Below are instructions on adding ungrouped employees to a schedule groups.

**Kronos: Schedule Groups vs. Schedule Patterns**

All employees MUST have a schedule in Kronos. All salaried exempt employees are automatically assigned a schedule group. All non-exempt and hourly must be added to a current schedule group or a schedule pattern by the supervisor.

- **Schedule groups** are predetermined permanent schedules which have been set up by the Kronos administrator. Groups work best for full-time employees who work the same shift every day.
  - Employees can be added or deleted from a schedule group at any time.
  - If an employee does not exist, partner with the Kronos administrator to add a long term schedule group.
  - Schedule groups will not schedule employees on pre-scheduled holidays and days off.
- **Schedule patterns** are short term schedules with a known or specific end date which are created by managers. Patterns work best for part-time employees or employees who work a changing shift.
  - If an employee needs a special short term schedule a schedule pattern should be created.
  - After making a temporary schedule change, you may go back and delete other individual schedules.
  - Adding a schedule pattern will schedule employees on the pre-scheduled holidays and days off so the manager will have to manually remove the schedules for those days.

The following job aids will illustrate how to add an employee to a schedule group.

**Kronos: Add an employee to a Schedule Group**

1. Log onto Kronos.
2. From the Reconcile Timecard genie, highlight the employee in question and click the Schedule option.
3. Make sure the Time Period box displays the date you want the schedule group to begin.

4. Click the By Group tab. Notice that the employee is categorized as an “Ungrouped Employee”.
5. **Deleting Shift Pattern** – Right click on the employee. Select **Delete Pattern** then **Shift or Pay Code**.

6. When the dialog box appears, click **Delete** to remove the shift pattern. Then click OK. Note: Make sure you delete all shift patterns if there is more than one showing.
7. **Adding Schedule Groups** – Right click on the employee again. Select **Add to Group**. When the dialog box appears, select the **Schedule Group** you need from the drop down menu. **Start Date** should be the date you want the schedule group to begin. **End Date** should always be “Forever”. Make sure that the “Remove employees from other schedule inheritance groups for selected date range” box is always checked. Click **OK**.

![Image of Add to Group dialog box](image)

8. In this example, the employee is now assigned to the “107 HRLY M-F 7A-330P” schedule group. Click **Save**.

![Image of Schedule Editor](image)