Setting Up a Colleague on Kronos – Quick Guide - SOCIETY

Set a Contract Schedule

You need to create a base contract schedule that the sickness and annual leave is calculated against. This must add to the colleagues contracted hours.

1. From the **Schedules** Widget
2. Go to **View** > From the drop-down menu **By Employment Terms**

IMPORTANT – you must change the view on schedules drop down to **BY EMPLOYMENT TERMS**

3. Right Click on the Colleague's Employee Number > Select **Schedule Pattern**

This will open the schedule pattern window.

Complete as below:

a. **Anchor Date:** Date the pattern should begin (must be Go Live Sunday Date)
b. **Start Date:** Same as anchor date
c. **End Date :** Mark as **forever**
d. **Define Pattern**: enter a number, which will define the length of the schedule e.g. 1 week, 2 week etc. A colleague working every other Sat would have a 2 week schedule.
e. **Complete each field under the day with the shift times** e.g. 800 – 1500 Please use 24 hour clock format

Using Pattern Templates

There are some pattern templates set in the system, for commonly used pattern of hours. You can select a Pattern Template from the Pattern Template drop down menu e.g. 600-1400. You can then still edit the pattern.

Entering a Manual Schedule

You need to enter the schedule the colleague will work, this will likely match the contract schedule. This must add up to the contracted hours

1. After creating the **Contract Schedule** go to the line below
2. Right Click on the Colleague's Name > Select **Schedule Pattern**

This will open the schedule pattern window.

Complete as below:

a. **Anchor Date:** Date the pattern should begin (must be Go Live Sunday Date)
b. **Start Date:** Same as anchor date
c. **End Date :** Mark as **forever**
d. **Define Pattern**: enter a number, which will define the length of the schedule e.g. 1 week, 2 week etc. A colleague working every other Sat would have a 2 week schedule.
e. **Complete each field under the day with the shift times** e.g. 800 – 1500 Please use 24 hour clock format

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Entering Authorised Holiday

As part of your Kronos Set Up you will need to add any previously authorised holiday. In future Annual Leave Requests will be managed through automated request alerts.

IMPORTANT – You will not be able to complete this task until the end of the first week post Go Live

1. In the **Schedules Widget**

2. Select the appropriate date from the **Context Selector**

Loaded: 10:15 Current Schedule Period
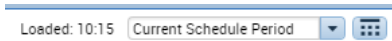
3. Locate the correct colleague and date > **Right click on the shift**

Add Pay Code

4. Click **Add Pay code**

   The Pay code window will open

5. Complete the following:

   Effective Date: The Date the Time-Off Starts

   Pay code: Select from the drop down

   Amount: Select Full or Half Day

   Leave Override Shift as displayed

   Select **Whole or Partial Shift**

   Start Time: E.g. 1200

   Comments: Add comments if necessary

6. Click **Apply**

## Selecting a Work Break rule in the People Editor

You need to select a work break rule which determines how many minutes of break are unpaid
Also whether the colleague gets paid for overtime worked *e.g. MCC OTO 30 minute deduction PFS*
This will be dependent on the Work Break Policy and local arrangements.

This is completed in the People Editor
To navigate to the people editor:
1. In your Related Panes Panel > Open the **People Editor** Widget

You can select the correct colleagues from the drop down in the top right, or scroll using the arrows

Adams-Hyatt, Sophie   ◄ 1 of 36 ► DD32
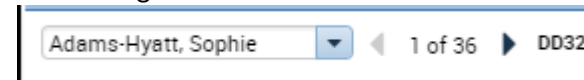
Select a Work Break Rule
An example

Overtime Rule	Break Rule
MCC OT 1.5 **Paid at time and half for overtime hours**	**30 min unpaid break applied** **Over 6 hours**

These pay codes are referring to unpaid breaks only. Please ensure the Work Break Rule you select is a PFS code.

1. In the **People Editor** > Go to the **Job Assignment** Tab
2. Expand the **Timekeeper** section
3. Click into the **Pay Rule Cell** (below the current rule displayed)> Select the correct break policy.
4. Enter the **Effective (Start) Date**