Applying an on-call shift template to a non-exempt employee’s schedule

If your department has regular on-call shifts, the Coordinator for the Time & Attendance System can create on-call shift templates for the department’s use. Shift templates are the easiest and most efficient way to handle on-call scheduling. To request creation of an on-call shift template, contact the Coordinator for the Time & Attendance System at time@albemarle.org.

1. Log into Kronos.
2. Click on Schedules in the “Related Items” pane on the right-hand side of the “Manage My Department” workspace.

3. The Schedules widget opens as a separate tab and displays a list of all the employees who report to you.
4. Click on the Quick Actions command on the toolbar at the top-left side of the page.

5. When the Quick Actions toolbar appears, click on the Insert Shift Template command.
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6. A dropdown list of all available shift templates appears. Use information in the Description column to make sure you’re selecting the right one.

7. Once you find the right shift, click on it to select it.
8. The cursor turns into a large plus sign, and the following informational banner appears at the top of the workspace:

9. Apply the shift template to the employee by clicking on the employee’s existing schedule for the appropriate day(s) he/she is supposed to work that on-call shift.
10. If necessary, you can scroll horizontally to see more days and add more shifts.
11. Click on the Save command once you have added all shifts.

This is what the employee’s schedule looked like originally:

This is what the employee’s schedule looks like with the on-call shifts added:

A few things to note about using the Insert Shift Template command:

- It will add the selected shift every time you click on a day.
- You can add shifts for multiple employees; just select the appropriate day for each employee.
- To stop using the Insert Shift Command, either hit the ESC key on your keyboard or click on the X on the informational banner that appears at the top of the workspace when you first clicked on the command.
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If you add multiple instances of a shift to the same day or to the wrong employee:

1. Click on the **Delete** command on the Quick Actions toolbar.

2. The cursor turns into a large plus sign and the Delete informational banner appears at the top of the workspace.

3. Click on the duplicate shift(s) to remove it.

4. To stop using the **Delete** command, either hit the **ESC** key on your keyboard or click on the **X** on the informational banner that appears at the top of the workspace when you first clicked on the command.

To double-check your work: open the employee’s timecard and navigate to the correct view using the context selector in the upper-right corner to change the time period displayed, if necessary.

- The on-call shift appears on the timecard as an additional line for the day assigned. It is added in purple ink to signify that this is a system-generated addition.