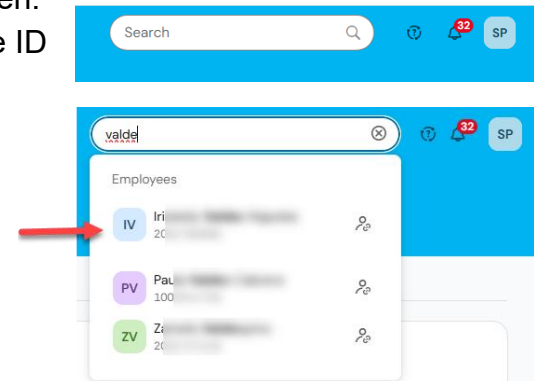
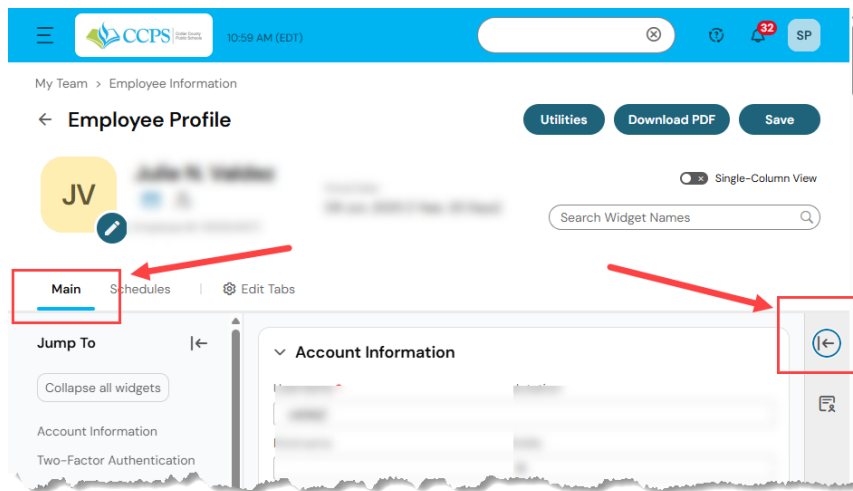


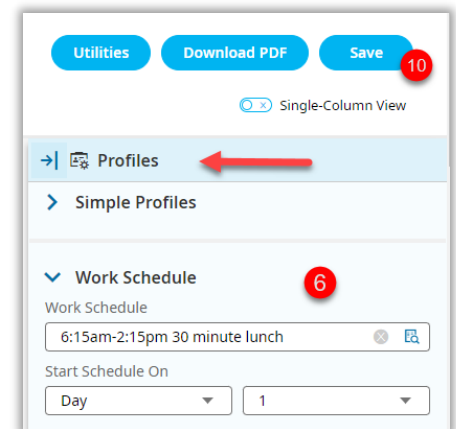
Kronos: Entering Employee Work Schedules

Assigning a work schedule ensures Kronos accurately calculates regular hours, overtime, comp time, exceptions, and attendance based on the employee's expected work pattern. Every employee should have a valid schedule assigned.

1. Locate the Search bar in the upper right portion of the screen.
2. Enter the Employee's First Name, Last Name, or Employee ID into the search field.
3. Select the employee's name to open their profile.



4. Confirm that you are on the Main tab of the employee profile.
5. Expand the Profiles section on the right side of the screen.
6. Scroll down to the Work Schedule section at the bottom of the page.
7. Click the magnifying glass icon to view a list of available schedules.
8. Browse the list and select the appropriate work schedule.
9. In the "Start Schedule On" field, select Day 1.
10. Click Save in the upper-right corner to apply the change.



Work schedule changes are **not retroactive**. Changes take effect on the date they are saved and apply going forward. To make schedule changes for previous dates, navigate to **Schedule > Basic Scheduling > Schedules**.