Kronos Workforce Timekeeper

Pay from Schedule

Kronos provides managers the functionality to pay their employees from their schedules. This process populates the employee timecard with the set schedule so the manager can track any exceptions to this schedule. Pay from Schedule can be done from any of the Genies displayed in the Navigation Bar.

My Genies

BC-Quick Find

From the Actions menu select Select All to highlight all employees to start the Pay from Schedule process. This will include everyone with or without a schedule. This process will only populate timecards for those with a schedule setup. It will not impact employees without a schedule, but Alt Ctrl can be used to deselect one or more employees if they do not have a schedule.
From the Schedule menu, select Pay from Schedule - Add.
Enter the appropriate dates as shown below. The start and end dates must be a Sunday and Saturday. Use the drop down arrows to select dates for a calendar lookup.

Once the process has run, the results can be viewed on the Group Edit Results page under the **General Tab**. This will show you the number of schedules brought over and if there were any errors. The example below shows that 84 employees had schedules and were populated successfully.