



Kronos Scheduler: Superuser Pattern Template Guide

PURPOSE

Assigning a Schedule Pattern Template

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Schedule pattern templates let you quickly apply a set of shifts to staff who work the same shifts on a regular basis. A schedule pattern template consists of one or more shifts that repeat over a specified time period and have been saved for reuse.

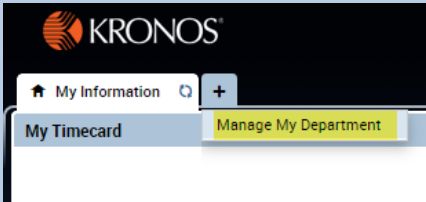
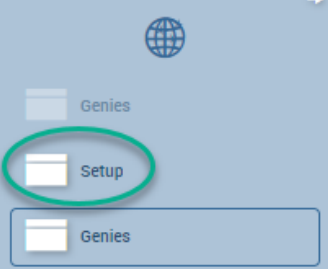
Shift Templates make this process easier. If you use these in concert with Pattern Templates, it decreases an otherwise time-consuming task.

Shift Templates — A Shift Template is a shift that has a name and defined segments and attributes, but no date or assigned employee.

Example

Karen regularly works 8-hour shifts every other week on different days in Solnit South Custody Sachem. You want to create and apply a schedule pattern for the associate that repeats in a schedule planner. You know that a pattern template exists that defines this schedule pattern, so you will use it because it is easier and faster than adding the schedule manually.

Pattern Template Creation – Navigation

	Steps to create a Pattern Template		Description
1	Select the plus tab, then Manage My Department. From the Related Items list, click Setup.		



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<p>2 Select Setup > Scheduler Setup > Pattern Templates</p>																							
<p>3 Create or edit a template.</p> <p>Enter a Name using your agencies convention (i.e. DCF, DVA, DOC)</p> <p>Enter a description</p>	<table border="1"> <thead> <tr> <th>Name</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>CLSW M-S 8a - 430p</td><td>M-S 8a - 430p</td></tr> <tr><td>M-F 11:10p-7:10a</td><td>M-F 11:10p-7:10a</td></tr> <tr><td>M-F 11:15p-7:45a</td><td>M-F 11:15p-7:45a</td></tr> <tr><td>M-F 11p - 7a</td><td>M-F 11p - 7a</td></tr> <tr><td>M-F 12:30p-9p</td><td>M-F 12:30p-9p</td></tr> <tr><td>M-F 2:45p-11:15p</td><td>M-F 2:45p-11:15p</td></tr> <tr><td>M-F 2pm - 1030pm</td><td>M-F 2pm - 1030pm</td></tr> <tr><td>M-F 2pm - 10pm</td><td>M-F 2pm - 10pm</td></tr> <tr><td>M-F 3p-11:30p</td><td>M-F 3p-11:30p</td></tr> <tr><td>M-F 730a - 4p</td><td>M-F 730a - 4p</td></tr> </tbody> </table>	Name	Description	CLSW M-S 8a - 430p	M-S 8a - 430p	M-F 11:10p-7:10a	M-F 11:10p-7:10a	M-F 11:15p-7:45a	M-F 11:15p-7:45a	M-F 11p - 7a	M-F 11p - 7a	M-F 12:30p-9p	M-F 12:30p-9p	M-F 2:45p-11:15p	M-F 2:45p-11:15p	M-F 2pm - 1030pm	M-F 2pm - 1030pm	M-F 2pm - 10pm	M-F 2pm - 10pm	M-F 3p-11:30p	M-F 3p-11:30p	M-F 730a - 4p	M-F 730a - 4p
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<p>4 Insert Shift. Select a shift template. A pattern cannot contain an Unavailable shift template.</p> <p>Shift Editor. Define the shift. Click OK.</p> <p>Pay Code Editor. Select a pay code. Enter the duration or money in Amount. Enter the Start Time. Optionally,</p>	<p>PATTERN TEMPLATES Last Refreshed: 8:16am</p> <p>Save Save And New Return Refresh</p> <p>Name * <input type="text"/></p> <p>Description <input type="text"/></p> <p>Recurring * <input type="text" value="1"/> <input checked="" type="radio"/> Weeks <input type="radio"/> Days</p> <p>Insert Shift Shift Editor Pay Code Editor Delete Items in rotation Find</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Sunday</th> <th>Monday</th> <th>Tuesday</th> <th>Wednesday</th> <th>Thursday</th> <th>Friday</th> <th>Saturday</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	1													
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select a Transfer. Click **OK**.

Example: Select a Vacation pay code to create a vacation pattern.

PATTERN TEMPLATES

Save Save And New Return Refresh

Name *

Description

Recurring * Weeks Days

[Insert Shift](#) | [Shift Editor](#) | [Pay Code Editor](#)

		No.	Sunday	Monday
+	x	1	7:00am - 3:30pm	
+	x	2		7:00am - 3:30pm

Save Save And New Return Refresh

Name *

Description

Recurring * Weeks Days

[Insert Shift](#) | [Shift Editor](#) | [Pay Code Editor](#)

Delete Find

		No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
+	x	1	7:00am - 3:30pm		7:00am - 3:30pm	7:00am - 3:30pm	7:00am - 3:30pm	7:00am - 3:30pm	
+	x	2		7:00am - 3:30pm	7:00am - 3:30pm	7:00am - 3:30pm	7:00am - 3:30pm	7:00am - 3:30pm	7:00am - 3:30pm

5 To copy a block of time, right click the cell -> **Copy**

To Paste on 2 days or more hold the Ctrl key and left click mouse on the desired days. Then right click -> **Paste**

		Monday	Tuesday	Wednesday
		7:00am - 3:30pm		7:00am - 3:30pm
+	x	7:00am - 3:30pm	7:00am - 3:30pm	7:00am - 3:30pm

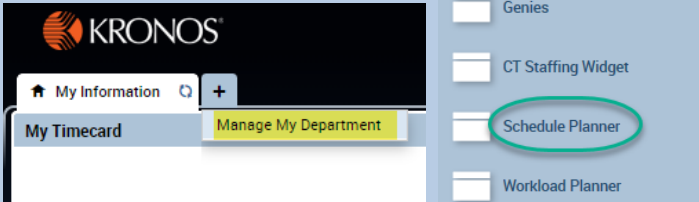
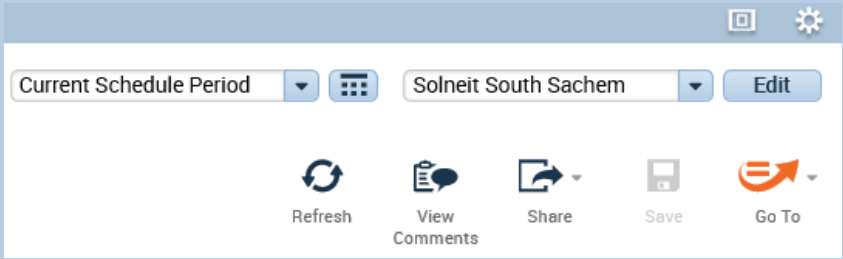
Shift Editor
 Add Pay Code
 Add Shift
 Copy
 Delete

Add Pay Code
 Add Shift
 Paste



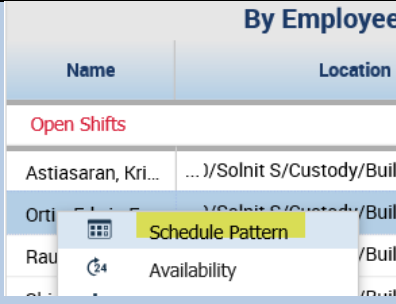
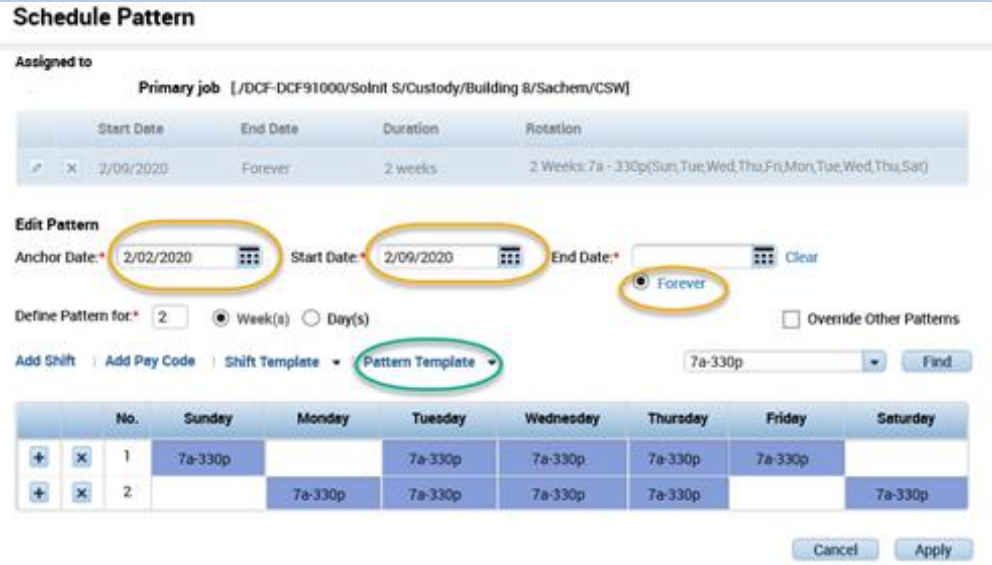
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Pattern Template Assignment – Navigation

	Assigning a Pattern Template to an Employee	Description
1	<p>Select the plus tab, then Manage My Department. From the Related Items list, click Schedule Planner.</p>	
2	<p>In the Location Show drop-down list, select a department from the Organization Map which will display employees for you to view. In the screen shot used a Location Query that contains the desired location (i.e. Solnit South Custody Sachem)</p> <p>In the Time Period drop down list, select a specific time period.</p>	



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<p>3 Right-click on the associate's name. Select Schedule Pattern</p>	
<p>4 Insert a Pattern.</p> <p>The Anchor Date defines the first week of the pattern. This date must be on or before the Start Date. And is usually on a Sunday.</p> <p>In the Start Date field, use the calendar or type a date to mark the beginning of the pattern you are about to implement.</p> <p>In the End Date field, type the last date for which this pattern assignment applies. To have the assignment in effect with no end date, accept the default of Forever.</p>	 <p>Click APPLY</p>
<p>5 You may need to Refresh the schedule Planner a couple times until the Pattern renders</p>	



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through the database

Schedule Planner

Loaded: 9:57AM | Alter Next Schedule Per... | Solnit South Sachem

Views: Actions | View | Columns: Selection | Visibility: Filter | Select all | Gantt View | Sorting | Tools | Engines | Refresh | View Comments | Share | Save

By Employee		2/16 - 2/22					
Name	Wk. Type	Sun 2/16	Mon 2/17	Tue 2/18	Wed 2/19	Thu 2/20	Fri 2/21
Open Staffs							
Phy. S							
Ful. S		7:00AM - 3:30PM		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM
Full							

Schedule Pattern

Assigned to

Primary job [/DCF-DCF91000/Solnit S/Custody/Building 8/Sachem/CSW]

	Start Date	End Date	Duration	Rotation
<input type="checkbox"/>	2/09/2020	Forever	2 weeks	2 Weeks: 7a - 330p(Sun,Tue,Wed,Thu,Fri,Mon,Tue,Wed,Thu,Sat)

Add Pattern

OK