



Kronos Scheduler: Shift Swap Manager/Scheduler V8.1

Purpose

Some state Employees want to swap shifts that result in overlapping shifts. This causes an error from My Calendar.

Request Shift Swap

✖ WTK-11521 The selected shift overlaps an existing scheduled shift.

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Type:

Start Date:

Time:

Duration: 8.5 h **Shift Type:** Regular, Break

Swap with:

Location **All**

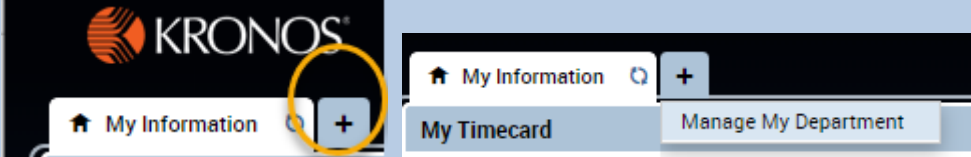
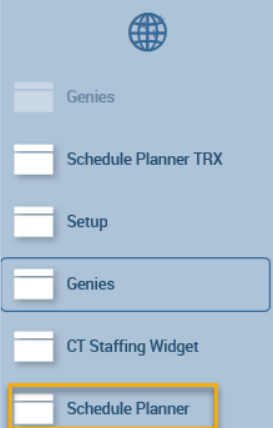
	Employee	Date	Start Time	End Time	Duration	Details
⊖	Frazier M	Sun 7/05	11:10PM	7:10AM	8.0 h	<input type="button" value="i"/>
⊕	Aaron J	Sun 7/05	2:45PM	11:15PM	8.5 h	<input type="button" value="i"/>

This Job Aid presents a work around in with Supervisors, managers or Schedulers can perform the Swap on behalf of the employee from Schedule Planner. This method does not require approval workflow.



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Schedule Planner

Steps to Swap Shifts		
1	<p>From the Home Page, click the Plus “+” next to the My Information Tab. Next select <i>Manage My Department</i></p>	
2	<p>From the Related items list, click Scheduler Planner. When you want to view a normal Primary Job list</p>	
3	<p>In the Location Show drop-down list, select a department from the Organization Map which will display employees for you to view. In the screen shot used a Location Query that contains all Care Line or Solnit site.</p>	



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<p>4</p>	<p>In the Time Period drop down list, select a specific schedule period. Or Select the Start and End Dates. Click OK. Click Apply.</p>	
<p>5</p>	<p>Ensure the two associates are on the planner Next, click the Quick Actions Button. This will trigger the bar to slide</p>	
<p>6</p>	<p>Locate and click the Swap Button Cross hairs indicate that Swap is activate once touching a Shift for an employee.</p>	



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<p>7</p> <p>Click the shift for the first employee</p> <p>The information bar prompts you to select the 2nd Employee</p>	<p>Schedule Planner</p> <p>Swap Select one assigned or open shift, or a time-based pay code edit.</p> <p>Assign Unassign Shift Transfer Insert shift template Comment Pay Code Copy / Paste Delete Lock / Unlock Swap Quick Actions</p> <p>By Employee 6/26 - 7/02</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Fri 7/03</th> <th>Sat 7/04</th> <th>Sun 7/05</th> </tr> </thead> <tbody> <tr> <td>Open Shifts[10]</td> <td></td> <td>1</td> <td>1</td> </tr> <tr> <td>Breton, Matthe...</td> <td>Administrative Leave Paid [0.0]</td> <td>Administrative Leave Paid [8.0]</td> <td>Administrative Leave Paid [8.0]</td> </tr> <tr> <td>Chambers, Reg...</td> <td>7:00AM - 3:30PM</td> <td>7:00AM - 3:30PM</td> <td>7:00AM - 3:30PM</td> </tr> <tr> <td>Cobb, Winston L</td> <td>7:00AM - 3:30PM</td> <td>7:00AM - 3:30PM</td> <td>7:00AM - 3:30PM</td> </tr> <tr> <td>Colone, Karen A</td> <td>7:00AM - 3:30PM</td> <td>7:00AM - 3:30PM</td> <td>7:00AM - 3:30PM</td> </tr> </tbody> </table> <p>Schedule Planner</p> <p>Swap Select the second item to swap.</p> <p>Assign Unassign Shift Transfer Insert shift template Comment Pay Code Copy / Paste Delete Lock / Unlock Swap Quick Actions</p>	Name	Fri 7/03	Sat 7/04	Sun 7/05	Open Shifts[10]		1	1	Breton, Matthe...	Administrative Leave Paid [0.0]	Administrative Leave Paid [8.0]	Administrative Leave Paid [8.0]	Chambers, Reg...	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	Cobb, Winston L	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	Colone, Karen A	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM																																				
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<p>8</p> <p>So we are Swapping an employee from 1st shift with a employee on 3rd shift</p>	<p>Swap Select the second item to swap.</p> <p>Assign Unassign Shift Transfer Insert shift template Comment Pay Code Copy / Paste Delete Lock / Unlock Swap Quick Actions</p> <p>By Employee 6/26 - 7/02</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Fri 7/03</th> <th>Sat 7/04</th> <th>Sun 7/05</th> <th>Mon 7/06</th> </tr> </thead> <tbody> <tr> <td>Open Shifts[10]</td> <td></td> <td>1</td> <td>1</td> <td></td> </tr> <tr> <td>Breton, Matthe...</td> <td>Administrative Leave Paid [0.0]</td> <td>Administrative Leave Paid [8.0]</td> <td>Administrative Leave Paid [8.0]</td> <td>Administrative Leave Paid [0.0]</td> </tr> <tr> <td>Chambers, Reg...</td> <td>7:00AM - 3:30PM</td> <td>7:00AM - 3:30PM</td> <td>7:00AM - 3:30PM</td> <td>7:00AM - 3:30PM</td> </tr> <tr> <td>Cobb, Winston L</td> <td>7:00AM - 3:30PM</td> <td>7:00AM - 3:30PM</td> <td>7:00AM - 3:30PM</td> <td>7:00AM - 3:30PM</td> </tr> <tr> <td>Colone, Karen A</td> <td>7:00AM - 3:30PM</td> <td>7:00AM - 3:30PM</td> <td>7:00AM - 3:30PM</td> <td>7:00AM - 3:30PM</td> </tr> <tr> <td>Donnelly, Mark J</td> <td>11:10PM - 7:10AM</td> <td></td> <td></td> <td>11:10PM - 7:10AM</td> </tr> <tr> <td>Fairley, C. Lama...</td> <td></td> <td>2:45PM - 11:15PM</td> <td>2:45PM - 11:15PM</td> <td></td> </tr> <tr> <td>Guest, Stacy</td> <td>7:00AM - 3:30PM</td> <td>7:00AM - 3:30PM</td> <td>7:00AM - 3:30PM</td> <td></td> </tr> <tr> <td>Hill, Todd G</td> <td>2:45PM - 11:15PM</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Johnson, Anth...</td> <td>2:30AM - 2:30AM</td> <td>2:30AM - 2:30AM</td> <td>2:30AM - 2:30AM</td> <td></td> </tr> <tr> <td>Lamb, Frazier M</td> <td></td> <td>11:10PM - 7:10AM</td> <td>11:10PM - 7:10AM</td> <td></td> </tr> </tbody> </table> <p>Lamb, Frazier M 11:10pm-0710am 1. 11:10PM [8.0]: Regular ./DCF-DCF91000/Solnit N/Custody/Maple/CARE&CSTDY/CSW</p>	Name	Fri 7/03	Sat 7/04	Sun 7/05	Mon 7/06	Open Shifts[10]		1	1		Breton, Matthe...	Administrative Leave Paid [0.0]	Administrative Leave Paid [8.0]	Administrative Leave Paid [8.0]	Administrative Leave Paid [0.0]	Chambers, Reg...	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	Cobb, Winston L	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	Colone, Karen A	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	Donnelly, Mark J	11:10PM - 7:10AM			11:10PM - 7:10AM	Fairley, C. Lama...		2:45PM - 11:15PM	2:45PM - 11:15PM		Guest, Stacy	7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM		Hill, Todd G	2:45PM - 11:15PM				Johnson, Anth...	2:30AM - 2:30AM	2:30AM - 2:30AM	2:30AM - 2:30AM		Lamb, Frazier M		11:10PM - 7:10AM	11:10PM - 7:10AM	
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9	<p>If your done Swapping, Save the Schedule.</p> <p>Otherwise Click on the next pair of shifts or deselect the Swap Button.</p>	By Employee 6/26 - 7/02			
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