

View Inactive Employees

Purpose: How to view inactive employees

Audience: Leadership and Timekeepers

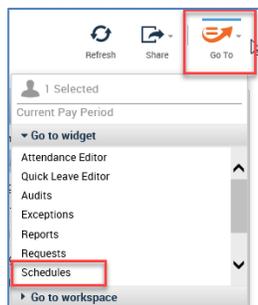
- An employee does not need to be returned in order to view or enter a schedule for them in Kronos
- Employee's badges will not work at a time clock until the day after they have been returned in PeopleSoft
- Have them use the Exception Log
- Employees will not be able to access Kronos via Employee Self Service until the day after their return from leave was processed
- They will receive an error message: 'Oops! Looks like you are having trouble logging in. Please try again or contact your administrator.'
- Both basic and Advanced Schedulers can enter a schedule for their employees on a LOA using these steps.
- Call Employee Services at (855) 874-7100 for assistance
- *Note to Advanced Schedulers:* You cannot schedule a person on an LOA via Schedule Planner, but the changes you enter in via these methods will appear in Schedule Planner upon saving.

Using the Inactive Employees Link

1. Log in to Kronos
2. In the Genies section along the right side of the screen, select **Inactive Employees**.



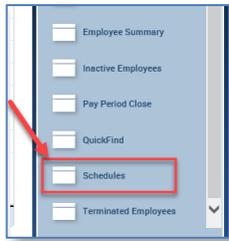
3. Select the employee(s)
4. Use the **Go To** tab to select their Schedule



5. Enter in the schedule. Click **Save**.

Using the Scheduling Editor Genie

1. Log in to Kronos
2. In the Genies section along the right side of the screen, select **Schedules**.



3. Select **Inactive Employees** from the Genies section.



4. Select the Employees
5. Enter in the schedule. Click **Save**.