



Kronos Scheduler: Scheduling Overtime or Extra Shifts

Purpose

The purpose of this document is to provide clear instructions on how schedules should be completed in advanced scheduler when scheduling overtime or extra shifts.

Due to how overtime is calculated in Kronos Timekeeping, the process of scheduling of overtime/extra shifts is crucial as it will impact how the employee is paid.

It is important to note that based on if the employee is remaining in their home unit or transferring to another unit the process will differ.

Related Documents:

- Kronos VOT, MOT, ESOS



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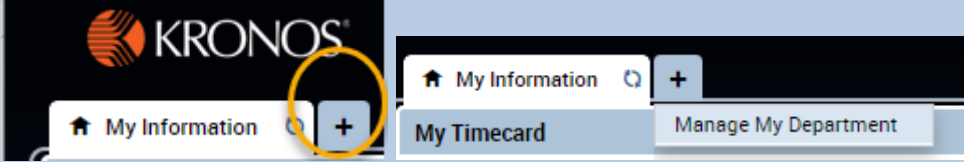
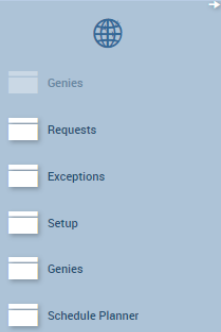
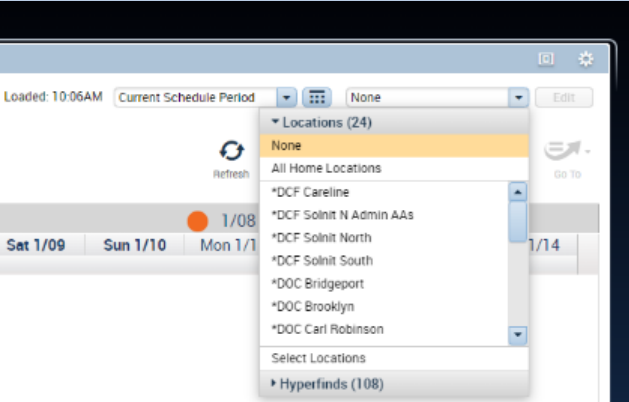
Legend on Schedule Type

Schedule Shift Type	Description
Regular	A schedule shift type of Regular indicates that the employee is working their regular shift. The daily coverage numbers will reflect accurately with this schedule shift type.
Transfer	A schedule shift type of Transfer indicates that the employee is transferring from their home unit to another location. The daily coverage numbers will display accurately in the location that the employee is transferring.
Unavailable	<p>A schedule shift type of Unavailable indicates that the employee is Unavailable. For the purposes of scheduling, using this type will show in a grayed-out form with a (u) on the schedule to show that the employee is scheduled. This type will not carry the schedule over to Timekeeper.</p> <p>This is important because for Timekeeper to pay the employee Overtime, Timekeeper needs to think the employee was not scheduled. This type should be used on the employee when scheduling extra shifts in the employee's home unit. (i.e. a typical regular shift)</p>



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Scheduling Overtime/Extra Shifts in Employee's Home Unit

Steps to scheduling overtime and extra shifts in an employee's home unit.		
1	From the Home Page, click the Plus "+" next to the My Information Tab. Next select <i>Manage My Department</i>	
2	From the Related Items pane, select Schedule Planner	
3	In the Show drop-down list, select a department location query OR select Select Locations to pull up your population of employees. *Note – if your location query does not include the Float Pool you will want to modify so that you also see the Float Pool.	



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<p>4</p>	<p>In the Time Period drop down list, select a specific time period or Range of Dates</p>																																																																												
<p>5</p>	<p>In this example, on Tuesday 1/12/2021 there is a vacancy for Second Shift.</p> <p>The employee working First Shift from 6:45AM – 3:15PM has decided to stay and work the extra shift in the Second Shift zone from 3:15PM – 11:15PM.</p>	<table border="1"> <caption>Open Shifts</caption> <thead> <tr> <th>Per...</th> <th>Sc... Ho...</th> <th>Pay...</th> <th>Wo... Type</th> <th>L...</th> <th>J...</th> <th>V</th> <th>Iv</th> <th>Shift</th> <th>On P...</th> </tr> </thead> <tbody> <tr> <td>0.00</td> <td>11 FT...</td> <td></td> <td>Full...</td> <td>...</td> <td>...</td> <td>...</td> <td>...</td> <td>RN</td> <td></td> </tr> <tr> <td>0.00</td> <td>11 FT...</td> <td></td> <td>Full...</td> <td>...</td> <td>...</td> <td>...</td> <td>...</td> <td>RN</td> <td></td> </tr> <tr> <td>0.00</td> <td>Test</td> <td></td> <td>Full...</td> <td>...</td> <td>...</td> <td>...</td> <td>...</td> <td>RN</td> <td></td> </tr> <tr> <td>16...</td> <td>11 PT...</td> <td></td> <td>Par...</td> <td>...</td> <td>...</td> <td>...</td> <td>3</td> <td>RN</td> <td>10:45PM - 7:15AM</td> </tr> <tr> <td>24...</td> <td>11 FT...</td> <td></td> <td>Full...</td> <td>...</td> <td>...</td> <td>...</td> <td>1</td> <td>RN</td> <td>6:45AM - 3:15PM</td> </tr> </tbody> </table> <table border="1"> <caption>Indicators</caption> <thead> <tr> <th>Rule Violations</th> <th>Daily Coverage</th> <th>Staffing Assistant</th> </tr> </thead> <tbody> <tr> <td>View</td> <td>Counts</td> <td>Job: Nursing Office/HCC - Healthcare Center/Bravo/RN</td> </tr> <tr> <td>DVA First Shift</td> <td></td> <td>1/1</td> </tr> <tr> <td>DVA Second Shift</td> <td></td> <td>0/1</td> </tr> <tr> <td>DVA Third Shift</td> <td></td> <td>1/1</td> </tr> </tbody> </table>	Per...	Sc... Ho...	Pay...	Wo... Type	L...	J...	V	Iv	Shift	On P...	0.00	11 FT...		Full...	RN		0.00	11 FT...		Full...	RN		0.00	Test		Full...	RN		16...	11 PT...		Par...	3	RN	10:45PM - 7:15AM	24...	11 FT...		Full...	1	RN	6:45AM - 3:15PM	Rule Violations	Daily Coverage	Staffing Assistant	View	Counts	Job: Nursing Office/HCC - Healthcare Center/Bravo/RN	DVA First Shift		1/1	DVA Second Shift		0/1	DVA Third Shift		1/1
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<p>6</p> <p>Right click and Add Shift.</p>	<p>The screenshot shows the 'By Employee' view in Kronos Scheduler. A right-click context menu is open over a shift entry. The menu options are:</p> <ul style="list-style-type: none"> Edit Add Pay Code Assign Breaks Enter Time Off Unassign Delete Find replacement Lock Unlock Cut Copy Paste Edit Accrual Amounts Add shift <p>The background interface includes a table with columns: Name, Per..., Sc... Ho..., Pay..., Wo... Type, L, J, V, N, Shift, On P... The table shows several rows of shift data. Below the table, there are sections for 'Indicators', 'Rule Violations', 'Daily Coverage', and 'Staffing Assistant'. A 'View' dropdown is set to 'Counts' and the 'Job' is 'Nursing Office/HCC - Healthcare Center/Bravo/RN'. A grid below shows shift assignments for 'DVA First Shift', 'DVA Second Shift', and 'DVA Third Shift' with colored bars representing shifts.</p>																						
<p>7</p> <p>In the Add Shift box, enter the Start Time and End Time of the shift. In the Type drop-down box, select Unavailable.</p> <p>Note: Choosing the type of Unavailable will allow for the schedule to remain in the Schedule Planner, but will look as though the employee is not</p>	<p>The screenshot shows the 'Add Shift' dialog box. It contains a table with the following data:</p> <table border="1"> <thead> <tr> <th></th> <th>Start Date</th> <th>Type</th> <th>Start Time</th> <th>End Time</th> <th>End Date</th> <th>Durat...</th> <th>Job Transfer</th> <th>Labor Level Transfer</th> <th>Work Rule Transfer</th> <th>Skills & Cert. Profiles</th> </tr> </thead> <tbody> <tr> <td>+ x</td> <td>1/12/2021</td> <td>Unavailable</td> <td>3:15pm</td> <td>11:15pm</td> <td>1/12/2021</td> <td>8.00</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Below the table, there is a 'Comments (0) Add Comment' section and 'Cancel' and 'Apply' buttons.</p>		Start Date	Type	Start Time	End Time	End Date	Durat...	Job Transfer	Labor Level Transfer	Work Rule Transfer	Skills & Cert. Profiles	+ x	1/12/2021	Unavailable	3:15pm	11:15pm	1/12/2021	8.00				
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	<p>scheduled in Timekeeper.</p> <p>This will allow for the employee to receive Overtime pay accurately.</p> <p>Click Apply and Save your changes.</p>																					
<p>8</p>	<p>The shift now appears in the employee's schedule and is grayed out with a (u) next to the shift that indicates "Unavailable."</p> <p>Notice how the daily coverage numbers have not changed and the Schedule Planner still appears as though there is a vacancy on Second Shift. This is because the type of Unavailable does not count towards the daily coverage numbers. In order for the daily coverage to reflect</p>	<p>The screenshot shows the 'By Employee' view in Kronos Scheduler. It includes a table of shifts with columns for Name, Per., Sc. Ho., Pay, Wo. Type, L., J., V, I, Shift, and On P. The table lists several shifts, including one marked as 'Unavailable' (u). Below the table, there is a 'Daily Coverage' section with a table showing coverage for DVA First Shift, DVA Second Shift, and DVA Third Shift. The DVA Second Shift shows a coverage of 0/1, indicating a vacancy.</p> <table border="1"> <thead> <tr> <th>View</th> <th>Counts</th> <th>Job</th> <th>Time Span</th> <th>View All</th> </tr> </thead> <tbody> <tr> <td>DVA First Shift</td> <td></td> <td>Nursing Office/HCC - Healthcare Center/Bravo/RN</td> <td></td> <td></td> </tr> <tr> <td>DVA Second Shift</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>DVA Third Shift</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	View	Counts	Job	Time Span	View All	DVA First Shift		Nursing Office/HCC - Healthcare Center/Bravo/RN			DVA Second Shift					DVA Third Shift				
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	<p>accurately, proceed to the next step.</p>							
<p>9</p>	<p>Next, in order to track and count the extra worked shift, the Voluntary Overtime or Mandatory Overtime pay codes will also need to be added for that shift.</p> <p>Right click and Add Pay Code. Choose the appropriate pay code and Apply and Save your changes.</p> <p>Note: If one of these codes is not added to the employee's schedule for this day then the system will not count or track the extra worked shift.</p> <p>*When entering Mandatory Overtime, a work rule transfer should be used so that the employee is paid</p>	<p>6:45AM - 3:15PM</p> <p>3:15PM - 11:15PM (u)</p> <p>Voluntary Overtime [8.0]</p> <hr/> <p>Bravo/RN Time Span View All</p> <table border="1"> <tr> <td style="background-color: #00FF00;"></td> <td style="text-align: right;">1/1</td> </tr> <tr> <td style="background-color: #FF00FF;"></td> <td style="text-align: right;">0/1</td> </tr> <tr> <td style="background-color: #00FF00;"></td> <td style="text-align: right;">1/1</td> </tr> </table>		1/1		0/1		1/1
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	1/1							



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	<p>Overtime at Double Time.</p> <p>Refer to the VOT/MOT job aid that is linked in this document.</p>	
<p>10</p>	<p>From the Float Pool, select a Float Pool person with the same job type as the person working the extra shift. (i.e. Float Pool RN for an RN)</p> <p>Add Shift to insert the extra shift on the day for the Float Pool placeholder employee.</p>	<p>The screenshot shows a Kronos Scheduler interface. At the top, there is a grid of shifts with columns for employee name, job type, rate, hours, and shift type. A context menu is open over the grid, listing options like 'Add shift', 'Add Pay Code', 'Insert shift template', 'Enter Time Off', 'Availability Override', 'Restore', 'Paste', and 'Edit Accrual Amounts'. Below the grid is an 'Add Shift' dialog box. The dialog has fields for 'Assigned to' (DVA Pool RN 1, DVA Poo...), 'Shift Details' (12:00am-1:00am(1.00h)), and 'Primary Job' (/DVA/Float Pool/RN). It also has an 'Insert Template' dropdown, a 'Shift Label' input field, and a 'Repeat this shift for' field set to 1 day. A table within the dialog shows a single shift entry for 1/12/2021, Regular, 12:00am to 1:00am, with a duration of 1.00. At the bottom of the dialog are 'Cancel' and 'Apply' buttons.</p>



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11 Since the Float Pool employee's home unit is the Float Pool, a transfer to the correct location will need to be completed.

In the **Job Transfer** drop-down box, transfer the POOL employee to the correct unit/job. The **Start Time** and **End Time** fields should match the extra shift that the regular employee is working.

Click **Apply** and **Save**

Add Shift

Assigned to: DVA Pool RN 1, DVA Poo... Shift Details: 3:15pm-11:15pm(8.00h) Primary Job: /DVA/Float Pool/RN

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

	Start Date	Type	Start Time	End Time	End Date	Durat...	Job Transfer	Labor Level Transfer	Work Rule Transfer	Skills & Cert. Profiles
+ x	1/12/2021	Transfer	3:15pm	11:15pm	1/12/2021	8.00	...enter/Bravo/RN			

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12 The daily coverage numbers are now updated and accurate.

If the employee transferred to another location not in their home unit refer below for next steps.

The screenshot displays the Kronos Scheduler interface. At the top, there are navigation icons for Quick Actions, View, Column Selection, Visibility Filter, Select all, Gantt View, Sorting, Tools, and Engines. The main header is titled "By Employee" and shows the date "1/08 - 1/14" and "Tuesday 1/12". Below this is a table with columns for Name, Pers. No., Sc. Ho., Pay, Wo. Type, L, J, V, In, Shift, and On p. The table lists several employees and their shifts, including "DVA POOL RN", "DVA Pool RN 1", and "DVA Pool Nurs". A section titled "Open Shifts" is highlighted in red. Below the table, there are sections for "Indicators" and "Daily Coverage" for a "Staffing Assistant" at the "Nursing Office/HCC - Healthcare Center/Bravo/RN". The "Daily Coverage" section shows a table with columns for "View", "Counts", "Job", "Time Span", and "View All". The table lists "DVA First Shift", "DVA Second Shift", and "DVA Third Shift", each with a count of 1/1.

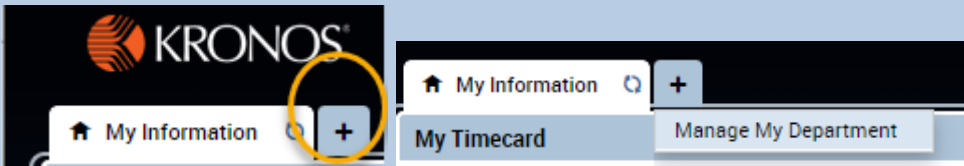
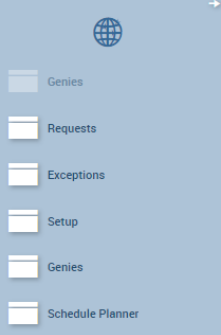
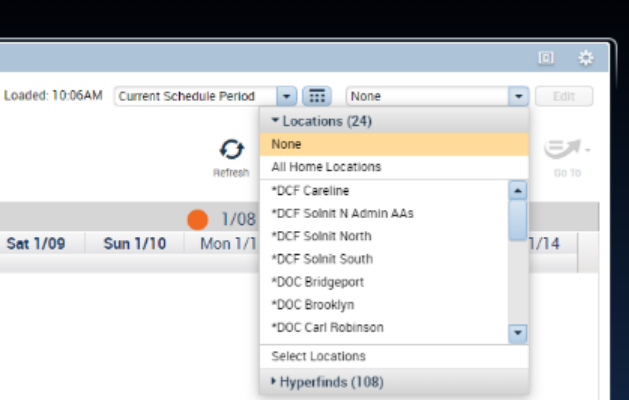
Name	Pers. No.	Sc. Ho.	Pay	Wo. Type	L	J	V	In	Shift	On p.
DVA POOL RN		POOL	0.00	11 FT	Full				RN	
DVA Pool RN 1		POOL	7.50	11 FT	Full				RN	3:15PM - 11:15PM (x)
DVA Pool Nurs		DVAP	0.00	Test	Full				RN	
			8.00	11 PT	Par				RN	10:45PM - 7:15AM
			16...	11 FT	Full				RN	6:45AM - 3:15PM 3:15PM - 11:15PM (u) Voluntary Overtime [8.0]

View	Counts	Job	Time Span	View All
DVA First Shift		Nursing Office/HCC - Healthcare Center/Bravo/RN		1/1
DVA Second Shift		Nursing Office/HCC - Healthcare Center/Bravo/RN		1/1
DVA Third Shift		Nursing Office/HCC - Healthcare Center/Bravo/RN		1/1



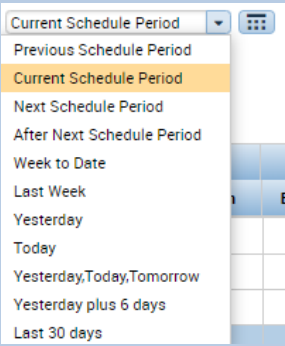
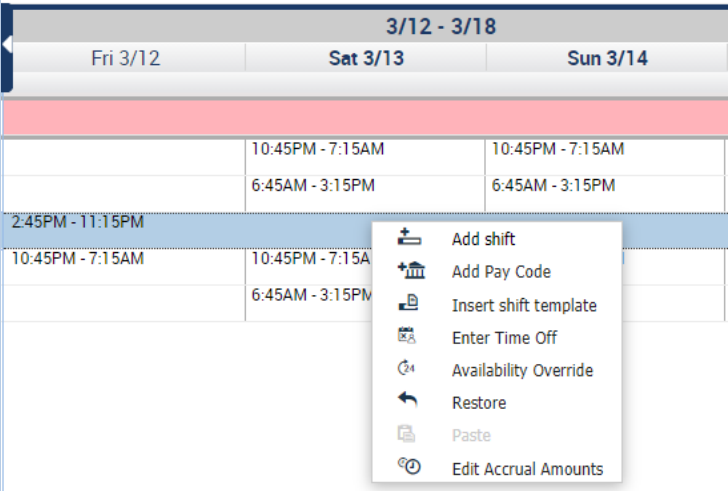
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Scheduling Overtime/Extra Shifts when an employee transfers to another location

Steps to scheduling overtime and extra shifts when an employee transfers to another location.		
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 pane, select Schedule Planner</p>	
3	<p>In the Show drop-down list, select a department location query OR select Select Locations to pull up your population of employees.</p> <p>*Note – if your location query does not include the Float Pool you will want to modify so that</p>	



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	<p>you also see the Float Pool.</p>	
<p>4</p>	<p>In the Time Period drop down list, select a specific time period or Range of Dates</p>	
<p>5</p>	<p>In this example, on Saturday 3/13/2021 there is a vacancy for Second Shift on another unit.</p> <p>Right click and Add Shift.</p>	



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7 In the Add Shift box, enter the **Start Time** and **End Time** of the shift. In the **Type** drop-down box, select **UNAVAILABLE**.

***Note:** Choosing the type of **UNAVAILABLE** will allow for the schedule to remain in the Schedule Planner, but will look as though the employee is not scheduled in **Timekeeper**.

[This will allow for the employee to receive Overtime pay accurately.](#)

Click **Apply** and **Save** your changes.

Edit Shift

Assigned to Shift Details 2:45pm-11:15pm(8.50h) Primary Job ...ing Office/HCC - Healthcare Center/Charlie/RN

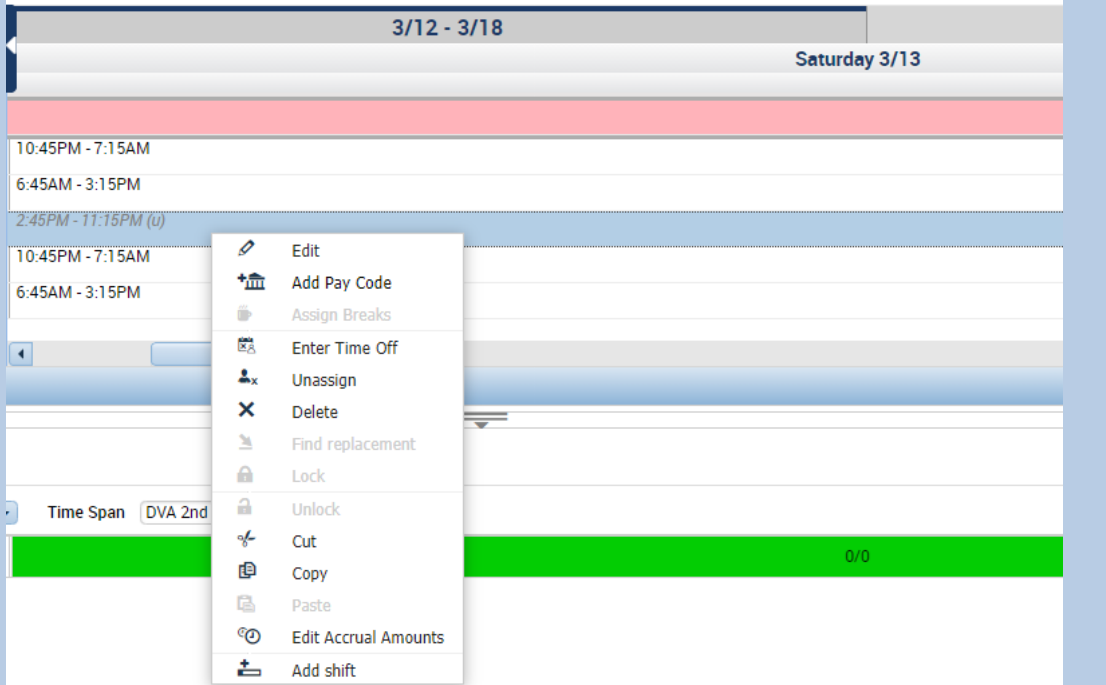
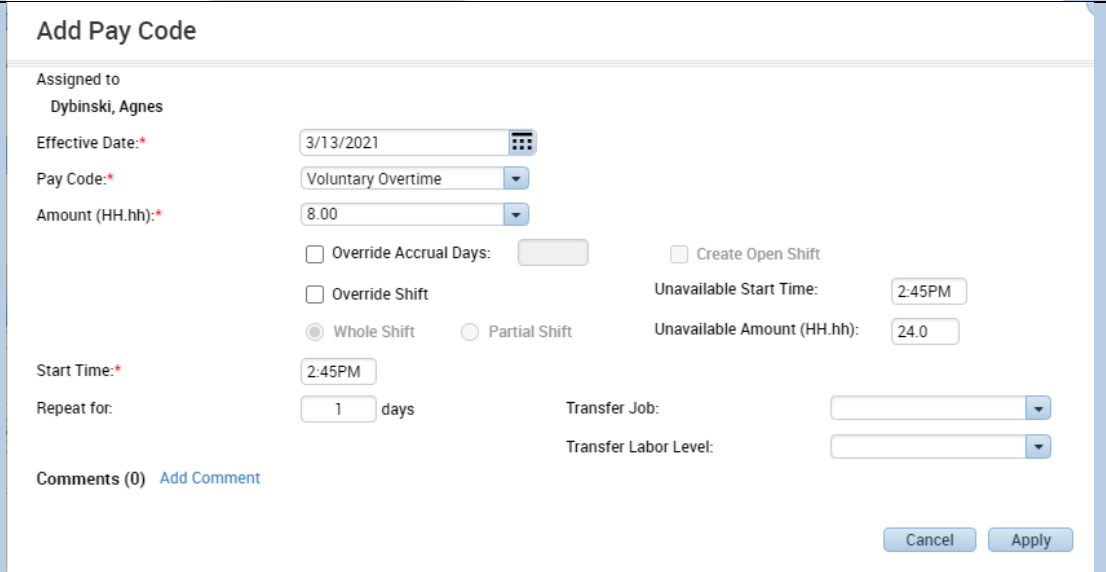
Insert Template Shift Label Repeat this shift for days

	Start Date	Type	Start Time	End Time	End Date	Durat...	Job Transfer	Labor Level Transfer	Work Rule Transfer	Skills & Cert. Profiles
<input type="checkbox"/>	3/13/2021	Unavailable	2:45pm	11:15pm	3/13/2021	8.50				

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<p>Next, in order to track and count the extra worked shift, the Voluntary Overtime or Mandatory Overtime pay codes will also need to be added for that shift.</p> <p>Right click and Add Pay Code.</p>	
<p>Select the pay code from the pay code drop-down box. Enter the Amount of hours and correct start time of the shift. Click Apply and Save your changes.</p>	



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<p>In referencing the daily coverage for the unit that the employee transferred to, notice how the daily coverage numbers have not changed and the Schedule Planner still appears as though there is a vacancy on Second Shift.</p> <p><i>If you want the daily coverage numbers to reflect accurately, follow steps then a placeholder employee will need to be transferred to the applicable location in the schedule planner.</i></p>	<p>3/12 - 3/18</p> <p>Saturday 3/13</p> <p>10:45PM - 7:15AM</p> <p>6:45AM - 3:15PM</p> <p>2:45PM - 11:15PM (u)</p> <p>Voluntary Overtime [8.0]</p> <p>10:45PM - 7:15AM</p> <p>6:45AM - 3:15PM</p> <p>Time Span DVA 2nd Shift</p> <p>0/0</p>
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<p>To transfer the employee to the correct location, highlight the employee and select GO TO Timecard</p>																																																									
<p>After the employee has worked the shift and their IN and OUT punches are on their timecard, you can enter a transfer to another location in the Transfer drop-down box.</p> <p>Select the Transfer drop-down box and click Search.</p>	<table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Schedule</th> <th>Pay Code</th> <th>Amount</th> <th>In</th> <th>Transfer</th> <th>Out</th> </tr> </thead> <tbody> <tr> <td></td> <td>Thu 3/11</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Fri 3/12</td> <td>2:45PM-11:15PM</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Sat 3/13</td> <td></td> <td>Voluntary Overtime</td> <td>8.0</td> <td>2:45PM</td> <td>./DCF-DCF91000/Solnit N/Medical and Dental/Oak/MED&DEN</td> <td>11:15PM</td> </tr> <tr> <td></td> <td>Sun 3/14</td> <td></td> <td></td> <td></td> <td></td> <td>./Reg Telecommuting 30 Min</td> <td></td> </tr> <tr> <td></td> <td>Mon 3/15</td> <td>2:45PM-11:15PM</td> <td></td> <td></td> <td></td> <td>./Reg Light Duty 30 Min</td> <td></td> </tr> <tr> <td></td> <td>Tue 3/16</td> <td>2:45PM-11:15PM</td> <td></td> <td></td> <td></td> <td>./1159 Double Time FT</td> <td></td> </tr> </tbody> </table>		Date	Schedule	Pay Code	Amount	In	Transfer	Out		Thu 3/11								Fri 3/12	2:45PM-11:15PM							Sat 3/13		Voluntary Overtime	8.0	2:45PM	./DCF-DCF91000/Solnit N/Medical and Dental/Oak/MED&DEN	11:15PM		Sun 3/14					./Reg Telecommuting 30 Min			Mon 3/15	2:45PM-11:15PM				./Reg Light Duty 30 Min			Tue 3/16	2:45PM-11:15PM				./1159 Double Time FT	
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Kronos Scheduler: Scheduling Overtime or Extra Shifts

<p>In the Job Transfer section, follow the path to select the job within the transferred location that the employee worked.</p> <p>Click Apply and Save your changes.</p>	<p>Transfer</p> <p>Name: /DVA/HCC - Healthcare Center/Nursing Office/HCC - Healthcare Center/Bravo/RN</p> <p>Labor Account: Center/Bravo/RN</p> <p>Work Rule:</p> <ul style="list-style-type: none"> Job Transfer Labor Account Work Rule <ul style="list-style-type: none"> Float Pool Beginning Of Time - Forever HCC - Healthcare Center Beginning Of Time - Forever <ul style="list-style-type: none"> Nursing Office Beginning Of Time - Forever <ul style="list-style-type: none"> HCC - Healthcare Center Beginning Of Time - Forever <ul style="list-style-type: none"> Admin Beginning Of Time - Forever Bravo Beginning Of Time - Forever <ul style="list-style-type: none"> CNA Beginning Of Time - Forever HN Beginning Of Time - Forever LPN Beginning Of Time - Forever RN Beginning Of Time - Forever Charlie Beginning Of Time - Forever Clinical Ed Beginning Of Time - Forever Delta Beginning Of Time - Forever <p>Buttons: Cancel, Apply</p>																																																																																	
<p>Reference the timecard to confirm that the job transfer is now listed.</p> <p>Approve any hours listed as “Unapproved – outside of STD HRS.”</p>	<p>View Approve Timecard Sign Off Accruals Actions</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Schedule</th> <th>Pay Code</th> <th>Amount</th> <th>In</th> <th>Transfer</th> <th>Out</th> </tr> </thead> <tbody> <tr> <td>Thu 3/11</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fri 3/12</td> <td>2:45PM-11:15PM</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sat 3/13</td> <td></td> <td>Voluntary Overtime</td> <td>8.0</td> <td>2:45PM</td> <td>Healthcare Center/Nursing Office/HCC - Healthcare Center/Bravo/RN</td> <td>11:15PM</td> </tr> <tr> <td>Sun 3/14</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mon 3/15</td> <td>2:45PM-11:15PM</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Tue 3/16</td> <td>2:45PM-11:15PM</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Wed 3/17</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Thu 3/18</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Fri 3/19</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sat 3/20</td> <td>2:45PM-11:15PM</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Totals Accruals Audits Historical Corrections</p> <table border="1"> <thead> <tr> <th>Pay Code</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Unapproved - outside STD HRS</td> <td>8.0</td> </tr> </tbody> </table>	Date	Schedule	Pay Code	Amount	In	Transfer	Out	Thu 3/11							Fri 3/12	2:45PM-11:15PM						Sat 3/13		Voluntary Overtime	8.0	2:45PM	Healthcare Center/Nursing Office/HCC - Healthcare Center/Bravo/RN	11:15PM	Sun 3/14							Mon 3/15	2:45PM-11:15PM						Tue 3/16	2:45PM-11:15PM						Wed 3/17							Thu 3/18							Fri 3/19							Sat 3/20	2:45PM-11:15PM						Pay Code	Amount	Unapproved - outside STD HRS	8.0
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