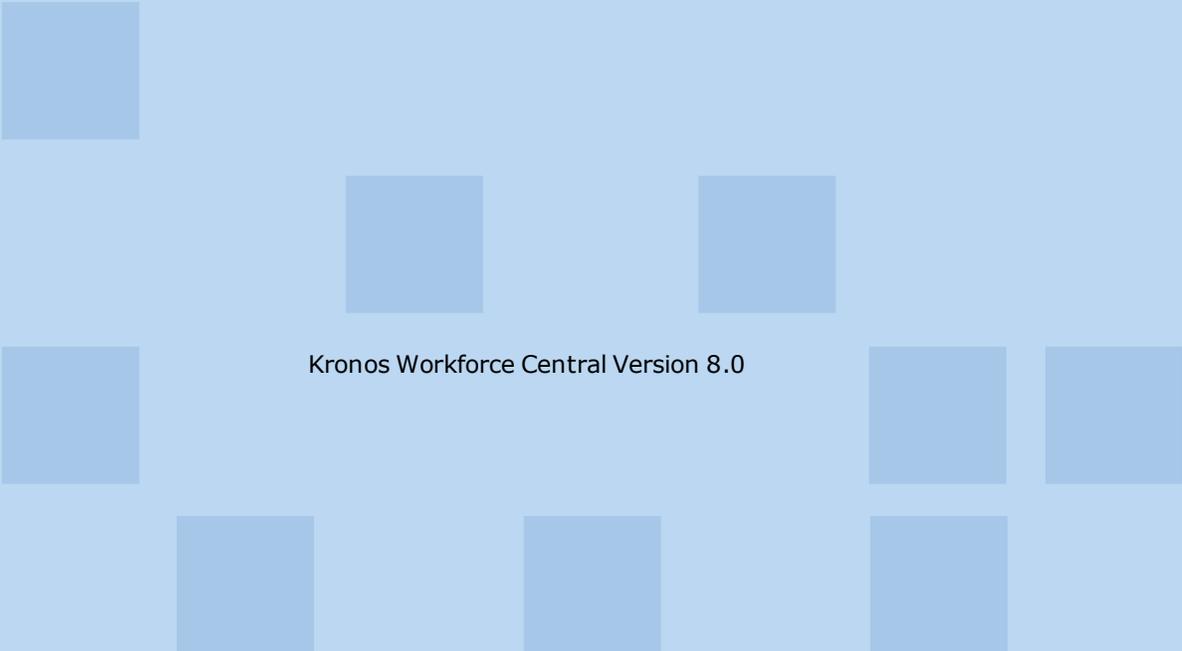


## What's New About the Schedule Planner Widget

*Even though the Schedule Planner widget provides the same features and functions as the classic Schedule Planner, how you access many of these features and functions has changed.*



Kronos Workforce Central Version 8.0

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Published by Kronos Incorporated  
297 Billerica Road, Chelmsford, Massachusetts 01824-4119 USA  
Phone: 978-250-9800, Fax: 978-367-5900  
Kronos Incorporated Global Support: 1-800-394-HELP (1-800-394-4357)

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## Document Revision History

### Document Revision

A

### Release Date

May 2015

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# Manage Schedules with the Schedule Planner widget

The Schedule Planner widget accomplishes all of the functions of the Schedule Planner and Schedule Editor but with a modern design, increased ease of use, and efficient execution. It offers multiple views, enhanced color coding for improved visualization, powerful editing capabilities from the toolbar and call outs, and plenty of shortcuts to make your work faster and easier.

- The main view is the calendar-like [Gantt view on page 5](#).
- Alternatively, the [Tabular view on page 7](#) is a table-like view of the schedule.
- The [Minimized view on page 8](#) shows basic schedule data while you work in another widget.

## Gantt view

1. Select **View > By Employee, By Job , By Schedule Group , or By Employment Terms**.
2. Click Gantt View  on the toolbar.

### Color coding

- The **orange** highlights and vertical **orange** line show the current date and time.
- Locked days are shaded **gray**. You cannot edit shifts or pay codes on locked days.
- Inactive employees are faded and their row is **gray**.



- A yellow bar indicates employees who do not have a Scheduler license.  

- An exclamation point indicates employees who have Rule Violations .
  - **! Red** — At least one violation has a severity of **No Save**.
  - **! Orange** — No violations have a No Save severity, but at least one has a **Warning** severity.
  - **! Yellow** — No violations have a No Save or Warning severity, but at least one has an **Informational** severity.

- Assigned Shifts are **blue**.
  - Segments are shown as separate sections. Breaks are blank.



- Below the shift times or label are indicators for:  
Transfer



Lock



Comments

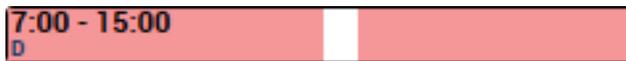


Details



- Open Shifts are in the top, **pink** row.
  - The numbers indicate the number of open shifts on that day or zone.
  - Click **Open Shifts** .

Open shifts are **red**.



- Pay codes are **green**.



- Accruals are **purple**.



- Date cells are color coded for availability.

### Availability types

Employee availability types and color codes:

- **Available** — Employee is available to work during this time.



— Green

- **Preferred** — Employee prefers to work during this time. Employees indicate when they prefer to work. Preferred availability can be assigned only to employees, not to locations and not globally.



— Dark green

- **Preferred Time Off** — Employee prefers not to be scheduled during this time. Preferred Time Off availability can be assigned only to employees, not to locations and not globally.



— Purple

- **Unavailable** — Employee is not available to work. If employees are scheduled when unavailable, the system can generate a schedule rule violation.



— Gray

- **Unknown** — Employee is not certain about their availability. If employees do not know their availability but want to be considered for work, enter their availability as Unknown.



— White

### Edit the schedule

- **Toolbar** — Along the top, control the schedule display, save or refresh data, or access Quick Actions.
- **Call Outs** — To see details or edit an item, right-click shifts, pay codes, accrual amounts, schedule groups, or empty date cells.
- **Keyboard Shortcuts** — Cut, copy, and paste items.

### Tabular view

1. Select **View > By Employee, By Schedule Group, or By Employment Terms.**

2. Click Tabular View  on the toolbar.

### Restrictions on the tabular view

- Shows *only* the shift labels or start and end times, it does not display segment information.
- Shows shifts *only* on the day when the shifts start even if the spans go into the following day.

### Color coding

Color codes are the same as in the Gantt view, although the look of schedule items is less colorful.

- The **orange** highlights show the current date.
- **Shifts** have a **blue** cap.

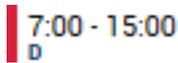


If the bar has 2 shades of blue, the shift contains a transfer.

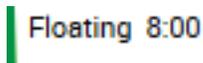
- Open Shifts are in the top, **pink** row.

Click **Open Shifts** .

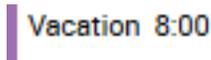
Open shifts have a **red** cap.



- **Pay codes** have a **green** cap.



- **Accruals** have a **purple** cap.



### Edit the schedule

In addition to using the toolbar, call outs, and keyboard shortcuts, in the Tabular view you can also use:

- **Double-click** a shift to edit shift times or labels directly in the cell. You cannot edit the labels of pay codes or accrual amounts in the cell.
- **Keyboard Shortcuts** — Press **Tab** or arrow keys to move between cells.

## Minimized view

When you minimize the Schedule Planner widget, it continues to show basic schedule information while another widget is open in the primary view.

- If the selected time period includes today:
  - Today's date and the current time
  - The number of Incoming and Outgoing Employees for the current day
- If the period does *not* include today:
  - The date and time of the first day of the period
  - *Only* the number of Incoming Employees for the first day of the period

# How do you view schedules by employee, group, or job?

The views are in the same place in the upper left corner, but to select the view is slightly different.

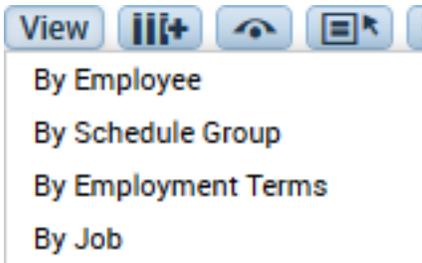
## Before

Select the appropriate tab.



## Now

In the toolbar above the schedule, select **View > By Employee, By Schedule Group, By Employment Terms, or By Job.**



# How do you select time periods and locations?

Selecting time periods and locations is similar but slightly different.

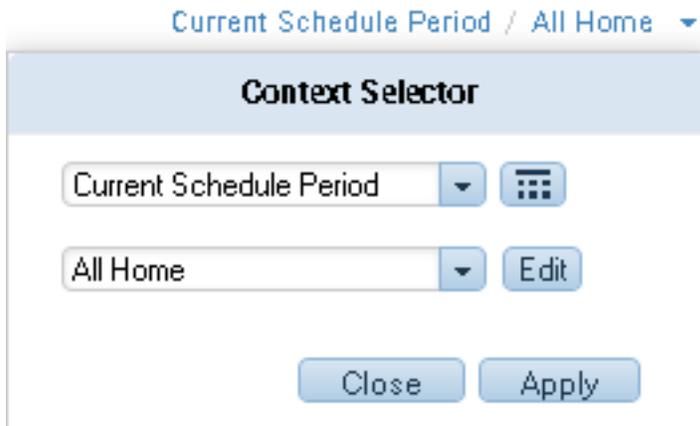
## Before

1. Select locations from **Show**.
2. Select schedule periods from **Time Period**.



## Now

1. Click **Current Schedule Period / All Home**.
2. Select a schedule period.
3. Select a location.
4. Click **Apply**.



# Where is the Actions menu?

## Before



## Now

All of these actions are available from contextual call-outs, the toolbar, or keyboard actions:

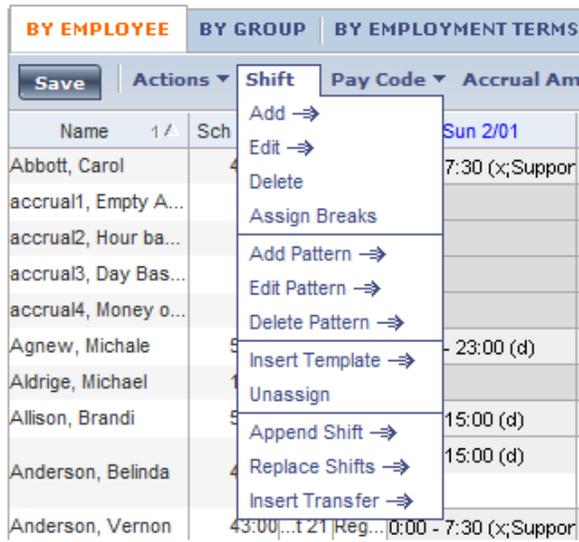
Before	Now
<p>Actions &gt; <b>Select All</b></p>	<p><b>Gantt View</b></p> <ul style="list-style-type: none"> <li>On the toolbar, click </li> </ul> <p><b>Tabular View</b></p> <ul style="list-style-type: none"> <li>Press <b>Ctrl+ A</b>.</li> </ul>
<p>Actions &gt; <b>Cut</b></p>	<p><b>Gantt View</b></p> <ul style="list-style-type: none"> <li>Right-click a shift, pay code, or accrual amount.</li> <li>Click </li> </ul> <p><b>Tabular View</b></p> <ul style="list-style-type: none"> <li>Select a shift, pay code, or accrual amount.</li> </ul>

<p>Actions &gt; <b>Copy</b></p>	<ul style="list-style-type: none"> <li>• Press <b>Ctrl+ X</b>.</li> </ul> <p><b>Gantt View</b></p> <ul style="list-style-type: none"> <li>• Right-click a shift, pay code, or accrual amount.</li> <li>• Click </li> </ul> <p><b>Tabular View</b></p> <ul style="list-style-type: none"> <li>• Select a shift, pay code, or accrual amount.</li> <li>• Press <b>Ctrl+ C</b>.</li> </ul>
<p>Actions &gt; <b>Paste</b></p>	<p><b>Gantt View</b></p> <ul style="list-style-type: none"> <li>• Right-click a shift, pay code, or accrual amount.</li> <li>• Click </li> </ul> <p><b>Tabular View</b></p> <ul style="list-style-type: none"> <li>• Select a shift, pay code, or accrual amount.</li> <li>• Press <b>Ctrl+ V</b>.</li> </ul>
<p>Actions &gt; <b>Display Action Palette</b></p>	<p>The Quick Actions are always available in the toolbar.</p> 
<p>Actions &gt; <b>Restore</b></p>	<ul style="list-style-type: none"> <li>• Right-click an empty date cell that contained a shift or pay code from a pattern but that item was deleted.</li> <li>• Click </li> </ul>
<p>Actions &gt;</p> <ul style="list-style-type: none"> <li>• <b>Run Auto-Scheduler</b></li> <li>• <b>Run Priority Scheduling Engine</b></li> <li>• <b>Run Schedule Generator</b></li> <li>• <b>Calculate Open Shifts</b></li> </ul>	<p>In the toolbar, select  &gt;</p> <ul style="list-style-type: none"> <li>• <b>Calculate Open Shifts</b></li> <li>• <b>Auto-Scheduler</b></li> <li>• <b>Priority Scheduling Engine</b></li> <li>• <b>Schedule Generator</b></li> </ul>
<p>Actions &gt;</p> <ul style="list-style-type: none"> <li>• <b>Post Schedule</b></li> <li>• <b>Unpost Schedule</b></li> </ul>	<p>In the toolbar, select  &gt; <b>Manage Schedule Posts.</b></p>
<p>Actions &gt; <b>Manage Periods</b> &gt;</p>	<p>In the toolbar, select  &gt;</p>

<ul style="list-style-type: none"> <li>• <b>Employee Request Periods</b></li> <li>• <b>Open Shift Visibility Periods</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Manage Employee Schedule Request Periods</b></li> <li>• <b>Manage Open Shift Visibility Periods</b></li> </ul>
<p>Actions &gt; <b>Lock</b> &gt; <b>Selected Shift, All Shifts, Shifts by Date, or Days</b></p>	<ul style="list-style-type: none"> <li>• Right-click employees or one shift.</li> <li>• Click </li> <li>• Select <b>Shift</b> or <b>Days</b>.</li> <li>• Click <b>Apply</b>.</li> </ul>
<p>Actions &gt; <b>Unlock</b> &gt; <b>Selected Shift, All Shifts, Shifts by Date, or Days</b></p>	<ul style="list-style-type: none"> <li>• Right-click a locked shift or employees who have locked shifts.</li> <li>• Click </li> <li>• Select <b>Shift</b> or <b>Days</b>.</li> <li>• Click <b>Apply</b>.</li> </ul>
<p>Actions &gt; <b>Print Screen</b></p>	<p>In the toolbar:</p> <ul style="list-style-type: none"> <li>• Click </li> <li>• Select <b>Print Screen</b>.</li> </ul>
<p>Actions &gt; <b>Export to Excel</b></p>	<p>In the toolbar:</p> <ul style="list-style-type: none"> <li>• Click </li> <li>• Select <b>Export to Excel</b>.</li> </ul>

# Where is the Shift menu?

## Before



The screenshot shows a software interface with a table of employee shifts. The table has columns for Name, Shift, Pay Code, and Accrual Amount. A context menu is open over the table, listing various actions such as Add, Edit, Delete, Assign Breaks, Add Pattern, Edit Pattern, Delete Pattern, Insert Template, Unassign, Append Shift, Replace Shifts, and Insert Transfer.

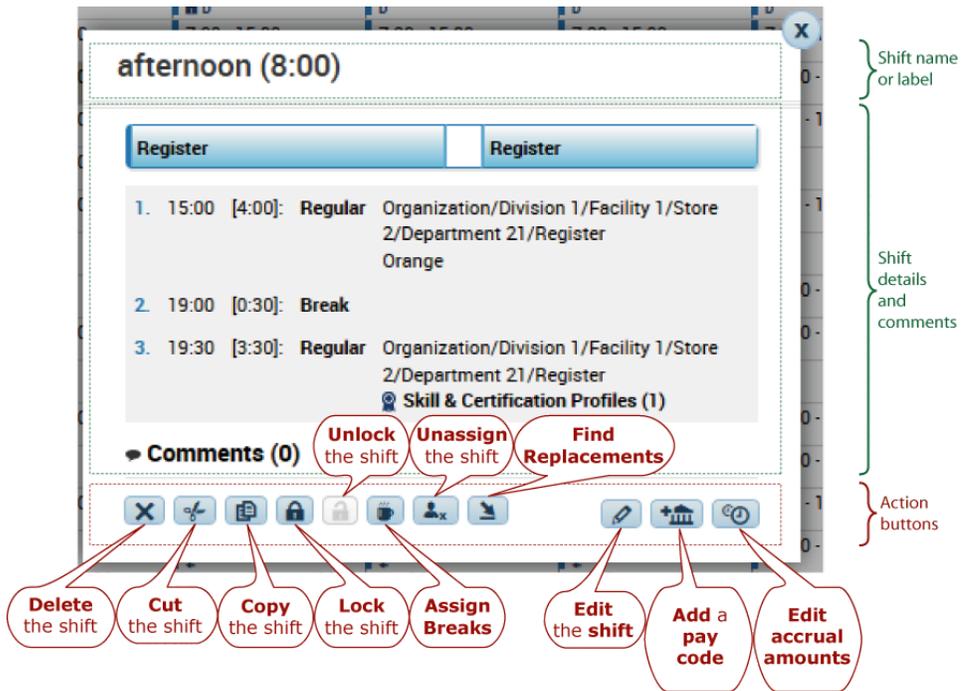
BY EMPLOYEE				BY GROUP				BY EMPLOYMENT TERMS											
Save				Actions				Shift				Pay Code				Accrual Am			
Name	1	Sch																	
Abbott, Carol		4																	Sun 2/01
accrual1, Empty A...																			7:30 (x;Support
accrual2, Hour ba...																			
accrual3, Day Bas...																			
accrual4, Money o...																			
Agnew, Michale		5																	23:00 (d)
Aldrige, Michael		1																	
Allison, Brandi		5																	15:00 (d)
Anderson, Belinda		4																	15:00 (d)
Anderson, Vernon		4																	43:00...t 21 Reg... 0:00 - 7:30 (x;Support

## Now

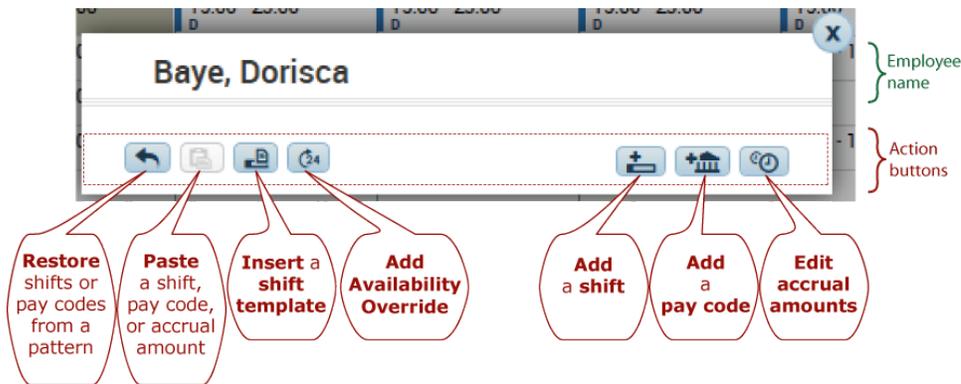
### Contextual call-out

1. Right-click a shift or an empty date cell.
2. Click the available actions at the bottom of the contextual call-out.

Example: **Shift** contextual call-out



Example: **Empty cell** contextual call-out



### Even better ...

When you add or edit a shift, the **Shift Editor** provides all of the precise control of the Schedule Planner, but check out the easy, click-and-drag, alternative method to make quick changes to shifts. Just grab and move the edges or arrows.

## Edit Shift

Assigned to: Champlin, Frank Primary Job: Organization/Division 1/Facility 1/Store 2/Department 22/RN

Insert Template: Shift Label: Repeat this shift For (D): days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job	Labor Level	Work Rule
+	6/06/2014	Transfer	23:00	3:00	6/07/2014	4:00	...rtment 22/Register		On Call
+	6/07/2014	Break	3:00	4:00	6/07/2014	1:00			
+	6/07/2014	Transfer	4:00	7:00	6/07/2014	3:00	...rtment 11/Register		

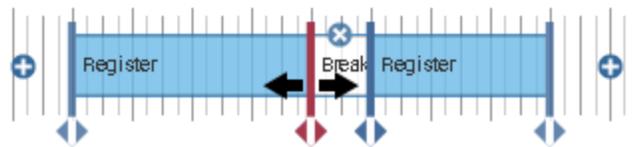
Comments (1) Add Comment

Absent  
To pick up children from day care at 5  
Add note

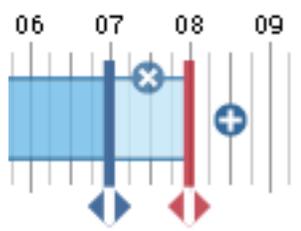
Cancel Apply

- — Insert a shift segment
- — Delete a shift segment
- **Alternatively:**

- Rather than enter times and durations in the table, you can edit by 15-minute intervals in the graphical view of the shift.



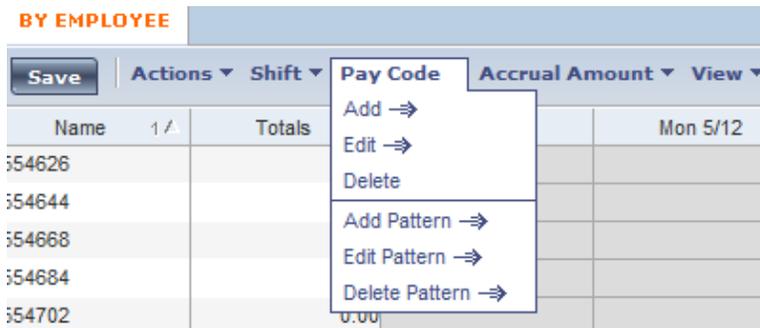
- Click and drag the edges or the arrows below the edges of the segments.
- To add a segment to the start or end of the shift, click . Click and drag the red edge or arrows to adjust.



- To delete the new segment, click .

# Where is the Pay Code menu?

Before

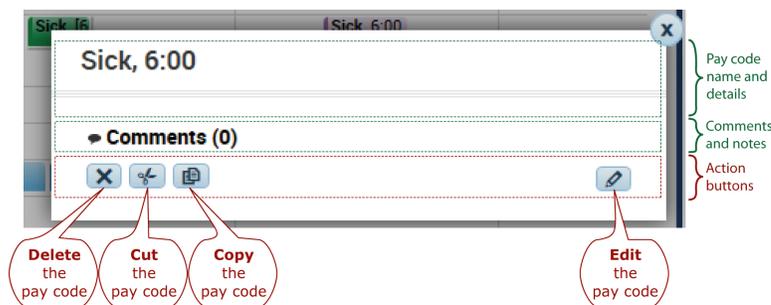


Now

## Edit pay codes

1. Right-click a pay code or an empty date cell.
2. Click the available actions at the bottom of the contextual call-out window.

Example: **Pay Code** contextual call-out



## Edit pay codes in patterns

1. Either:
  - On the toolbar, click .
  - Right-click employees. In the contextual call-out, click .
2. Click **Add Pattern**.

# Where is the Accrual Amount menu?

## Before

BY EMPLOYEE

Name	1/1	Totals	Accrual Amount	View
554626		0.00		on 5/12
554644		0.00		
554668		0.00		
554684		0.00		
554702		0.00		

Save | Actions ▾ | Shift ▾ | Pay Code ▾ | **Accrual Amount** | View ▾

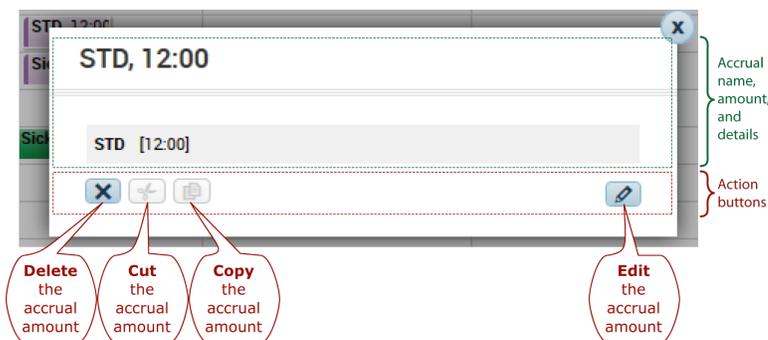
- Add →
- Edit →
- Delete →
- Add Pattern →
- Edit Pattern →
- Delete Pattern →

## Now

### Edit accrual amounts

1. Right-click the accrual amount or an empty date cell.
2. Click the available actions at the bottom of the contextual call-out window.

Example: **Accrual Amount** contextual call-out



### Edit accrual amount patterns

1. Either:

- On the toolbar, click .
- In the employee contextual call-out, click  > **Accrual Pattern**.

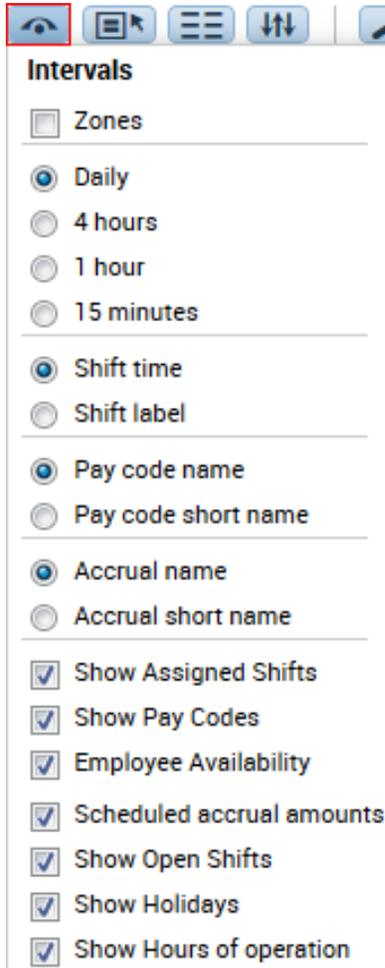
2. Click the Edit button  for the pattern.

# Where is the View menu?

## Before

BY EMPLOYEE		BY GROUP		BY EMPLOYMENT TERMS		BY JOB	
Name	Sch Hrs.	Loc...	Job	Sun 2/01	Mon 2/02	Availability	View
Abbott, Carol	36:00	t 21	Reg...	0:00 - 7:30 (x;Suppor	0:00 - 7:30 (x;Suppor	0:00	<input checked="" type="radio"/> Daily Intervals <input type="radio"/> 4-Hour Intervals <input type="radio"/> 1-Hour Intervals <input type="radio"/> 15-Minute Intervals <input checked="" type="radio"/> Shift Times <input type="radio"/> Shift Labels <input checked="" type="checkbox"/> Totals <input type="checkbox"/> Daily Coverage <input type="checkbox"/> Coverage Graph <input type="checkbox"/> Zones <input checked="" type="checkbox"/> Daily Cost <input checked="" type="checkbox"/> Open Shifts <input checked="" type="checkbox"/> Accrual Amounts <input type="checkbox"/> Availability <input type="checkbox"/> Breaks <input type="checkbox"/> Schedule Toolbar Schedule Outline → Accruals → Audits → Posted Schedule Audits Day Lock Audits →
accrual1, Empty A...	0:00						
accrual2, Hour ba...	0:00						
accrual3, Day Bas...	0:00						
accrual4, Money o...	0:00						
Agnew, Michale	77:00	t 21	Reg...	15:00 - 23:00 (d)	NewSHT_Time_PCE 6:15:0	Uncategorized_Time_	
Aldrige, Michael	0:00	t 21	RN			NoProd_Time_PCE 8:0	
Allison, Brandi	52:30	t 21	Reg...	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00	
Anderson, Belinda	54:30	t 12	Reg...	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00	
Anderson, Vernon	36:00	t 21	Reg...	0:00 - 7:30 (x;Suppor	0:00 - 7:30 (x;Suppor	0:00	
Arce, Kazuko	88:00	t 11	Reg...	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00	

## Now



Before	Now
View > <b>Zones</b>	1. In the toolbar, click  . 2. Select <b>Zones</b> .
View > <b>Daily, 4-Hour, 1-Hour, or 15-Minute Intervals</b>	1. In the toolbar, click  . 2. Select the intervals.
View > <b>Shift Times or Shift Labels</b>	In the toolbar, click  . <ul style="list-style-type: none"> <li>• Shift labels are shown before shift times and <i>only</i> if they are</li> </ul>

	<p>configured.</p> <ul style="list-style-type: none"> <li>When you zoom in, you see more detail</li> </ul>  <p>than when you zoom out</p>  <ul style="list-style-type: none"> <li>If in the 1-day view and if the shift has a label, select either: <ul style="list-style-type: none"> <li>Shift time</li> <li>Shift label</li> </ul> </li> </ul>
Not available from the View menu	<p>In the toolbar, click .</p> <ul style="list-style-type: none"> <li>For the full name, select <b>Pay code name</b> or <b>Accrual name</b>.</li> <li>For the short name, select <b>Pay code short name</b> or <b>Accrual short name</b>.</li> </ul>
Not available from the View menu	<ol style="list-style-type: none"> <li>In the toolbar, click .</li> <li>Select or clear <b>Show Assigned Shifts</b>.</li> </ol>
Not available from the View menu	<ol style="list-style-type: none"> <li>In the toolbar, click .</li> <li>Select or clear <b>Show Pay Codes</b>.</li> </ol>
View > <b>Availability</b>	<ol style="list-style-type: none"> <li>In the toolbar, click .</li> <li>Select or clear <b>Employee Availability</b>.</li> </ol>
View > <b>Accrual Amounts</b>	<ol style="list-style-type: none"> <li>In the toolbar, click .</li> <li>Select or clear <b>Scheduled Accrual Amounts</b>.</li> </ol>
View > <b>Open Shifts</b>	<ol style="list-style-type: none"> <li>In the toolbar, click .</li> <li>Select or clear <b>Show Open Shifts</b>.</li> </ol>
Not available from the View menu	<ol style="list-style-type: none"> <li>In the toolbar, click .</li> <li>Select or clear <b>Show Holidays</b>.</li> </ol>
Not available from the View menu	<p>Forecast Manager must be installed and the location must have at least one job that is assigned to a task group.</p> <ol style="list-style-type: none"> <li>In the toolbar, click .</li> <li>Select or clear <b>Show Hours of Operation</b>.</li> </ol>

View > <b>Totals</b>	<ul style="list-style-type: none"> <li>Totals by day are along the bottom of the schedule. The configuration determines whether to show or hide the totals; you cannot toggle them on or off.</li> <li>If column sets are configured, totals for each employee can be along the left side of the schedule. Click Show or Hide Columns  in the toolbar.</li> </ul>
View > <ul style="list-style-type: none"> <li><b>Daily Coverage</b></li> <li><b>Coverage Graph</b></li> </ul>	<p>If configured, select at the bottom of the schedule:</p> <ul style="list-style-type: none"> <li><b>Daily Coverage</b> tab</li> <li><b>Coverage</b> tab</li> </ul>
View > <b>Daily Cost</b>	<p>If configured, Daily Cost is shown with other schedule totals between the schedule and the widget part tabs at the bottom.</p>
View > <b>Breaks</b>	<p>You <i>cannot</i> select to show or hide Breaks:</p> <ul style="list-style-type: none"> <li>The Gantt view <i>always</i> shows breaks.</li> <li>The Tabular view <i>never</i> shows breaks.</li> </ul>
View > <b>Schedule Toolbar</b>	<p>The Quick Actions are always available in the toolbar.</p> 
<ol style="list-style-type: none"> <li>Select an employee.</li> <li>Select <b>View &gt; Schedule Outline.</b></li> </ol>	<ol style="list-style-type: none"> <li>Right-click one employee.</li> <li>Click  &gt; <b>View Schedule Outline.</b></li> </ol>
<ol style="list-style-type: none"> <li>Select an employee.</li> <li>Select <b>View &gt; Accruals.</b></li> </ol>	<ol style="list-style-type: none"> <li>Right-click one employee.</li> <li>Click  or  &gt; <b>View Accruals.</b></li> </ol>
View > <ul style="list-style-type: none"> <li><b>Audits</b></li> <li><b>Posted Schedule Audits</b></li> <li><b>Day Lock Audits</b></li> </ul>	<ol style="list-style-type: none"> <li>Right-click employees.</li> <li>Click .</li> <li>Select the type of audit.</li> </ol>

## Where is the Leave menu?



The widget does not link directly to Leave; use the Schedule Planner.

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**Note:** Kronos recommends Leave be configured for access through the Goto Workspace.

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# Where are the Action Palette and Schedule Toolbar?

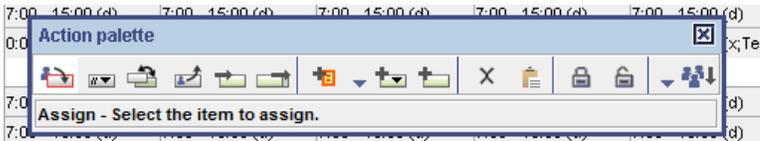
## Before

The Schedule Toolbar and Action Palette contain shortcut buttons to edit schedules.

- The **Schedule Toolbar** is above the schedule.



- The **Action Palette** is a floating window with a status bar that displays the currently active action, or prompts you to complete an action.



## Now

**Quick Actions** replace the Schedule Toolbar and Action Palette with one-click shortcuts that are always available in the toolbar. Use these buttons to complete common, multiple-step tasks, speed up data entry, and reduce errors.



# Where did the Supporting Data Tabs Go?

## Before

When configured, supporting data tabs are along the bottom of the Schedule Planner:

**SCHEDULE PLANNER**  
Loaded: 16:02

Show:   Time Period:

◀◀ 2/01/2015-2/07/2015 ▶▶

BY EMPLOYEE | BY GROUP | BY EMPLOYMENT TERMS | BY JOB

Actions ▾ Shift ▾ Pay Code ▾ Accrual Amount ▾ Availability ▾ View ▾

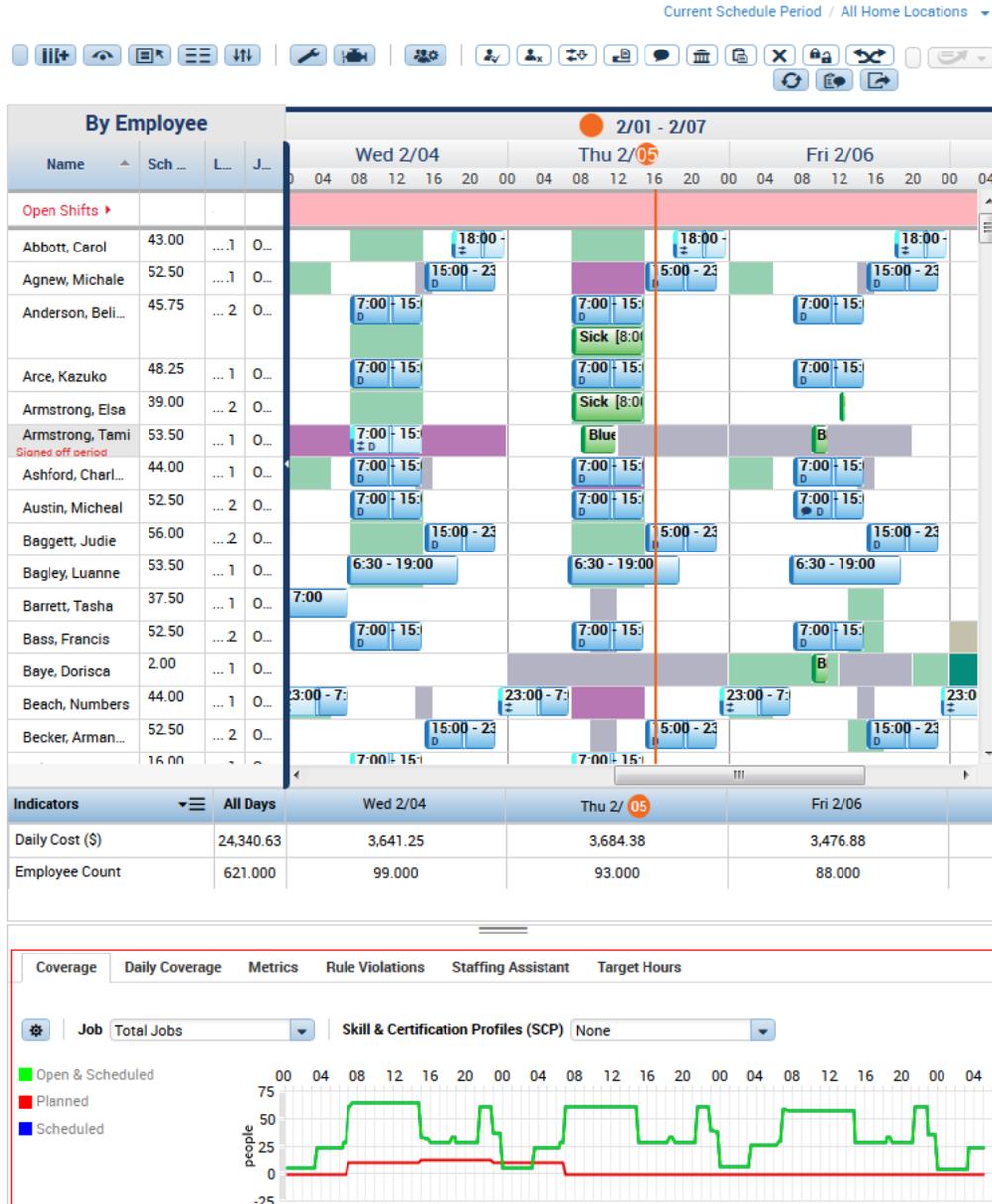
Name	1 /	Sch Hrs.	Loc...	Job	Sun 2/01	Mon 2/02	Tue 2/03	Wed 2/04	Thu 2/05	Fri 2/06	Sat 2/07
Bourque, Rene		0:00	F11	Reg...							
Bowen, Susan		46:00	t 21	Reg...	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)
Bowen, Vincent		43:00	t 21	Reg...	0:00 - 7:30 (x;Support)	0:00 - 7:30 (x;Support)	0:00 - 7:30 (x;Support)	18:00 - 0:00 (x;Techn)	18:00 - 0:00 (x;Techn)	18:00 - 0:00 (x;Techn)	18:00 - 0:00 (x;Techn)
Boyd, Debra		52:30	t 21	Reg...	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)
Breedlove, Aundrea		46:00	t 21	Reg...	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)
Bridges, Theodore		43:00	t 22	RN	0:00 - 7:30 (x;Support)	0:00 - 7:30 (x;Support)	0:00 - 7:30 (x;Support)	18:00 - 0:00 (x;Techn)	18:00 - 0:00 (x;Techn)	18:00 - 0:00 (x;Techn)	18:00 - 0:00 (x;Techn)
Briere, Daniel		0:00	F11	RN							
Briggs, Tammy		56:00	t 12	Reg...	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)
Brooks midnite, K...		45:00	t 12	Reg...	0:00 - 7:30 (x;Support)	0:00 - 7:30 (x;Support)	0:00 - 7:30 (x;Support)	18:00 - 0:00 (x;Techn)	18:00 - 0:00 (x;Techn)	18:00 - 0:00 (x;Techn)	18:00 - 0:00 (x;Techn)
Brown, Monique		0:00	F12	Reg...							
Buchanan, Javier		45:00	t 12	Reg...	0:00 - 7:30 (x;Support)	0:00 - 7:30 (x;Support)	0:00 - 7:30 (x;Support)	18:00 - 0:00 (x;Techn)	18:00 - 0:00 (x;Techn)	18:00 - 0:00 (x;Techn)	18:00 - 0:00 (x;Techn)
Buckminster, Cath...		8:00	t 22	Reg...			15:00 - 23:00 (Part T...				
Bunnell, Jada		46:00	t 21	Reg...	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)
Burgess, Woodrow		43:00	t 12	Reg...	0:00 - 7:30 (x;Support)	0:00 - 7:30 (x;Support)	0:00 - 7:30 (x;Support)	18:00 - 0:00 (x;Techn)	18:00 - 0:00 (x;Techn)	18:00 - 0:00 (x;Techn)	18:00 - 0:00 (x;Techn)
Burke, Jeff		37:30	t 11	RN	6:30 - 19:00	6:30 - 19:00	6:30 - 19:00				
Burke, Nellie		43:00	t 21	RN	0:00 - 7:30 (x;Support)	0:00 - 7:30 (x;Support)	0:00 - 7:30 (x;Support)	18:00 - 0:00 (x;Techn)	18:00 - 0:00 (x;Techn)	18:00 - 0:00 (x;Techn)	18:00 - 0:00 (x;Techn)
Butler, Kelley		52:30	t 21	Reg...	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)
Camacho, Garfield		56:00	t 22	RN	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)
Campbell, Willie		49:00	t 11	Reg...	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)
Cantrell, Barney		46:00	t 21	RN	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)
Cardin, Francois		0:00	t 21	Reg...							
Carlson, Pearl		49:00	t 11	Reg...	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)
Carpenter, Sharon		49:00	t 11	Reg...	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)	23:00 - 7:00 (x)
Carr, Rochelle		52:30	t 21	Reg...	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	Regular 7:30	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)
Carson, Earnest		56:00	t 21	Reg...	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)
Carson, Nicole		52:30	t 21	RN	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)
Carter, Sonja		56:00	t 12	RN	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)	7:00 - 15:00 (d)
Carter, Suzanne		45:00	t 12	Reg...	0:00 - 7:30 (x;Support)	0:00 - 7:30 (x;Support)	0:00 - 7:30 (x;Support)	18:00 - 0:00 (x;Techn)	18:00 - 0:00 (x;Techn)	18:00 - 0:00 (x;Techn)	18:00 - 0:00 (x;Techn)
cascadeDay, Day ...		32:00				dayCascade 1 [8:00] 15:00 - 23:00 (Part T...		dayCascade 1 [8:00]	7:00 - 15:00 (Adminis...		
cascadeHour, Hou...		14:00				7:00 - 15:00 (Part Tim...		hourCascade 6:00			
Scheduled Hours	14428...				1,782.5	2,138.08	2,223.5	2,109	2,078	2,000	1,910
Number of Emplo...	399				280	283	295	295	289	279	277

ASSIGNMENTS	COVERAGE	METRICS	HOURS SUMMARY	COST SUMMARY	HOURS/VOLUME	TARGET HOURS
RULE VIOLATIONS			COMMENTS	SCHEDULE ASSISTANT		CALL LIST
Date	Shift/Pay Code	Name	Comments	Note		
2/02/2015	7:00 - 15:00 (Part Time)	cascadeHour, Hour Based	Absent	Some things like smoked lobster, smoked shrimp and now, smoked scallops are a seafood lovers delight [SuperUser; 2/04/2015 14:52]		
2/02/2015	7:00 - 15:00 (Part Time)	cascadeHour, Hour Based	Bonus for working hard	If you are thinking for one second that the smoke and/or the bacon will get in the way of the natural goodness of the scallop then you would be incorrect [SuperUser; 2/04/2015		

# Now

Metrics, Rule Violations, and Target Hours widget parts remain as tabs along the bottom. Coverage, Daily Coverage, and the Staffing Assistant have been added. The other tabs have moved elsewhere.



Here are the changes:

## Coverage

Use this widget part to show a graph of schedule data that compares current coverage to the workload plan.

## Daily Coverage

Use this widget part to compare — in numerical form — the daily variance between the staffing plan and the number of employees who are scheduled.

## Metrics

Use this widget part to compare planned with actual workload, labor volume, coverage, volume, hours, and the cost of a schedule.

**Hours Summary**, **Cost Summary**, and **Hours/Volume** — All are now included in the **Metrics** tab.

## Rule Violations

Use this widget part to list violations of employee and organizational rules in the schedule.

## Staffing Assistant

Use this widget part to find and rank employees who are qualified and available to work an open shift.

**Schedule Assistant** and **Call List** — Both tabs are now combined in the **Staffing Assistant** tab.

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**Note:** Works with SMS Quick Fill.

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## Target Hours

Use this widget part to compare Actual and Target Hours for employees who work by employment terms.

## Comments

Shows *all* comments and notes for shifts and pay codes:

This function has moved to the toolbar. Click .

**Alternative:** To show comments and notes for *one* shift or pay code:

- Right click the shift or pay code to see the comments in the contextual call-out.

## morning (8:00)

The screenshot shows a schedule planner interface. At the top, there are two blue tabs labeled 'RN'. Below the tabs is a list of shift segments:

- 1. 7:00 [4:00]: **Regular** Organization/Division 1/Facility 1/Store 1/Department 12/RN  
Apple  
Skill & Certification Profiles (2)
- 2. 11:00 [0:30]: **Break**
- 3. 11:30 [3:30]: **Regular** Organization/Division 1/Facility 1/Store 1/Department 12/RN  
Papaya -

Below the segments is a 'Comments (1)' section, which is highlighted with a red box. It contains the text 'Bad weather SP'. At the bottom of the interface is a toolbar with various icons for editing and viewing the schedule.

- If a comment has notes, you can read them in a tool tip. Hover the pointer over .

## Assignments

Identifies shift segments that have overcoverage, and suggests transfer jobs to replace the segment.

This function has moved to the toolbar. Select  > **Coverage Assignments**.

## Requests

This tab is gone from the bottom of the schedule. Instead:

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**Request Manager:** To manage employee requests for schedule changes, use the **Request Manager** widget. That widget lists all requests that employees submit from Kronos InTouch, the Kronos 4500, the Calendar widget, My Requests, or from Process Manager templates, and offers managers the full set of approval and editing capabilities.

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From the Schedule Planner widget, you can:

- **Manage Request Periods**

- In the toolbar, select  > **Manage Employee Schedule Request Periods**.
- In the toolbar, select  > **Manage Open Shifts Visibility Periods**.

- **Enter Time Off**

Enter absences for employees in a direct, quick manner.

Right-click one employee. In the contextual call-out, click .

### **Multi-Edit**

Edits the schedules for a group of employees.

This function has moved to the toolbar. Select  > **Multi-Edits**.