

Kronos Shift Swap

Once you receive notification that the schedule is posted in Kronos then you can trade shifts with your co-workers. You will need to access the Shift Swap through your Calendar in Kronos.

1. The Calendar will default to the Current Pay Period, you can change the range of dates by using the Calendar icon on the top right of the screen.
2. Select **Request Shift Swap** icon.



3. Select the **Start Date** of the shift you want to swap.
4. Select the **Swap with** date to the day you want to move to.
5. The staff that are available to swap with will be listed below.
6. Select the person that you want to swap shifts with.
7. Add a Note if necessary.
8. Click **Submit**.

Request Shift Swap

Type:

Start Date: Time:

Duration: 12.5 h Shift Type: Regular ⓘ

Swap with: Location:

Employee	Date	Start Time	End Time	Duration	Details
<input checked="" type="radio"/> Herrington, Eric A	Wed 10/02	7:00	19:30	12.5 h	ⓘ
<input type="radio"/> Whitaker, Emily E	Wed 10/02	7:00	19:30	12.5 h	ⓘ
<input type="radio"/> Sutfin, Jennifer	Wed 10/02	7:00	19:30	12.5 h	ⓘ
<input type="radio"/> Barker, Kelsea M	Wed 10/02	7:00	19:30	12.5 h	ⓘ

Note (optional)