Calendar Overview
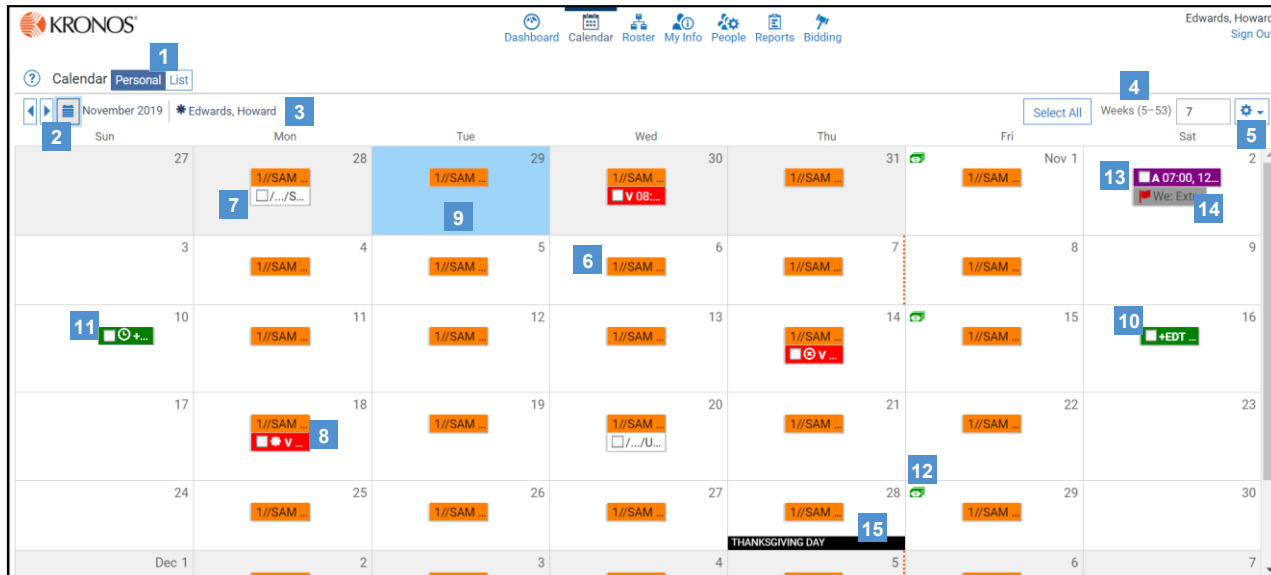## Workforce TeleStaff™

KRONOS®

The Personal Calendar displays scheduling activity for each user such as scheduled working days, overtime, leave exceptions, sign-ups, and special event work opportunities. This job aid reviews calendar navigation, symbols, and details.

1 Calendar Function Links:
- **Personal** – Personal view of user calendar (displayed).
- **List** – Displays calendar items in a report format.

2 Calendar Button – Navigate to a past or future date on the calendar.

3 Name – The name of the user whose calendar is being viewed.

4 Weeks (5-53) – Controls the number of weeks within view and displays relevant information for the corresponding number of weeks, between 5 and 53 weeks.

5 Gear box:
- **Show Denied Codes** – Displays denied work codes on the calendar.
- **Show Suppressed Assignments** – Displays suppressed codes.

6 Scheduled shift – A pattern of colored boxes indicate permanent assignment. Shifts are displayed on the calendar by a time-span bar, which identifies when the shift is on or off and for how long. For example, a shift crossing midnight displays the time-span bar across two days.

7 Finalized schedule date – Represents regular pay status. The schedule has been approved for the date in question. Typically represents past dates.

8 Leave exception – Indicates an exception to the regular work schedule (in this case, time off) and is displayed below the scheduled shift box. Each exception has a unique abbreviation. A code pending approval is displayed with an * (asterisk). Depending on configuration, the color can be unique or it may indicate the type of exception it represents (working vs. non-working).

9 Current Date – Blue highlighted calendar date represents today's date.

10 Overtime exception – Indicates an exception to the regular work schedule (in this case overtime) and is displayed below the scheduled shift box. Each code has a unique abbreviation. An exception code pending approval is displayed with an * (asterisk). Depending on configuration, the color can be unique or it may indicate the type of exception it represents (working vs. non-working). Common practice is working exceptions are green.

11 Clock icon – Indicates the scheduled exception runs in a different time zone than the user's assigned shift.

12 Currency icon – Indicates pay day.

13 Signup code – Depending on configuration, some organizations allow the option to sign-up for potential working opportunities. Signup Codes are used to indicate the days and times that you are available for additional work and are listed in line with the scheduled shift times.

14 Vacancy Flag – Represents a vacancy (typically for special events) available for sign up for the logged in user.

15 Special date – Special days or holidays are listed on the bottom of the calendar day. This may or may or may not indicate a nonworking day.

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Add	Ctrl+A
Off Roster	Ctrl+Q
Approve	Ctrl+Shift+V
Roster	Ctrl+R
Picklist	Ctrl+L
Reports	Ctrl+P
Clear All	Ctrl+C
Select Exceptions	
	Ctrl+Shift+A

Left Click Calendar Date
Add: Request time-off, time earned, or signup.
Approve: Access the Approve screen.
Reports: Access the Reports area.
Clear All: Clears all user selections.
Select Exceptions: Select all exceptions on the chosen day.