

Kronos Exercise Guides

❖ Payroll

ATTEMPT THESE EXERCISES ON YOUR OWN, USE
THE SOLUTIONS AS A WAY TO CHECK YOUR
PROGRESSION



Payroll Exercises

Agenda

- Finding your team
- Timecards
- Payroll
- Scheduling

Introduction

THIS GUIDE WILL WALK YOU THROUGH SPECIFIC EXAMPLES OF THE MATERIAL IN THE INSTRUCTOR LED TRAININGS. IN ORDER TO GET THE BEST OF OUT OF THIS GUIDE SELECT AN EMPLOYEE TO WORK WITH AND USE THEM THROUGHOUT.



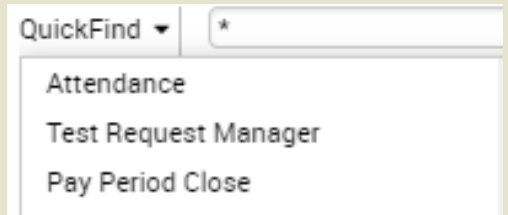
Finding Your Team– Exercise 1 Hyperfind

Purpose

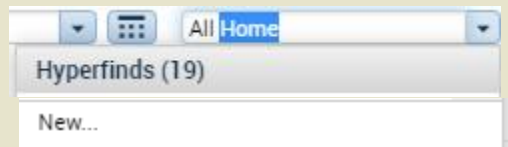
This exercise describes the steps to create a hyperfind on location to prepare for pay period close.

Procedure

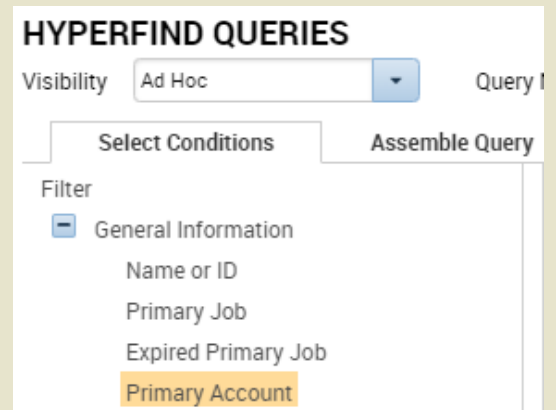
From the manage my department view, select the pay period close genie.



Select the Hyperfind drop down on the top right that says “All Home”, and click **New**.



In the hyperfind view select Primary Account from the list of drop downs.



Here we will select **Location** from the list of labor levels. You will also select include to make sure you only view the location you want.

☒ Include ☐ Exclude people who meet this condition

Summary Agency-Dept... Location Combo Code Override Rea... Employee ID... Supervisor Job



Finding Your Team – Exercise 1 Hyperfinds

Procedure

Use the search bar and the wild card character to find the location you want to view, here I used “Bridge*” to find Bridgeport administration, use the top arrow to select.

Wild Card Selection

Available Items

Bridge*

Search

DCF015001, Bridgeport Administration

DCF015002, Bridgeport Area Clinical Team

DCF015003, Bridgeport Services

DCF015004, Bridgeport FASU

DCF015005, Bridgeport Investigations

Selected Items

After selecting your search click ‘Add’, if you want to add more conditions repeat the above steps and click Update.

Selected Conditions

Add Update Delete

Primary labor account matches */DCF015001/ */ */ */ */ as of today

Set the visibility to Public and enter a Query name, click Save.

Visibility Public

Query Name *

Save As Save

✔ You have successfully completed the steps to create a hyperfind.



Timecards – Exercise 2 Resolve Exceptions

Purpose

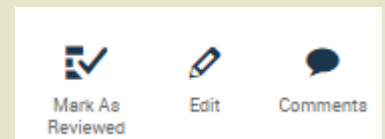
This exercise describes the steps to resolve late punch exceptions and new shift overrides for an employee working back to back regular shifts.

Procedure

Navigate to the employee timecard and input the following punches, 7:00am-3:00pm and 3:01pm – 11:00pm on a single day. Click **Save**.

Mon 6/01	7:00AM-3:00PM		7:30AM	3:00PM	3:01...	11:00PM
----------	---------------	--	--------	--------	---------	---------

Note the exceptions flagged in red , in order to resolve the late in punch right click and **Mark as Reviewed**. Also right click and add a comment explaining your review.



Now to distinguish the first shift from the second, right click on the 3:01 pm punch, and select edit.

Punch Actions

Date:	6/01/2020
Time:	3:01 PM
Rounded Time:	6/01/2020 3:01 PM
Override:	In Punch
Time Zone:	(GMT -05:00) Eastern
Exceptions:	Short Break
Edit Made By:	Nocera, Stephen

Mark As Reviewed Edit Comments



Timecards– Exercise 2 Resolve Exceptions

Procedure

On the edit punch window
select the Override drop down,
and select **New Shift**.

Punch

Date: 6/01/2020

Time (h:mm) *: 3:01PM

Rounded Time: 6/01/2020 3:01PM GMT-04:00

Override: **New Shift**

Time Zone: (GMT -05:00) Eastern Time (USA, Canada)

Cancel Deduction:

Exceptions: Short Break

The result will be the following, now we check the daily
accruals tab at the bottom to verify they are both paying Reg.

Mon 6/01		7:00AM-3:00PM			7:30AM		3:00PM
					3:01PM		11:00PM

As shown, the second shift is
shown as OT, so we need to add it
to the schedule for it to pay
regular.

Totals	Accruals	Audits	Historical Correc
Daily	Pay Code		
Pay Code	Amount		
Regular	7:00		
Unapproved Overt...	7:30		

Use the Go To to navigate to
Schedule Planner

Refresh Calculate Totals Save Go To

1 Selected

Current Pay Period

Go to widget

Schedule Planner



Timecards– Exercise 2 Resolve Exceptions

Procedure

Select the day where the totals did not add up and add the second shift as scheduled time

Mon 6/01
7:00AM - 3:00PM
3:00PM - 11:00PM

Now go back to the Timecard and refresh. You will see the results below and they can be validated using the Totals tab at the bottom of the page

Mon 6/01	7:00AM-3:00PM			7:00AM		3:00PM
	3:00PM-11:00PM			3:01PM		11:00PM

Totals	Accruals	Audits	Historical Corrections
Daily			Pay Code
Pay Code	Amount		
Regular	15:00		



You have successfully completed the steps to resolving exceptions on timesheets.



Timecards – Exercise 3

Edit/View pay codes

Purpose

This exercise describes the steps to edit/view existing pay codes in both scheduling and timecard.

Procedure

Right click on a day in Schedule Planner and select **Add Pay Code**.

Fri 6/26

7:00AM - 3:00PM

Edit

Add Pay Code

Select On Call from the Pay Code drop down and select full scheduled day. Click **Apply**.

Assigned to
Lopez, Steven

Effective Date:* 6/26/2020

Pay Code:* On Call - Standby 1.00

Amount (HH:mm):* Full sched day

In order to make a change to a pay code in schedules, navigate to the **Schedule Planner** in the Manage my Department window.

Mon 5/25

On Call - Standby 2.00 [7:30]

Right click on the selected pay code and click **Edit**.

Edit Pay Code On Call - Standby 2.00

Assigned to
Lopez, Steven

Effective Date:* 5/25/2020

Pay Code:* On Call - Standby 2.00

Amount (HH:mm):* 7:30

☐ Override Accrual Days:

☐ Override Shift

☒ Whole Shift ☐ Partial Shift

Start Time:* 7:00AM

Repeat for: 1 days

Transfer Job:

Transfer Labor Level:



Procedure

Make any edits you need to make and select Apply.

This will be the view in the timecard.

On Call - Standby 2.00	7:30	7:00AM
------------------------	------	--------

Select the pay code that you want to edit then select the cell and edit the duration, the in punch, and the selected pay code itself

Fri 5/29		Governor Granted Time...	3:00	
	7:00AM-3:00PM			

Once you make your changes make sure you save. Pay code entries that are black were entered through the timecard and can be directly entered on the time card

 *You have successfully completed the steps to edit pay codes.*



Timecards – Exercise 4

Edits in my timecard

Purpose

This exercise describes how to add comments in timecards, cancel meal deductions, and approve unapproved OT.

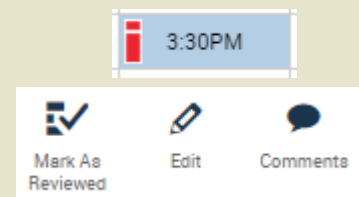
Procedure

Enter the following punches on an unscheduled day. 3:30pm – 11:00PM.

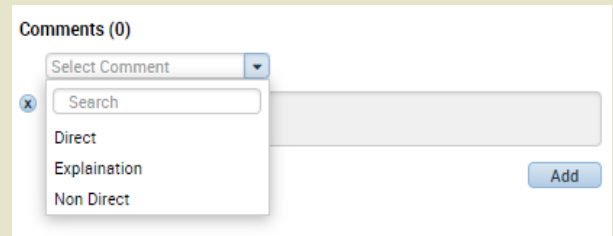
Click **Save**.

Sun 6/28			3:30PM		11:00PM
----------	--	--	--------	--	---------

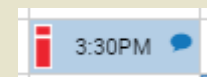
In order to add a comment to explain an exception or a change right click on the desired cell and select **Comments**.



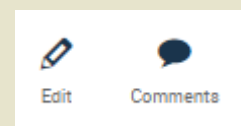
Here you will have the option to choose the type of comment and then type in whatever you want to add.



Cells with comments will have a blue bubble appear on the right



In order to cancel any automatic deduction, right click on either the In or Out punch, and select **Edit**





Timecards – Exercise 4

Edits in my timecard

Procedure

Scroll through the Cancel Deduction drop down and find the correct deduction, in this case ‘Lunch Deduct 30 Min’. Click Save and the meal deduction will be removed from the shift

Punch

Date: 5/29/2020

Time (h:mm) * 7:00AM

Rounded Time: 5/29/2020 7:00AM GMT-04:00

Override: In Punch

Time Zone: (GMT -05:00) Eastern Time (USA; Canada)

Cancel Deduction: Lunch Deduct 30 Min, 6 Hrs Work

In order to approve OT, right click on the red stopwatch next to the day, and select

Mon 5/25

Tue 5/26

Approve Overtime Edit



Timecards – Exercise 4

Edits in my timecard

Procedure

Select whether you want to approve all the overtime or any defined amount. Once you have made all of your selections select 'OK' and the overtime will be approved

Approve Overtime

Overtime Date * 5/26/2020 Clear

Unapproved Overtime Amount (HH:mm) * 7:30

Amount *

- ☒ All
- ☐ All Before Shift
- ☐ All After Shift
- ☐ None
- ☐ Some (HH:mm)
- ☐ Time Window

☒ Show Schedule

	From	Amount
Before Shift	12:00AM	0:00
After Shift	12:00AM	0:00

Comments (0) [Add Comment](#)

To check that the approval has gone through Save and look at the stopwatch next to the day, it should have turned green

Mon 5/25	
Tue 5/26	

You have successfully completed the steps to performing edits in the timecard.



Timecards – Exercise 5

Punch edits in genies

Purpose

This exercise describes the steps to add a punch on a group of timecards using genies.

Procedure

Start using the QuickFind, and narrow down a list of employees or search ‘*’ to return all

QuickFind

QuickFind ▾ *Lopez 🔍

Select All Rows Column Selection Filter People Timekeeping

Select the employees you want to modify using **CTRL** or by highlighting then click **Timekeeping** and select **Add Punch**.

Select All Rows Column Selection Filter People Timekeeping Accruals Approval

Name	ID
Lopez, Heriberto	086817
Lopez, Katirya	178600
Lopez, Ketty	613222

- Add Punch
- Delete Punch
- Add Pay Code
- Delete Pay Code
- Add Accepted Overtime
- Add Refused Overtime
- Update Overtime Balances

In this scenario the employees punched in late due to a delayed entry, so we would add a punch of 10 AM for the employees who would normally enter at 8 AM. Select **Save**.

Add Punch

Date: * 6/23/2020 Clear

Time (h:mm): * 10:00AM



You have successfully completed the steps to add a punch on a group of timecards



Timecards – Exercise 6

Pay code edits in genies

Purpose

This exercise describes the steps to enter a pay code (LWGOV) for a group of employees using a genie

Procedure

Start using the QuickFind, and narrow down a list of employees

Select the employees you want to modify by using **CTRL** or highlighting, then click **Timekeeping** and select **Add Pay Code**

Name	ID
Lopez, Heriberto	086817
Lopez, Katirya	178600
Lopez, Ketty	613222

In this case fill in the Governor Granted Time Off pay code, set the duration and the start time and it will be applied to all the selected employees

Pay Code: Governor Granted Time ...

Amount(HH:mm):* 3:00

☐ Override Accrual Days

Effective Date:* 5/26/2020 Clear

Start Time: 8:00AM

Transfer:

☒ Stop pay from schedule

Comments (0) Add Comment

Cancel Apply

✓ You have successfully completed the steps to edit a pay code in a genie.



Timecards – Exercise 7 Manual Shift Differential

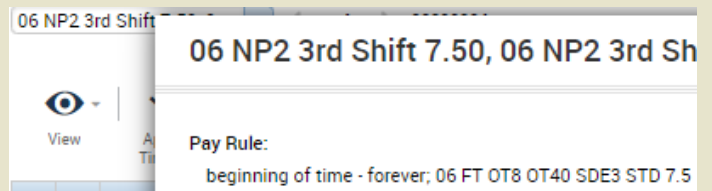
Purpose

This exercise describes the steps to enter manual shift differential in Kronos.

Note: This is a temporary manual activity and will be replaced by an automated interface in August. Until then we will be using a crosswalk to validate when shift diff needs to be entered.

Procedure

Go to the employee's timecard and check on the employee's pay rule by right clicking their name.



Go into the Shift Differential by BU document and check whether the pay code that you intend to use has shift differential associated with it.

Select the tab with the correct bargaining unit, scroll down the list and look for the appropriate pay code, in this case Vacation.

06 (NP-2)

Shift		Shift 1.5
SWCS		
SWCVL		
VAC		
VAC03		
VAC2		
VCAFC		




Timecards – Exercise 7

Manual Shift Differential

Procedure

Enter the pay codes for vacation and shift differential on your timecard. Pay codes need to be entered as different rows.

Thu 6/25		Shift Differential	8:00
		Vacation	8:00
	7:00AM-3:00PM		

 *You have successfully completed the steps to enter manual shift differential.*



Timecards – Exercise 8

Timecard Transfers

Purpose

This exercise will show you how to perform a work rule transfer through the timecard.

Procedure

Starting from the employee Timecard, enter the In and Out punches on the day you want to use the work rule transfer.

Select search, there you will be presented with the same methods to perform a transfer as in scheduling. Complete all fields and click **Save**.

Transfer

Name Lopez, Steven
Job
Labor Account
Work Rule

Job Transfer | Labor Account | Work Rule

Add Labor Account

Clear All

Agency-Dept...	<input type="text"/>	Employee ID-E...	<input type="text"/>
Location:	<input type="text"/>	Supervisor:	<input type="text"/>
Combo Code:	<input type="text"/>	Job:	<input type="text"/>
Override Reas...	<input type="text"/>		

✓ You have successfully completed the steps to insert a transfer.



Timecards – Exercise 9

Labor Account Transfer

Purpose

This exercise describes the steps to create a request a labor account transfer for an employee working a secondary job.

Procedure

Starting from the **Schedule Planner** view, right Click on the day where you would like to add a shift and select **Add a Shift** from the drop down

Add shift

Add Pay Code

Insert shift template

Enter Time Off

Under the **Labor Level Transfer** column, select the drop down and click search.

Labor Level Transfer

Work R

;;11 FT OT40 SDE STD 8

;;11 FT OT8 OT80 SDE STD 8

;;10 FT OT8 OT40 SDE3 STD 8

;;10 FT OT40 SDE3 STD 7.5

;/DCF083207/DCF9121011000

Search...

Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfe
5/14/2020	Regular	3:00pm	5:00pm	5/14/2020	2:00		



Timecards – Exercise 9 Labor Account Transfer

Procedure

Fill in every section that is changing. Since you are working a secondary job, every labor level needs to be filled in with the appropriate values.

Name	Lopez, Steven		
Job			
Labor Account	DCF-DCF91000/DCF015001/DCF9111111000100100000001/OCDCF/ 019866-1-DCF/000135/123		
Work Rule			

[Job Transfer](#) | [Labor Account](#) | [Work Rule](#)

Add Labor Account

Clear All

Agency-Dept-...	DCF-DCF91000 - DCF-Dep...	X	Employee ID-E...	019866-1-DCF - Marjorie ...	X
Location:	DCF015001 - Bridgeport ...	X	Supervisor:	000135 - Emily Jadach	X
Combo Code:	DCF91111110001001000...	X	Job:	123 - 123	X
Override Reas...	OCDCF - On Call DCF Sta...	X			



You have successfully completed the steps to perform a labor account transfer..



Timecards – Exercise 10





Work Rule Transfer

Purpose

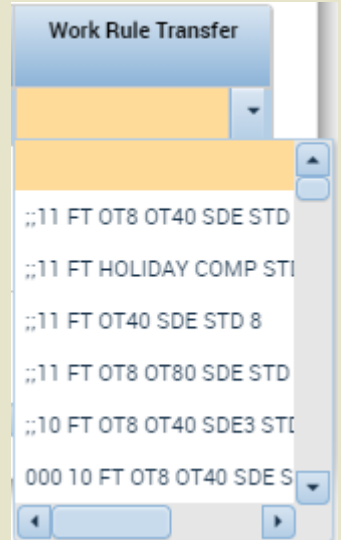
This exercise describes the steps to create a work rule transfer for an employee working mandated overtime.

Procedure

Starting from the Timecard or the **My Schedule** view, right Click on the day where you would like to add a shift and select **Add a Shift** from the drop down

-  Add shift
-  Add Pay Code
-  Insert shift template
-  Enter Time Off

Under the **Work Rule Transfer** column, select the drop down and click **Search**. This will take you to a list of all available work rules.



Work Rule Transfer

- ;;11 FT OT8 OT40 SDE STD
- ;;11 FT HOLIDAY COMP STI
- ;;11 FT OT40 SDE STD 8
- ;;11 FT OT8 OT80 SDE STD
- ;;10 FT OT8 OT40 SDE3 STI
- 000 10 FT OT8 OT40 SDE S

Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer
5/14/2020	Regular	3:00pm	5:00pm	5/14/2020	2:00		



Procedure

Hover over the employee's name in order to see the employee's pay rule.

Lopez, Steven	75:00	Full...	...
---------------	-------	---------	-----

Lopez, Steven
Schedule Hours: 75:00
Pay Rule: 02 FT NSD STD 8
Worker Type: Full Time
Location:
Job:
Seniority Date For Shift:
VOT Date:
MOT Date:
Skill:
Certification Name:
Phone Number:

Match the employee's BU, scheduled hours, and shift differential eligibility to select the correct Mandated OT rule.

Work Rule Transfer

40 SDE STD 8

7.5 NSD 45L STD 7.5

7.5 NSD 60L STD 7.5

7.5 NSD STD 7.5

7.5 NSD STD 7.5 MandOT

7 NSD 45L STD 7

7 NSD 60L STD 7

✓ You have successfully completed the steps to insert a work rule transfer.



Timecards – Exercise 11 Totals Breakdown

Purpose

This exercise describes the steps to view the totals in a pay period to validate punch entry and viewing audit trail in timecard.

Procedure

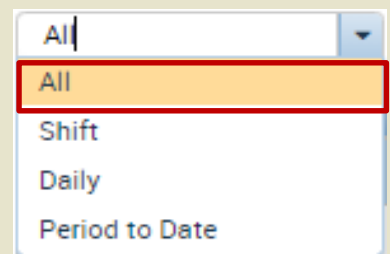
Navigate to the employee timecard and select the button shown on the right.



Once opened you will see multiple tabs, Totals, Accruals, Audits, and Historical Corrections, Totals will be the tab helping us validate the timecard.

Fri 5/29		Gove...	3:00			
	7:00AM-3:00PM			7:00AM		3:00PM

Select the day you want to validate and navigate to the totals tab. The default view will be **All** which shows all entered time for the selected time frame. Switch the view to **Daily**.





Timecards – Exercise 11

Totals Breakdown

Procedure

Select the day where the totals will display what pay codes are being paid on each day

Totals	Accruals	Audits	Historical Corrections
Daily		Pay Code	
Pay Code	Amount		
Governor Granted...	3:00		
Regular	7:30		

Through Accruals, you can view the balances of every accrual bucket

Totals	Accruals	Audits	Historical Corrections
Accrual Code	Accrual Available Balance		
SVR - Vacation	0:00		
Sick	32:15		
Sick Family	0:00		
Sick Funeral Family	0:00		
Sick Funeral Non Immediate	0:00		
Sick Leave Bank	0:00		

Click the **Audits** tab to view all the changes recently made by anyone on the timecard.

Totals	Accruals	Audits	Historical Corrections
Audits		All	
Date	Time	Type	
5/25/2020	7:00AM	Add Pay Code	
5/29/2020		Add Pay Code	
6/01/2020	3:00PM	Add Punch	

Note: The Historical Corrections tab will be covered in a job aid that explains the steps to perform prior period adjustments in both Kronos and Core CT

You have successfully completed the steps to understand the totals section.



Payroll – Exercise 12 Accrual Auditing

Purpose

This exercise describes the step to validate accruals and perform a reset to keep them in sync.

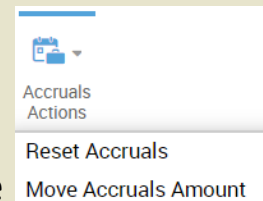
Procedure

Open the Timecards view and look at the Accruals view at the bottom of the screen.

Totals	Accruals	Audits	Historical Corrections
Accrual Code		Accrual Available Balance	
Bone Marrow Donor		0.0	
Comp Time		0.0	
Comp Time Holiday		0.0	
LV-CTFMLA		0.0	
LV-CTFMLAMIL		0.0	
LV-FMLA		0.0	

Compare the totals that you see to the output of Accruals in Core CT.

Rather than use a negative pay code, use the reset accrual button. Select the date to make the change, the accrual code, and the vested amount. Here we are going to reset the sick bucket to 80 hours effective July 1st. Click OK.



Reset Accrual Balances

Effective Date: *

Accrual Code: *

Vested Amount (HH:mm): *

Probation Amount (HH:mm): *



You have successfully completed the steps to reset accruals.



Payroll – Exercise 13

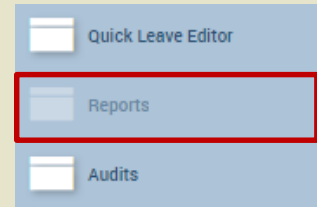
Running a report

Purpose

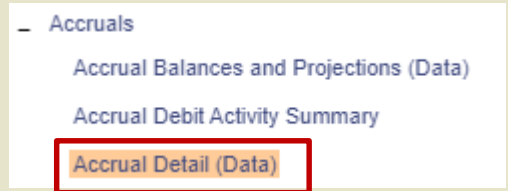
This exercise describes the steps to run the accrual detail report.

Procedure

Under the Manage my Department section, select Reports from the Related Items menu.



Select the Accrual Detail report from the dropdown list of reports.



Select the employees you want to view, the time period, and the output format to be Excel. Then select **Run Report**.

Description	This report produces raw, unformatted employee. For example, you can see w
People	All Home ▼
Time Period	Current Pay Period ▼
Output Format	Microsoft Excel Document(.xls) ▼

After running the report switch to the check report status tab.

SELECT REPORTS		CHECK REPORT STATUS
View Report	Refresh Status	Delete
Name	<input type="text"/>	Search



Procedure

Refresh status, when the status is Complete, click on View Report.

Status

Complete

View Report

The report will download and opening it will show you the balance in each accrual bucket.

Accrual Summary

Time Period:Current Pay Period

Query:Previously Selected Employee(s)

Data Up to Date:6/15/2020 4:54:49 PM

Executed on:6/15/2020 4:54PM GMT-04:00

Printed for:002

Accrual Code	Starting Date (*Reset)	Starting Balance	Earnings and Credits	Takings and Debits	Ending Balance
Maldonado, Vanessa		481192			
Bone Marrow Donor (Hours)					
Fri 6/5/2020		0.00	0.00	0.00	0.00
Comp Time (Hours)					
Fri 6/5/2020		0.00	0.00	0.00	0.00
Comp Time Expired (Hours)					

You have successfully completed the steps to run a report.



Payroll – Exercise 14 Delegation

Purpose

This exercise describes the steps to perform and administrative delegation.

Procedure

Under the Manage my Department section, select **Manager Delegation** from the Related Items.



Manager Delegation

Select **Admin Delegation**.

Actions

→ Admin Delegation

→ Manager Delegation

Select the employee who wants to delegate their responsibility.

Select Delegator

* Delegator:

02 Manager, 02 Manager



Select the role to delegate, the person to delegate to, and the duration. Click **Save & Close**.

New Delegation

* Delegate:

Aarons, Ingrid C



* Start Date:



* End Date:



* Role:

CT Payroll Manager



You have successfully completed the steps to run an administrative delegation.



Payroll – Exercise 15

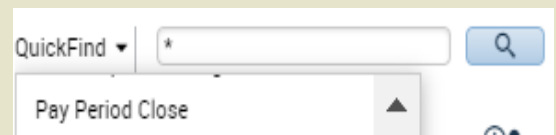
Pay Period Close

Purpose

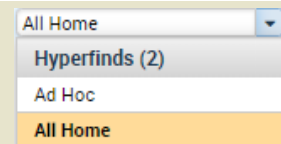
This exercise describes the steps to use the pay period close genie.

Procedure

Select **Pay Period Close** from the Genie dropdown

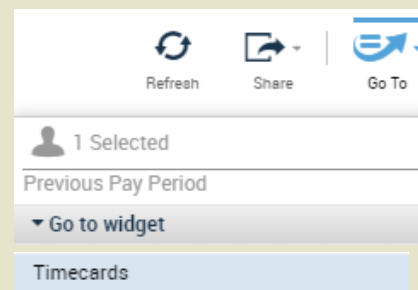


Use a hyperfind to narrow down your view of the employees

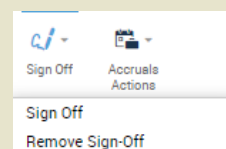


Select the employees who have not been signed off and use the **Go To** button to navigate to their timecard

Employee Approval	Manager Approval	Signed Off
	1	✓



Check the timecard for any remaining exceptions, and accrual validations, after this, complete sign off on the timecard.



You have successfully completed the steps to use Pay Period Close.



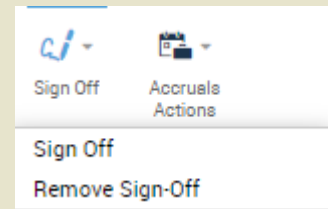
Payroll – Exercise 16 Sign Offs

Purpose

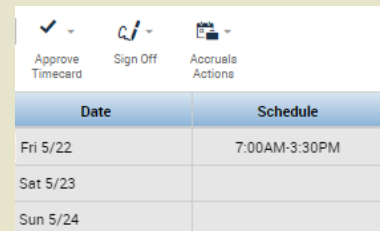
This exercise describes the steps to sign off and remove sign off.

Procedure

From the employee timecard, select the **Sign Offs** button

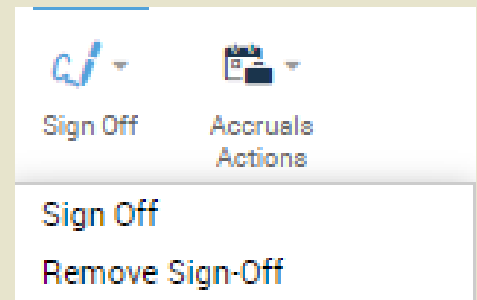


Select **Sign Off**, note the timestamp and the timecard locks for editing by turning grey.



Date	Schedule
Fri 5/22	7:00AM-3:30PM
Sat 5/23	
Sun 5/24	

Selecting the Sign Offs button again will allow you to click **Remove Sign Off** and once again make the timecard editable.



You have successfully completed the steps to sign off on a timecard.



Schedules – Exercise 17

Insert a schedule

Purpose

This exercise describes the steps to insert a schedule for an 8 hour employee working an hour of overtime after their shift.

Procedure

Navigate to the scheduling using the **Go To** section on the employee's Timecard.

1 Selected
Current Pay Period
▼ Go to widget
Schedule Planner
Schedule Planner TRX
Schedule Audits
Audits

Right Click on the day where you would like to add a shift and select **Add a Shift** from the drop down

+ Add shift
+ Add Pay Code
+ Insert shift template
+ Enter Time Off

Input the type of shift which is regular, then the start and end times which would be 3pm – 1130pm in order to account for the half hour lunch. Click **Apply**.

Add Shift

Assigned to: Lopez, Steven
Shift Details: 12:00am-1:00am(1:00h)
Primary Job: None

Insert Template: ▼ Shift Label: Repeat this shift for: 1 days

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+ x	5/16/2020	Regular	7:00am	3:00pm	5/16/2020	8:00			

Comments (0) Add Comment

Cancel Apply



Schedules – Exercise 17

Insert a schedule

Procedure

In order to account for the overtime shift, you need to enter the extra hour as unavailable time in the schedule.

		Start Date	Type	Start Time	End Time	End Date	Duration
<input data-bbox="78 824 111 859" type="button" value="+"/>	<input data-bbox="149 824 182 859" type="button" value="X"/>	5/24/2020	Unavailable	11:30pm	12:30am	5/25/2020	1:00

After saving all your entries, this is how the schedule for that day should appear.

Sun 5/24	
3:00PM - 11:30PM	
11:30PM - 12:30AM (u)	



You have successfully completed the steps to insert a schedule.



Schedules – Exercise 18

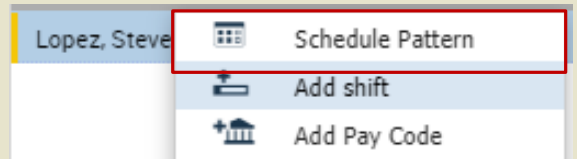
Create a schedule pattern

Purpose

This exercise describes the steps to create a schedule pattern in an employee's schedule.

Procedure

From my scheduling, right click the employee name and select **Schedule Pattern**.



Select the **Anchor Date** which is the beginning of the pay period, **Start Date**, **End Date**, and check the **Forever** box. Now enter a 7am – 3pm schedule M-F

Add Pattern

Anchor Date: 5/08/2020 Start Date: 5/08/2020 End Date: Clear

☒ Forever

Define Pattern for: 1 ☒ Week(s) ☐ Day(s) ☒ Override Other Patterns

Add Shift | Add Pay Code | Shift Template ▼ | Pattern Template ▼

7a-330p Find

	No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="button" value="+"/>	<input type="button" value="X"/>	1					7a-330p	
<input type="button" value="+"/>	<input type="button" value="X"/>	2	7a-330p	7a-330p	7a-330p	7a-330p		

Cancel Apply

Note: Patterns should start on Fridays to coincide with the beginning of the pay period



You have successfully completed the steps to insert a schedule pattern.