



## 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

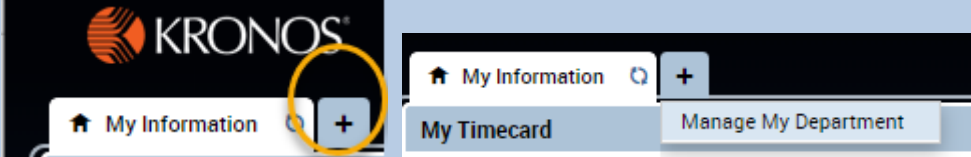
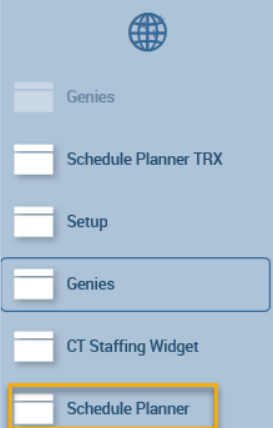
**Swap with:**              

Employee	Date	Start Time	End Time	Duration	Details
<input type="radio"/> Frazier M	Sun 7/05	11:10PM	7:10AM	8.0 h	<input type="button" value="i"/>
<input type="radio"/> 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.



## 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 <b>Scheduler Planner</b>. 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 <b>Time Period</b> drop down list, select a specific <b>schedule period</b>. Or Select the <b>Start and End Dates</b>. Click <b>OK</b>. Click <b>Apply</b>.</p>	
<p>5</p>	<p>Ensure the two associates are on the planner  Next, click the <b>Quick Actions</b> Button. This will trigger the bar to slide</p>	
<p>6</p>	<p>Locate and click the <b>Swap</b> Button  Cross hairs indicate that <b>Swap</b> is activate once touching a <b>Shift</b> 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 2<sup>nd</sup> Employee</p>		
<p>8</p> <p>So we are Swapping an employee from 1<sup>st</sup> shift with an employee on 3<sup>rd</sup> shift</p>		



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9	<p>If your done Swapping, <b>Save</b> the Schedule.</p> <p>Otherwise Click on the next pair of shifts or deselect the Swap Button.</p>	<b>By Employee</b> <span style="float: right;">6/26 - 7/02</span>			
		Name	Fri 7/03	Sat 7/04	Sun 7/05
		Open Shifts[10]	1	1	
		Administrative Leave Paid [0.0]	Administrative Leave Paid [8.0]	Administrative Leave Paid [8.0]	
		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	
		7:00AM - 3:30PM	7:00AM - 3:30PM	11:10PM - 7:10AM	
		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	
		11:10PM - 7:10AM			
			2:45PM - 11:15PM	2:45PM - 11:15PM	
		7:00AM - 3:30PM	7:00AM - 3:30PM	7:00AM - 3:30PM	
		2:45PM - 11:15PM			
		2:30AM - 2:30AM	2:30AM - 2:30AM	2:30AM - 2:30AM	
			11:10PM - 7:10AM	7:00AM - 3:30PM	
		2:45PM - 11:15PM			