

The Midcounties Co-operative

Contracted Schedule and Availability Template for Kronos

Colleague Name	
Colleague Number	
Site	

Please fill in the table below with your Manager to show your contracted schedule by marking the relevant hours box with a ✓. Your contracted schedule is made up of the hours that you usually work each week and should account for your current contracted hours. If you work a different pattern each week, please mark this clearly in the table by using the key below:

Key:	Week 1: ✓	Week 2: 2	Week 3: 3	Week 4: 4
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Total Contracted Hours (per week)																			
Fixed Hours or Flexible (as allocated by the rota)?																			
	Schedule showing contracted hours of work																		
	05:00-06:00	06:00-07:00	07:00-08:00	08:00-09:00	09:00-10:00	10:00-11:00	11:00-12:00	12:00-13:00	13:00-14:00	14:00-15:00	15:00-16:00	16:00-17:00	17:00-18:00	18:00-19:00	19:00-20:00	20:00-21:00	21:00-22:00	22:00-23:00	23:00-24:00
Sunday																			
Monday																			
Tuesday																			
Wednesday																			
Thursday																			
Friday																			
Saturday																			

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We welcome you to share any feedback with us that you have about the Kronos system, or any questions that you may wish to ask:

By signing this form, I agree that the content of the form is accurate. I understand that my agreement to be available at the times stated forms part of my contract of employment. As such, I understand that I may be scheduled to work my contracted hours on any of the days and times that I have marked myself as being available.

Date		Date	
Colleague Name		Manager Name	
Colleague Signature		Manager Signature	

As a colleague, please ensure that you keep a signed copy of this document for your records. As a Manager, please use this form to fill in the schedule and availability on the Kronos system. Then please return this signed form to your HR Administrator.

