



User Help Guide

Kronos Shift Swap

Once you receive notification that the schedule is posted in Kronos then you can trade shifts with your coworkers. 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.

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4	Sept	ember 29, 2019	- October	5, 2019	Þ						Current Pay F	Period	•	•
	-			•	ľ		-	~	(2)					¢
	Day	Week	Month	Visibility Filter		Request Time Off	Request Open Shift	Request Self Schedule	Request Shift Swap			+la		
		Sun 9/29	Mor	n 9/ <mark>30</mark>		Tue 10/	01	Wed 10/02	Thu	10/03	Fri 10/04	Sat 10/05		

- 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

Ouration: 1	2.5 h		Shift Type: Regu	lar 🛈		
Swap with:	10/02/2019		Location	•	All	
1	Employee	Date	Start Time	End Time	Duration	Details
 Herrin 	gton, Eric A	Wed 10/02	7:00	19:30	12.5h	0
 Whital 	ker, Emily E	Wed 10/02	7:00	19:30	12.5 h	0
Sutfin,	, Jennifer	Wed 10/02	7:00	19:30	12.5 h	0
Barker	, Kelsea M	Wed 10/02	7:00	19:30	12.5 h	1
Barker Note (option	r, Kelsea M	Wed 10/02	7:00	19:30	12.5 h	0

Cancel

Submit