

GENERAL

MY GENIES

TIMEKEEPING

MY LINKS

Timecard

Schedule

People

Reports

BC-SCHEDULE EDITOR

Loaded: 1:04PM

BC-QuickFind

BC-Reconcile Timecard

BC-Pay Period Close

BC-Shift Start

BC-Shift Close

BC-Schedule Editor

All Home

Edit

Current Schedule Period

Refresh

BY EMPLOYEE

BY GROUP

Save

Actions

Shift

Pay Code

View

Name	Totals	Sun 11/21	Mon 11/22	Tue 11/23	Thanksgiving Day 11PM - E Wed 11/24	Thanksgiving Day - E Thu 11/25	Thanksgiving Day After - E Fri 11/26
Zhang, Richard	6.50						
Zhang, Bizhou	6.50						730p - 230a
Zeringo, Serafina T	0.00						
Zawalich, Allison C	42.50	→ 8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p	8a - 5p
Yurnet, Jose	0.00						
Yuen, Sally	0.00						
Yu, Su W	0.00						
Yu, Jason N	0.00						
Young, David S	48.00	→ 5a - 130p	5a - 130p	5a - 130p	5a - 130p	5a - 130p	5a - 130p
Young, Amanda A	13.50					4p - 830p	4p - 830p
Yoo, Hyun Jin	5.50						
Yong, Yu Ying	0.00						
Yen, Cindy	0.00						
Yen, Alan	35.00	1230p - 8p	530p - 1a	530p - 1a			1230p - 8p
Yee, Steven	37.50		9a - 5p	9a - 5p	9a - 5p	9a - 5p	9a - 5p
Yeatts, Alexandra L	2.75					6p - 845p	
Yarro, Melissa K	0.00						
Yakuze, Eric J	0.00						
Wyse, Jeff	27.50		830a - 230p	830a - 230p	830a - 230p	830a - 230p	830a - 230p
Scheduled Hours	8,277.50	650.5	1,397.75	1,422.25	1,487.75	1,482.75	1,288
Number of Employees	1007	99	231	234	246	244	206

COMMENTS

Date	Shift/Pay Code	Name	Comments	Note
------	----------------	------	----------	------

BC-Schedule Editor (by Employee)	
Field	Description
Save	Save all data changes made to screen.
Actions	Allows you to edit cells and print screens.
Shift	Allows you to perform shift or pattern changes or deletions.
Pay Code	Allows you to do pay code edits.
View	Displays the schedule in various timeframes. Also displays the schedule outline of an employee and the complete audit trail of schedule maintenance.

Field	Description
Name	Based on the search criteria, a list of employee names will be displayed.
Totals	Displays Total Hours of the scheduled work week.
Dates	Displays the selected schedule by date within each column.
Scheduled Hours	Displays the total scheduled hours for all employees and for each date.
Number of Employees	Displays the total number of employees for the department and displays the total number of employees with hours for each date.
Comments	Displays any comments added to a shift or pattern.

- Select the employee you want to add a schedule to by highlighting the person's row.
- Select a task from the Shift menu. Tasks include:
 - Adding a single shift to an employee's schedule
 - Creating a pattern containing a number of shifts for an employee
 - Making an edit to an existing shift or pattern within a schedule

Pattern Editor

Zawalich, Allison C

Effective Dates:

* **Work Start Date:** * ☒ **Forever** ☐ **Override other patterns**

* **Pattern Start Date:** * ☐ **End Date**

Recurring ☒ **Weeks** ☐ **Days** **Find**

	No.	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="button" value="x"/> <input type="button" value="u"/>	1							

Insert Shift **Insert Pattern** **Shift Editor** **Pay Code Editor** **Delete**

OK **Cancel** **Help**

Below is an example of a completed Pattern:

Pattern Editor

Yuen, Sally

Effective Dates:

* **Work Start Date:** * ☐ **Forever** ☐ **Override other patterns**

* **Pattern Start Date:** * ☒ **End Date**

Recurring ☒ **Weeks** ☐ **Days** **Find**

	No.	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="button" value="x"/> <input type="button" value="u"/>	1	6a - 130p	6a - 130p	6a - 130p		6a - 130p		6a - 130p

Insert Shift **Insert Pattern** **Shift Editor** **Pay Code Editor** **Delete**

OK **Cancel** **Help**

Schedule By Group

GENERAL

MY GENIES®

TIMEKEEPING

MY LINKS

Timecard | Schedule | People | Reports

BC-SCHEDULE EDITOR

Loaded: 1:18PM

Show:

All Home

Edit

Time Period:

Current Schedule Period

Refresh

BY EMPLOYEE

BY GROUP

Save

Actions

Shift

Pay Code

Group

View

Name	Totals	Sun 11/21	Mon 11/22	Tue 11/23	Thanksgiving Day 11PM - E Wed 11/24	Thanksgiving Day - E Thu 11/25
Ungrouped Employees	0.00					
Aaron, Nejat	0.00					
Abou-Arraj, Najee E	0.00					
Abreu De Aza, Darkely G	0.00					
Accardi, Daniel J	11.50		830a - 1p		6p - 9p	
Adams, Kathleen A	0.00					
Adams, Michael	0.00					
Adams, Ronald L	0.00					
Adar, Mauricio A	0.00					
Agaj, Mirela	40.00		630a - 3p	630a - 3p	630a - 3p	630a - 3p
Ahearn, Jillian	0.00					
Ahlers, Kaitlyn P	0.00					
Aiello, Victor N	0.00					
Alemu, Marta M	10.00		730p - 1230a		730p - 1230a	
Alexandre, Jennymore	0.00					
Alexandre, Lyz K	13.00					
Alicedo, Brenda J	0.00					
Allen, Rashada L	0.00					
Allen, Rashada L	12.75			130p - 5p	230p - 5p	4p - 845p
Scheduled Hours	8,277.50	650.5	1,397.75	1,422.25	1,487.75	1,482.7
Number of Employees	1007	99	231	234	246	24

COMMENTS

Date	Shift/Pay Code	Name	Comments
------	----------------	------	----------

BC-Schedule Editor (by Group)	
Field	Description
Save	Save all data changes made to screen.
Actions	Allows you to edit cells and print screens.
Shift	Allows you to perform shift or pattern changes or deletions.
Pay Code	Allows you to do pay code edits.
Group	Displays tasks to add or edit an existing group. Also to assign employees to an

	existing group.
View	Displays the schedule in various timeframes. Also displays the schedule outline of an employee and the complete audit trail of schedule maintenance.

Field	Description
Name	Based on the search criteria, a list of employee names will be displayed.
Totals	Displays Total Hours of the scheduled work week.
Dates	Displays the selected schedule by date within each column.
Scheduled Hours	Displays the total scheduled hours for all employees and for each date.
Number of Employees	Displays the total number of employees for the department and displays the total number of employees with hours for each date.
Comments	Displays any comments added to a shift or pattern.

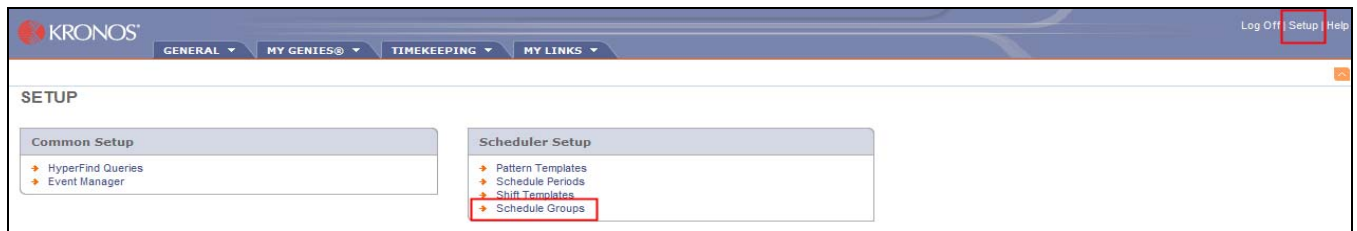
The user has the option to add a Pattern to a group as well as to one employee. If a group is already created, follow the steps above to add a Pattern.

- Highlight the group name that the schedule is being added to.
- Add the Pattern
- It will only need to be added once to the group name and it will populate the schedule for all employees under that group.

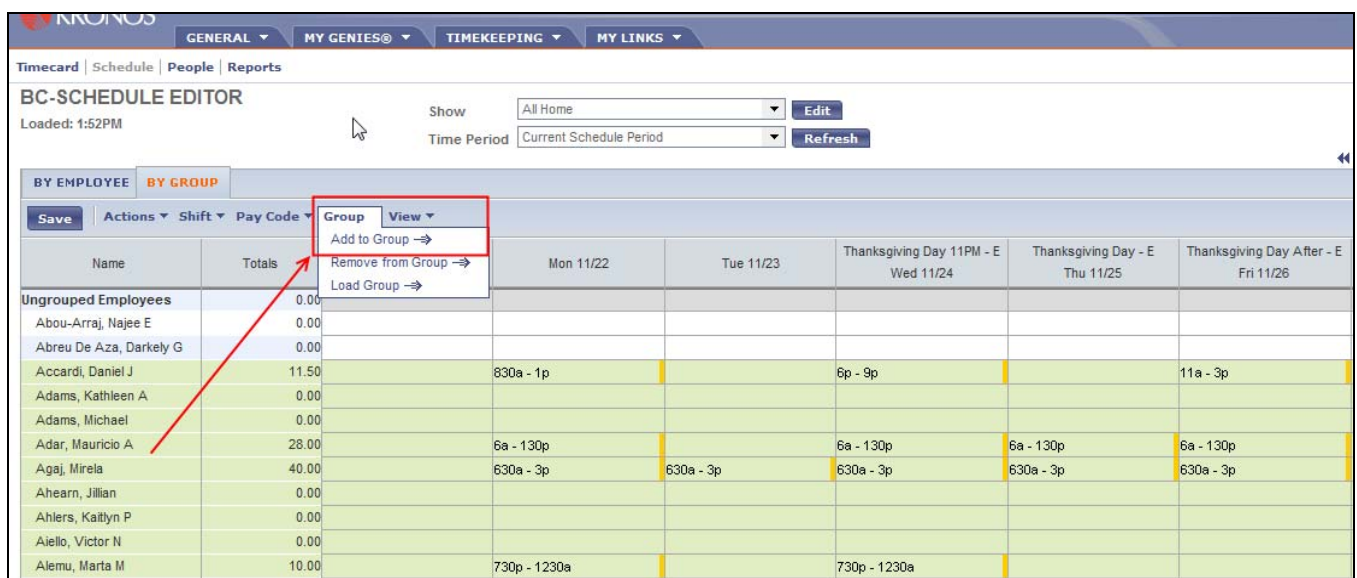
Adding a New Group

A manager can create a new Group and add a schedule to that Group. If a schedule is added to the Group, it will populate the schedule of anyone included in the group.

Select **Setup** in the upper right corner and select Schedule Groups > New.



Enter a name for the group if a new group is being added and select Save and Return.



- Select the employees to be in the group from the list provided.
- Highlight the employee name(s) and click on the **Add** button. This will include them as part of the new group. **SAVE**
- Once the employees have been assigned, highlight the group title to add a pattern (if applicable) for the entire group in one process.
- Click Save.

Once a Group exists, follow the instructions above to add a schedule to a Group.

Timecard | Schedule | People | Reports

BC-SCHEDULE EDITOR

Loaded: 2:15PM

Show: All Home

Time Period: Current Schedule Period

BY EMPLOYEE **BY GROUP**

Actions Shift Pay Code Group View

Name	Shift	Sun 11/21	Mon 11/22	Tue 11/23	Thanksgiving Day 11PM - E Wed 11/24	Thanksgiving Day - E Thu 11/25
Rivas, Armando	Add → Edit → Delete		6a - 230p	6a - 230p	6a - 230p	6a - 230p
Sical, Luisa C	Add Pattern →		7a - 330p	7a - 330p	7a - 330p	7a - 330p
MWF 9-5	Edit Pattern → Delete Pattern →					
Aaron, Nejat	Insert Template →		9a - 5p		9a - 5p	
SEP McElroy	Replace Shifts →					
Oakes, Thomas P			930a - 330p	930a - 330p	930a - 330p	930a - 330p
Susan Test						
Accardi, Daniel J		11.50	830a - 1p		6p - 9p	
Adams, Kathleen A		0.00				
Adams, Michael		0.00				
Adams, Ronald L		38.00	8a - 6p	8a - 6p	8a - 6p	8a - 6p
Adar, Mauricio A		28.00	6a - 130p		6a - 130p	6a - 130p
Agaj, Mirela		40.00	630a - 3p	630a - 3p	630a - 3p	630a - 3p
Ahearn, Jillian		0.00				
Ahlers, Kaitlyn P		0.00				
Aiello, Victor N		0.00				
Alemu, Marta M		10.00	730p - 1230a		730p - 1230a	

Copyright - The Trustees of Boston College

URL:

http://www.bc.edu/bc_org/hvp/hrsc/kronos_scheduleeditor.html

Last Updated: November 22, 2010

When directing comments and questions about this page to hr@bc.edu please include the URL above.

This page is provided by the HRSC of the Department of [Human Resources](#)