

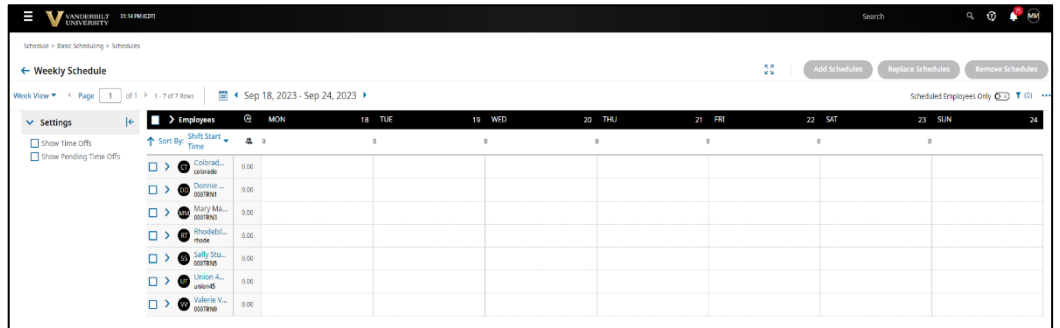
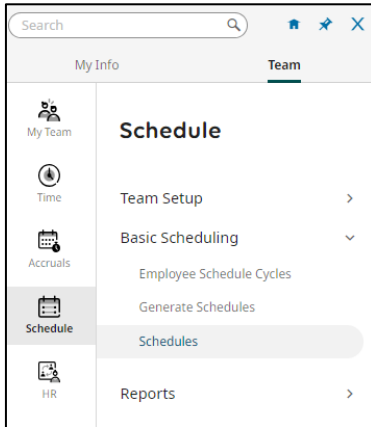
Quick Guide: Using UKG (Kronos) Basic Schedules



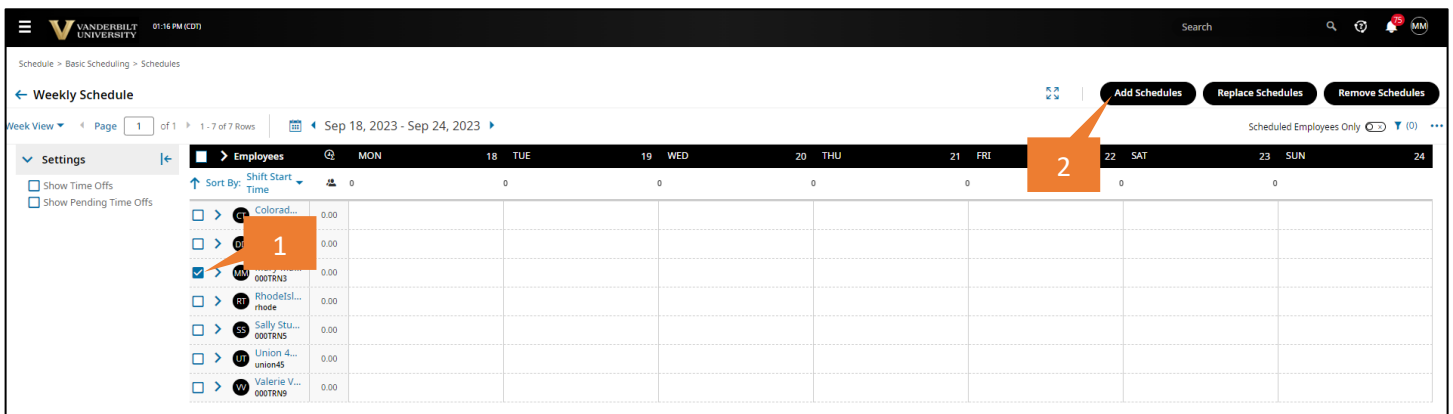
Navigation

Menu > Team > Schedule > Basic Scheduling > Schedules

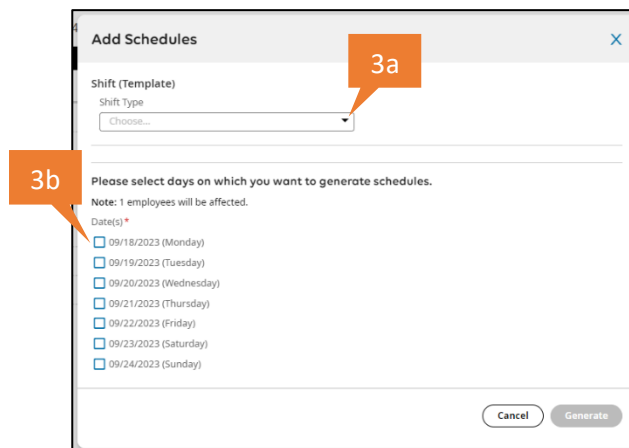
Add a Schedule by Using the Add Schedules Button



Note: After selecting schedules, you will navigate the above screen and see your team's current schedule.



1. To add a basic schedule to an employee, select the employee(s) by checking the box to the left of their name.
2. Click Add Schedules.
3. An Add Schedules pop-up will display, providing the options to select a **Shift Type** from the drop-down box and to check the **Dates** the employee should be assigned the schedule.



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4. Select **Start Date**.
5. If the **Shift Type** of Fixed or Floating is selected, specify the From and To times.

Shift Type: Select one of the following or one of the pre-populated shifts.

- **Free Flow:** With this schedule type, there is not a set shift assigned. When this option is selected, you will enter the daily hours an employee is expected to work in the **Total Hours** field, such as 8 hours.
- **Fixed:** With this schedule type, you will assign a set shift in the **Start Time** and **End Time** fields, such as 8:00am: 5:00pm. The **Previous Day** checkbox indicates that the shift crosses the day divide, and the shift actually begins on the previous day.
- **Floating:** With this schedule type, you will set a variable **Start Time** in a range, such as 8:00am: 10:00am.

6. Select the **Dates** to generate schedules if not previously selected in step 3. **Note:** *There are more optional fields that can be filled out and drop-down boxes selected.*
7. Click **Generate**
8. A **Completed** box will pop up to confirm the Work Schedules Generated Successfully; click **OK**.

The image shows two screenshots from the UKG (Kronos) system. The first screenshot is the 'Add Schedules' dialog box. It has a title bar 'Add Schedules' with a close button 'X'. The 'Shift (Template)' section includes a 'Shift Type' dropdown menu (set to 'Fixed'), a 'Start Date' dropdown (set to 'Wed'), 'From' and 'To' time fields (08:00 am and 04:30 pm), and a 'Standard Total Hours' field (0.00). Below this are 'Has Lunch' radio buttons (Yes selected), 'Lunch (Min Time)' (30.00), 'Lunch Start' (At), and 'Lunch Time' (hh:mm am). There are also dropdown menus for 'Person Assignments', 'Activities', 'Is Scheduled Off' (No), 'Temp Lead Premium', 'Overrides', and 'Breakdown'. A note says 'Please select days on which you want to generate schedules. Note: 1 employees will be affected.' Below the note is a 'Date(s)' section with checkboxes for dates from 09/18/2023 to 09/23/2023. The 'Generate' button is highlighted with an orange callout '7'. The second screenshot is a 'Completed' confirmation pop-up with a green checkmark icon, the text 'Completed Work Schedules Generated Successfully', and an 'OK' button highlighted with an orange callout '8'. Orange callouts '4', '5', and '6' point to the 'Start Date', 'Shift Type', and 'Date(s)' fields respectively in the first screenshot.

Three buttons are available at the top of the schedule view:

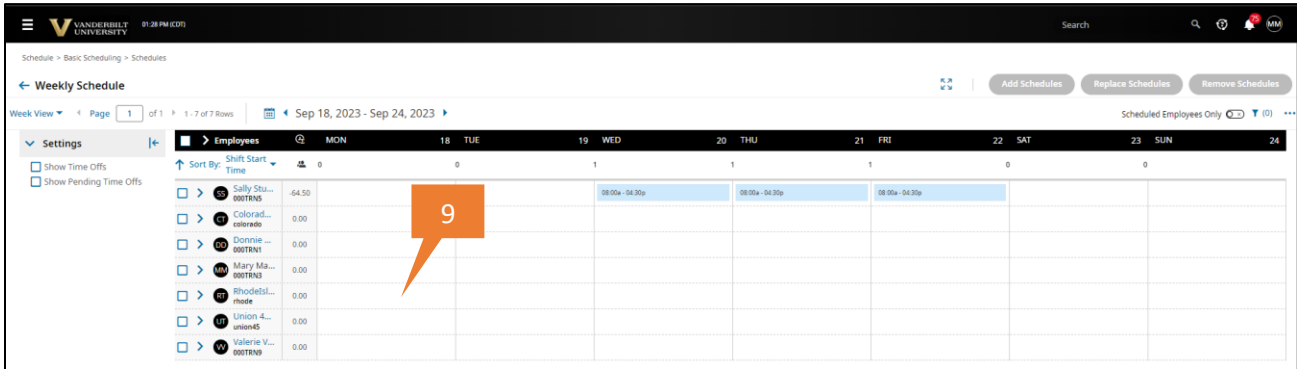
- **Add Schedules:** When you select an employee or multiple employees, you can select this button and an **Add Schedules** pop-up displays where you will choose a Shift Type and select the dates for when the schedules will be generated.
- **Replace Schedules:** When you select an employee or multiple employees, you can select this button and a **Replace Schedules** pop-up displays where you can replace existing shifts with new shifts.
- **Remove Schedules:** When you select an employee or multiple employees, you can select this button and a **Remove Schedules** pop-up displays where you can select dates to remove shifts.

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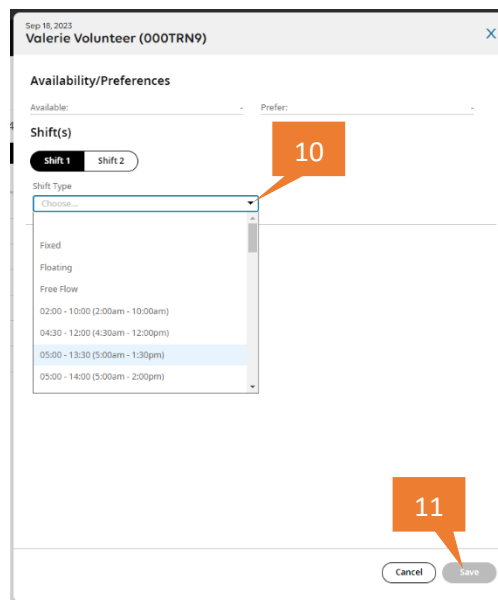
Add a Schedule by Clicking a Day

9. Click an **empty day** for the employee you would like to generate a schedule. **Note:** if an employee's name is not **blue**, you cannot generate a schedule for that employee.

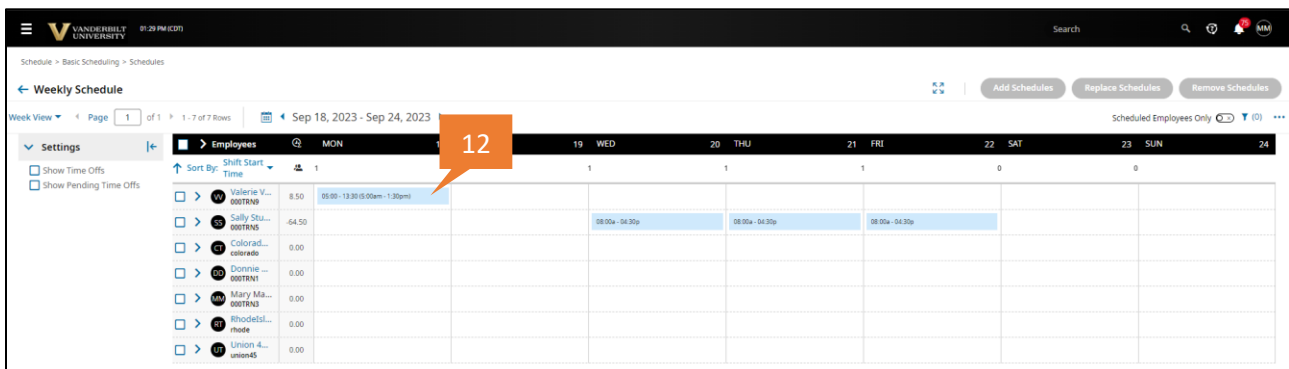


10. An **Availability/Preferences** pop-up box will appear, and select the preferred schedule for the employee from the **Shift Type** drop-down menu.

11. Click **Save** once the button has changed from gray to black.



12. The selected schedule will appear on the team schedule. **Note:** You can move an employee shift around by simply dragging and dropping the shift onto a different day or employee.



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[Available Reports on Scheduling](#)

Navigate to the Schedule Reports: Main Menu (three lines) > My Info > My Reports > Report Hub > Schedule

- **Schedule vs Actual Detailed** – provides an insight into the hours variance for an employee and can be sorted by the current pay period, previous pay period, or date range. The report is broken out by each work day and is not a weekly summary.
- **Weekly Schedule** – provides an overview of the weekly schedule, including scheduled time off. The best way to sort this report is by Work Unit, like and the first 5 digits of your work unit. Or you can sort it by Manager Name.
- **Schedule Entries** – provides an overview of employees with a schedule entered. If an employee is not assigned a schedule, they will not appear in this report.
- **Daily Schedule** – provides an overview of the daily schedule, including scheduled time off. The option to Update Schedules is available in this report too.