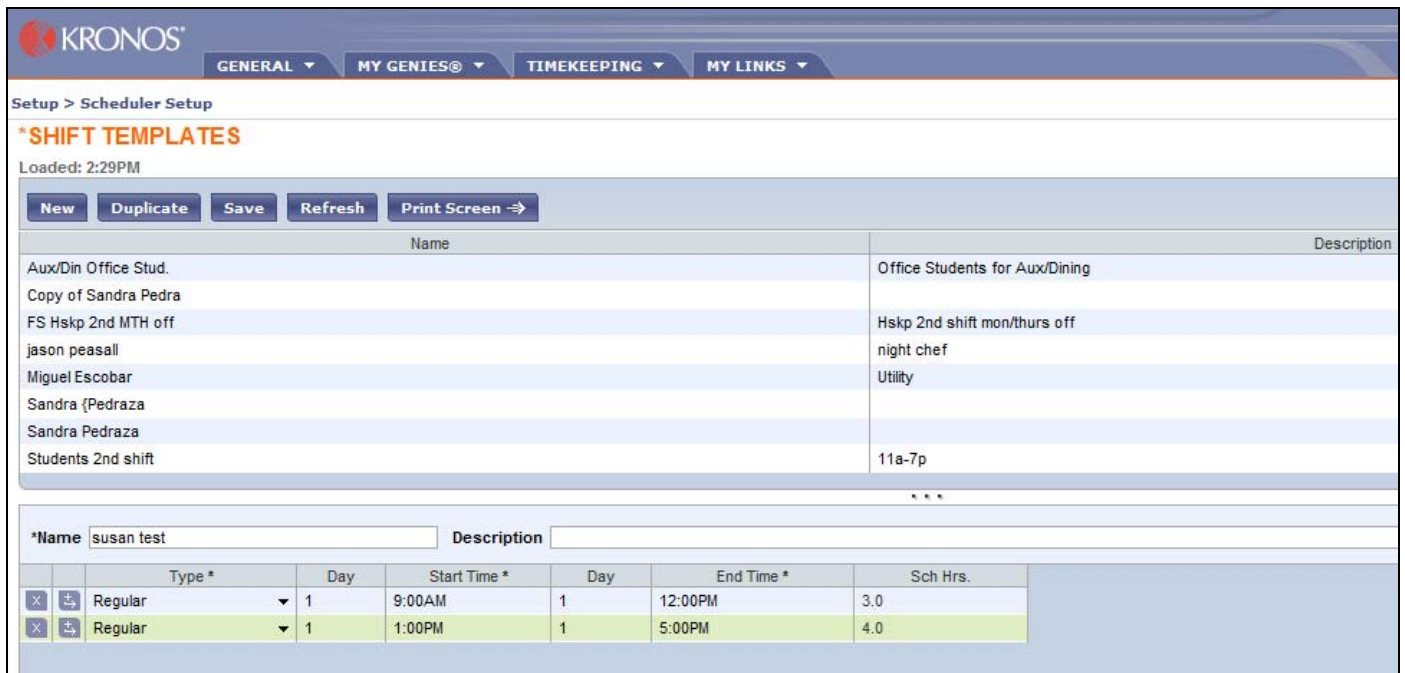
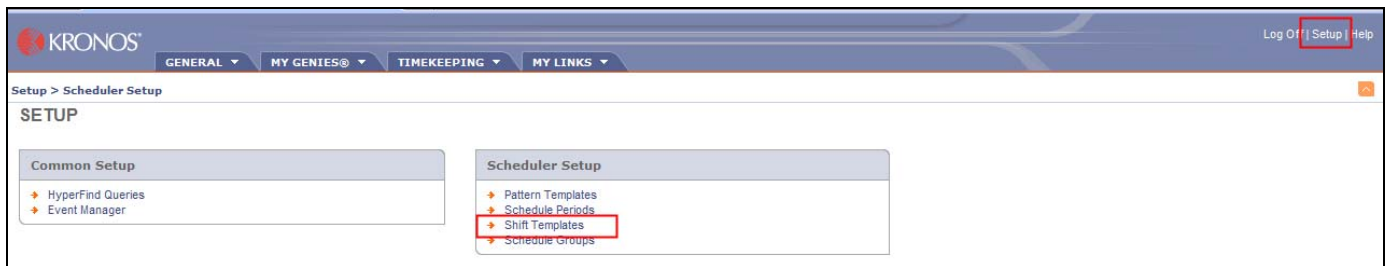


Kronos Workforce Timekeeper

BC-Schedule Editor - Create Shift Templates

BC-Shift Templates allows you to populate an employee or group schedule with an existing shift. Shift templates are saved and named to be reused as needed. Shift templates are helpful if employees are setup with standard schedules

Setup > Scheduler Setup > Shift Templates



| BC-Shift Template | |
|--------------------------|---|
| Field | Description |
| New | Add a new Shift Template |
| Duplicate | Copy an existing shift |
| Save | Save all data changes made to screen. |
| Refresh | Refresh data since it was last saved. |
| Print Screen | Allows you to print out the shifts displayed. |
| Name | Displays the name of the Shift. |
| Description | Displays the detailed description of the shift. |

| Field | Description |
|--------------|---|
| Type | Displays the type of shift. This defaults to Regular. |
| Day | Displays the day that the shift starts. |
| Start Time | Displays the start time of the shift. |
| Day | Displays the number of the day the shift will end. |
| End Time | Displays the end time of the shift. |
| Sch. Hours | Displays the number of hours included in the shift. |

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URL:

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

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

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