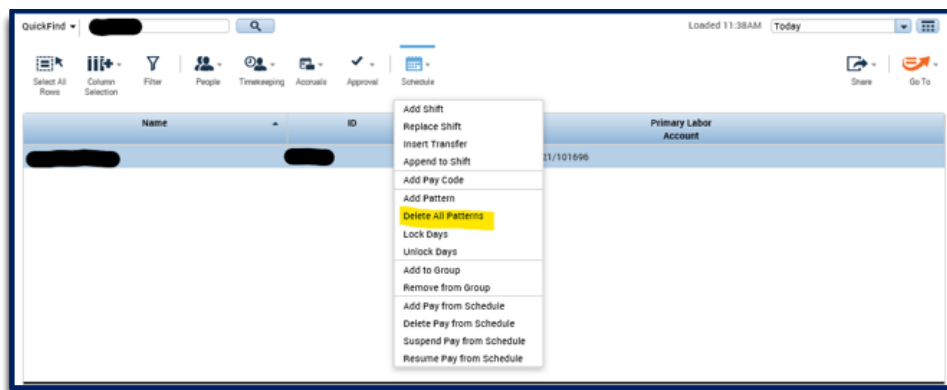
- Pattern name and description
- Recurring interval that defines the number of days or weeks over which the pattern repeats
- Shifts associated with the pattern

DELETING A PATTERN

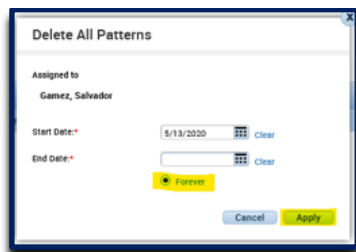
It is recommended to delete current patterns prior to adding a new pattern.

From the toolbar,

1. Enter the worker’s name or employee number in the **search** field
2. Select **Schedule** and **Delete All Patterns**



Manager: Workday & Kronos Work Schedules

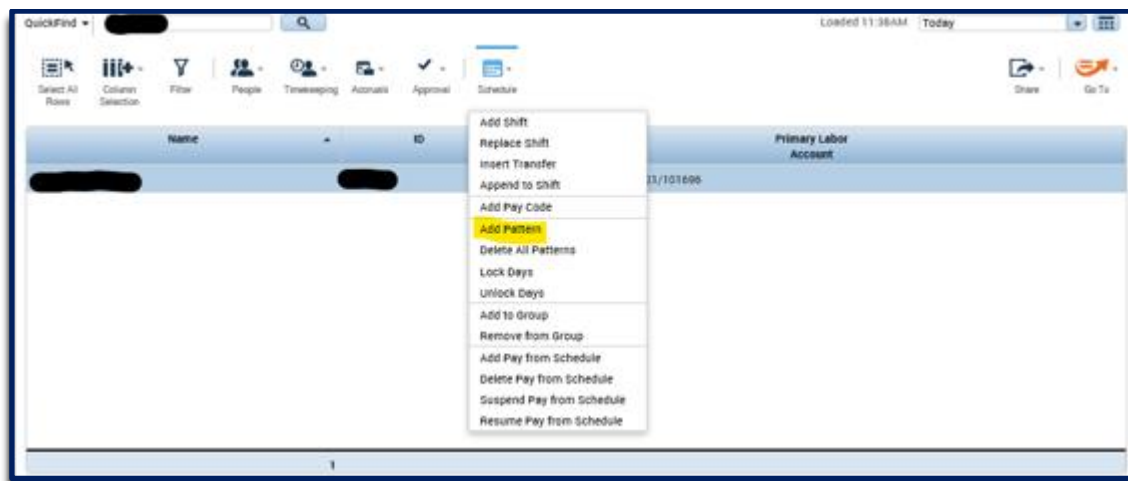


3. Enter **Start Date** and **End Date**
4. Select **Forever** and **Apply** (if Forever is selected, you do not need to enter an end date)

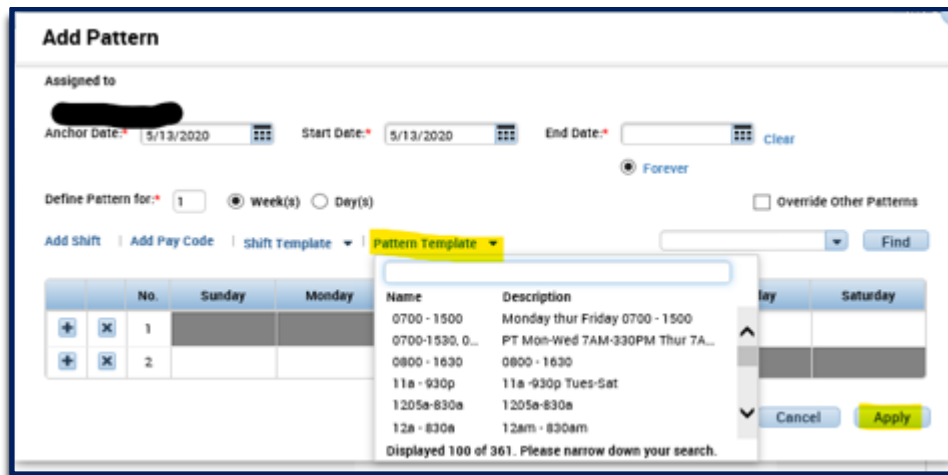
ADD PATTERN

From the toolbar,

1. Enter the worker's name or employee number in the **search** field
2. Select **Schedule** and **Add Pattern**

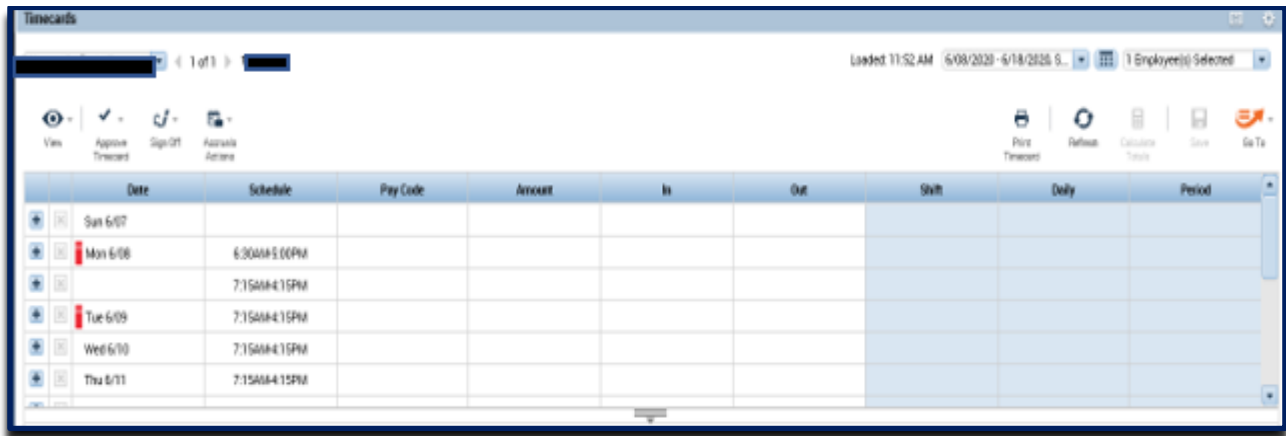


3. Enter **Start Date** (MUST be beginning of pay period) and **End Date** (if applicable MUST be end of a pay period)



4. Select the **Pattern Template** drop-down arrow to display patterns

5. Review entries and select **Apply**



The screenshot shows the 'Timecards' application interface. At the top, it displays 'Loaded 11:52 AM 6/08/2020 - 6/18/2020 S...' and '1 Employee(s) Selected'. Below the header, there are several icons for actions like 'View', 'Approve Timesheet', 'Sign Off', and 'Approve Entries'. On the right, there are icons for 'Print Timesheet', 'Refresh', 'Calculate Totals', 'Save', and 'Go To'. The main table has columns for 'Date', 'Schedule', 'Pay Code', 'Amount', 'In', 'Out', 'Shift', 'Daily', and 'Period'. The data rows show dates from Sun 6/07 to Thu 6/11, with 'Schedule' values like '6:30AM-5:00PM' and '7:15AM-4:15PM'.

Date	Schedule	Pay Code	Amount	In	Out	Shift	Daily	Period
Sun 6/07								
Mon 6/08	6:30AM-5:00PM							
	7:15AM-4:15PM							
Tue 6/09	7:15AM-4:15PM							
Wed 6/10	7:15AM-4:15PM							
Thu 6/11	7:15AM-4:15PM							



Note: To verify the work schedule has been changed, navigate to employee's timesheet to view new work schedule.

Important: Verify the work start date and pattern start date have not changed.