## 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: <b>2</b>	Week 3: <b>3</b>	Week 4: <b>4</b>
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Total Contracted Hours (per week)																			
<b>Fixed Hours or</b>	Fixed Hours or Flexible (as allocated by																		
the rota)?																			
							Sched	lule sh	owing	contra	cted ho	ours 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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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





## The Midcounties Co-operative

Please fill in the table below with your Manager to show your availability for work, these are the additional hours that you are able to commit to outside of your contracted schedule. Kronos will use the availability information which you have provided, along with your contracted schedule when it automatically allocates shifts to you, and they will be allocated 4 weeks in advance. If you have no additional periods of availability over and above the hours you are already contracted to work, please leave the table blank.

If you have different availability each week, please mark this clearly in the table by using the key below:

Kov.	Week 1· ✔	Week 2: <b>2</b>	Week 3: <b>3</b>	\M\ook 1 · 1
ney.	VVCCK 1. '	WEER Z. Z	WEEK J. 3	VVCCN 4. 4

	Colleague's availability for work																		
	05:00-	06:00-	07:00-	08:00-	09:00-	10:00-	11:00-	12:00-	13:00-	14:00-	15:00-	16:00-	17:00-	18:00-	19:00-	20:00-	21:00-	22:00-	23:00-
Sunday	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17;00	18:00	19:00	20:00	21:00	22:00	23:00	24:00
Monday																			
Tuesday																			
-																			
Wednesday																			
Thursday																			<u> </u>
Friday																			<b></b>
Saturday																			

Do you wish to be	e included in auto-s	scheduling by cluster? Thi	s is only applicable to certain sites; your Manager will explain how and if this				
impacts you:	Yes 🗌	No 🗌					
Your permanent	place of work/hom	e store is [	], by ticking 'Yes' above this means that you have agreed for the Kron				
system to schedu	le your hours of av	ailability across the follow	ving stores which are in close geographical proximity: [				
			1				

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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.



## The Midcounties Co-operative

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	
<b>Colleague Signature</b>	Manager Signature	

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