

KRONOS SCHEDULING IS HERE

You can now log into Kronos to view your schedule.
Here's what your timecard will now look like.

Pay codes from the Schedule come into your Timecard in Purple.

A Red box around the clock in or out now also indicate Early or Late.

Hover the mouse over the red box to see the details.

The screenshot shows the Kronos Scheduling interface. At the top, there are navigation tabs: GENERAL, MY GENIES, TIMEKEEPING, SCHEDULING, and RECORD RETENTION. Below this is the 'TIMECARD' section for user 'Mouse, Mary D.' with ID '99991'. The timecard table has columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Shift, Daily, and Cumulative. A red box highlights the '7:01 AM' clock-in time on Monday 12/20. Below the timecard is a 'TOTALS & SCHEDULE' section with a table of account details, including Account, Pay Code, Amount, and Wages.

Continue to clock as usual on **Telephone Time Entry**. When your unit installs Badge Readers, clocking will be a snap!

Here's your schedule!

An (x) next to the date indicates a transfer, either to another status (charge, education, etc.) or a float. Check the schedule posted on your unit for detailed information.

New Pay Codes in Scheduling

You will notice several new Pay Codes. These new **Pay Codes (marked with *) are NON PAID and do not affect your paid hours.** They are for tracking and informational purposes only.

Important note!!

BLK in your timecard are used as a placeholder in the schedule. Continue to enter your vacation, comp, or holiday as usual. Add a line to your timecard by clicking on the symbol. Enter the pay code to be paid in the new line with the amount of hours. Remember BLK is NOT PAID. Please enter a pay code to be paid for your time off. OCA is also a non paid placeholder for On Call. Continue to enter ONC or OCL for on call time.

Pay Code	Description	Pay Code	Description
BLK	Block Leave *	LEV	Leave *
ECP	Employee Cancel Premium*	LM	Left Message *
ECR	Employee Cancel Regular*	OCA	On Call Time*
ERR	Scheduling Error*	ORQ	Off Requested *
HCP	Hospital Cancel Premium *	SIK	Sick Leave Taken
HCR	Hospital Cancel Regular *	VAC	Vacation Taken
HOF	Holiday Off*	TRK	Historical Adjustment Track*

	Wed 12/08	BLK	12.0
	Wed 12/08	VAC	12.0

You can also view your unit schedule.

The screenshot shows the KRONOS user interface. At the top, there are two tabs: "MY INFORMATION" and "MY CALENDARS". The "MY INFORMATION" tab is active, and a dropdown menu is open, showing options: "My Timecard", "My Reports", and "Staffing". The "Staffing" option is highlighted with a mouse cursor. Below the menu, there are fields for "Name & ID" (Mouse, Mary D 99991) and "Time Period" (Current Pay Period). A "MY TIMECARD" section is visible with a "Loaded: 1:40PM" status. Below that is a table with columns: Date, Pay Code, Amount, In, Transfer, Out, In, T.

Date	Pay Code	Amount	In	Transfer	Out	In	T
Mon 12/06			7:01 AM		7:32 PM		
Tue 12/07			7:00 AM		7:30 PM		
Wed 12/08	BLK	12.0	7:00 AM				
Thu 12/09							
Fri 12/10							

1 To view your unit's posted schedule, click on the **MY INFORMATION** tab on the top menu bar. Click on **STAFFING**.

2 Click on the down drop menu for **TIME PERIOD** and choose the time period listed or enter specific dates into the Range of Dates. Click **APPLY**.

The screenshot shows the "STAFFING" interface. At the top, there are buttons: "View Location Schedule" (highlighted with a red box), "Refresh", "Printable View", and "Request Schedule Change". Below these is a "Time Period" dropdown menu (highlighted with a red box) showing options: "Current Week", "Last Week", "Current Week", "Next Week", "Previous Month", "Current Month", "Next Month", "Specific Date", and "Range of Dates" (highlighted with a blue box). To the right, there is a date range "12/05/2010 - 12/11/2010" and an "Apply" button (highlighted with a red box). Below the dropdown is a "MY SCHEDULE" section with a table showing shifts for "RN" on "Sun 12/05", "Mon 12/06", and "Tue 12/07".

3 Click **View Location Schedule**.

There are changes to the unit's schedule that are not available for view yet when you see this message:
There are scheduled shifts for the requested time period that are not posted.

NOTE: Hover the mouse over job transfers (x) for details. The schedule *does not* show other work statuses, for example charge, meetings, education or other transfers.

The screenshot shows the "LOCATION SCHEDULE" interface. At the top, there are buttons: "Refresh", "Close", "Printable View", and "Request Schedule Change". Below these is a "Location" dropdown menu (OHSU/HC/PCS/ACS/13A Trauma, Emergency General Surgery) and "Shift Labels" / "Shift Times" radio buttons. The "Time Period" is "12/20/2010 - 1/16/2011". Below is a table with columns: Name, Job, Mon 12/20, Tue 12/21, Wed 12/22, Thu 12/23, 201... Fri 12/24, 201... Sat 12/25, Sun 12/26, Mon 12/27, Tue 12/28, Wed 12/29, Thu 12/30, 201... Fri 12/31, 201... Sat 1/01, Sun 1/02, Mon 1/03. The table shows shifts for "Mouse, Mary D" and other employees like "Aardvark, Anna", "Badger, David", "Bear, Bob", "Bear, Panda", "Gecko, Grace", and "Giraffe, Goeff".

4 To go back to Timecard view, click **My Timecard** under the **My Information** tab.