KRONOS®

Edit a single shift
Job Aid

You can edit a shift directly within the schedule (quick shift edits) or you can use the Edit Shift panel for full functionality.

Quick shift edits

You can make the following shift edits directly within the schedule.

Note: You cannot edit locked shifts or shifts on signed-off or locked days.

Change time or assign shift template

In the Table View only, you can change a shift's start or end time, or assign a shift template by typing directly in a schedule cell.

1. Click a shift.

2. Use the keyboard to enter either:

   a. A new start time, end time, or both. Use standard time-of-day format.

   b. The name of a shift template

3. **Save** your changes.

   - **Note:** In the Gantt View when zoomed to the one-day view, you can change a shift's start or end time by dragging the left or right border of the shift ahead or backwards in time (right or left).
   - Select a shift.
   - Position the cursor over the left or right border of the shift so that it shows as a double-headed arrow

   - Drag the border to the left or right to move it back or ahead in time.
   - Save your changes.

Move a shift to a different day or another employee

1. In the Gantt View, drag the shift left, right, up or down and drop it on the row of the employee you want to work the shift. Start and end times as well as other shift characteristics remain the same.

2. **Save** your changes.

Copy and paste a shift

You can copy a shift and paste it somewhere else in the schedule.

1. Right-click a shift and click **Copy**.

2. Right-click any unlocked day in the schedule and click **Paste**. You can repeat this step as many times as needed to paste the same shift anywhere.

3. **Save** your changes.

Complete shift edits using the Edit Shift panel

To open the **Edit Shift** panel, double-click a shift (or right-click it and select **Edit**). Select a shift and then select **Edit**. From here, you can modify a shift, manage with shift segments, add comments, and more.
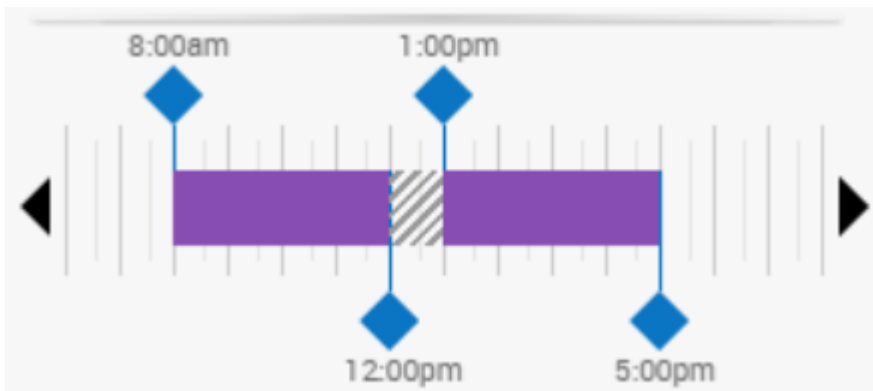
Modify entire shift

Select **More** ⌄ near the top of the panel to see available actions for modifying the shift as a whole:

- **Use Template** sets the shift parameters to match the shift template you select.

- **Change Shift Label** modifies the label displayed on the schedule when Shift Label visibility is selected.

- **Note:** Shift labels do not change automatically if you edit a shift. Example: If the shift label is 7a3p, and a manager changes the end time to 4:00pm, the label disappears and is replace by the start and end times.

Adjust start and end times of shift segments

Use the shift panel graphic to adjust the start and end times of any segment of the shift.

- Drag the blue diamond left or right to adjust the start or end time of a segment.

- If the start or end time you need is not visible (because it is beyond the left or right edge of the panel) select the left caret or right caret to bring the desired time into view.

- Drag the break ▨ left or right to reposition it without changing its duration.

Change shift segments

- To change the segment type select the segment type to see the menu, for example select **Regular**

  - **Regular** is the primary location and job of the employee, which also references (as applicable) the employee's primary work rule, payer cost center, and labor category.

  - **Transfer** is the business structure (location and job) , work rule, payer cost center, or labor category you define for this segment, for this employee. The "Transfer a shift" on page **Error! Bookmark not defined.** panel appears.

  - **Break** is a default break.

- Adjust the **Start Time** and **End Time** for the segment.

- Click **More** ⌄ to see available options for modifying the segment:

  o **Add Segment Before** or **Add Segment After** creates a new segment adjoining this one.

  o **Delete Segment** removes this segment from the shift.

  o **Add Segment Tag** attaches a tag to the segment to identify defined characteristics. The **Add Segment Tag** panel appears.

    ▪ Click the check box for the tag or tags you want to add. To find a specific tag in a list of many, enter the first few letters of the tag name in the search field and press **Enter**.

    ▪ Click **Apply**.

    ▪ **Note**: You cannot add a tag to a break.

- **Transfer Employee** is an alternate method to define the segment as a transfer. The **Transfer** panel appears.

Add comments

Add Comment allows you to attach a predefined comment to the shift by selecting it from a menu.

- To add a personal note to the comment, type in the box.

- To delete a comment or a note, select the next to it.