



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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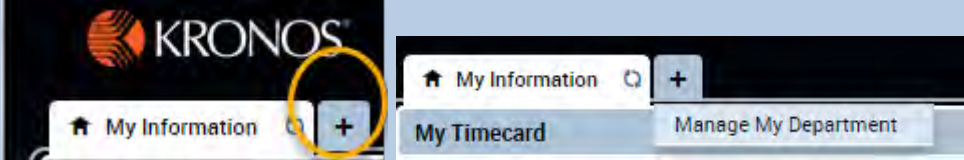
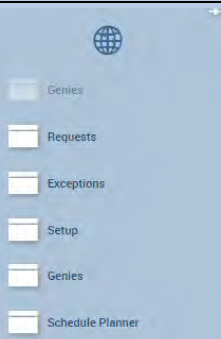
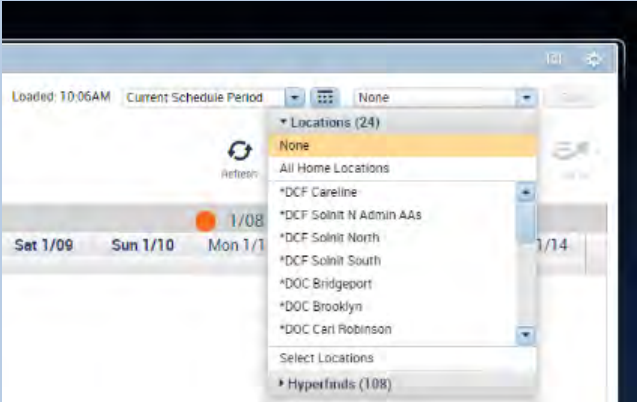
Legend on Schedule Type

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>



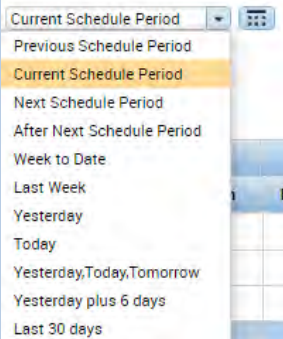
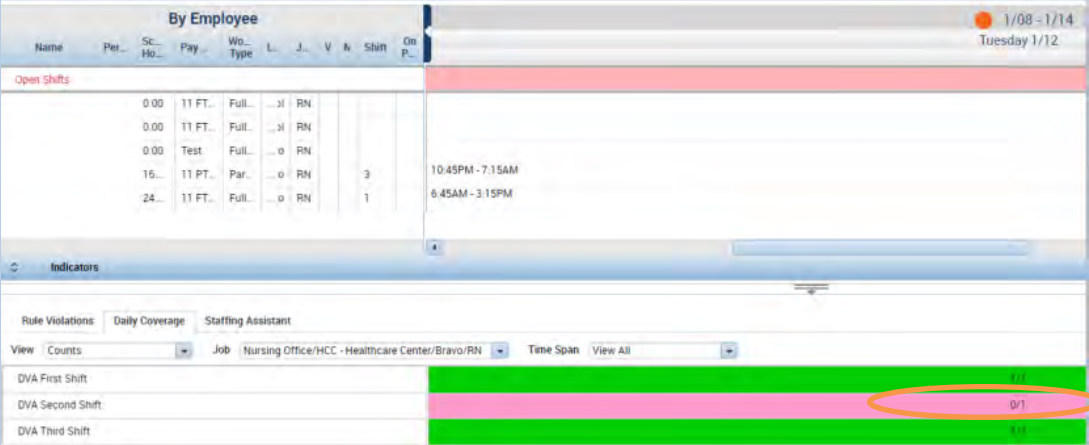
Kronos Scheduler: Scheduling Overtime or Extra Shifts

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.	



Kronos Scheduler: Scheduling Overtime or Extra Shifts

<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>	



Kronos Scheduler: Scheduling Overtime or Extra Shifts

<p>6</p>	<p>Right click and Add Shift.</p>	<p>The screenshot shows the 'By Employee' view in Kronos Scheduler. A table lists shifts with columns for Name, Per., Sc. Ho., Pay, Wo. Type, L., J., V, N, Shift, and On P. A right-click context menu is open over a shift entry, listing options: Edit, Add Pay Code, Assign Breaks, Enter Time Off, Unassign, Delete, Find replacement, Lock, Cut, Copy, Edit Accrual Amounts, and Add shift.</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 columns: Start Date, Type, Start Time, End Time, End Date, Durat..., Job Transfer, Labor Level Transfer, Work Rule Transfer, and Skills & Cert. Profiles. A single row is visible with the following data: Start Date: 1/12/2021, Type: Unavailable, Start Time: 3:15pm, End Time: 11:15pm, End Date: 1/12/2021, Durat...: 8.00. Below the table is a 'Comments (0) Add Comment' field and 'Cancel' and 'Apply' buttons.</p>



Kronos Scheduler: Scheduling Overtime or Extra Shifts

	<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 Kronos Scheduler interface. At the top, it says 'By Employee' and '1/08 - 1/14 Tuesday 1/12'. Below this is a table of 'Open Shifts' with columns for Name, Per., Sc. Ho., Pay, Wo. Type, L., J., V, N, Shift, and On P.. The table contains several rows, including one with a '(u)' next to the shift name. Below the table is an 'Indicators' section with tabs for 'Rule Violations', 'Daily Coverage', and 'Staffing Assistant'. The 'Daily Coverage' tab is active, showing 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' with corresponding counts.</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>1/1</td> <td>Nursing Office/HCC - Healthcare Center/Bravo/RN</td> <td></td> <td></td> </tr> <tr> <td>DVA Second Shift</td> <td>0/1</td> <td>Nursing Office/HCC - Healthcare Center/Bravo/RN</td> <td></td> <td></td> </tr> <tr> <td>DVA Third Shift</td> <td>1/1</td> <td>Nursing Office/HCC - Healthcare Center/Bravo/RN</td> <td></td> <td></td> </tr> </tbody> </table>	View	Counts	Job	Time Span	View All	DVA First Shift	1/1	Nursing Office/HCC - Healthcare Center/Bravo/RN			DVA Second Shift	0/1	Nursing Office/HCC - Healthcare Center/Bravo/RN			DVA Third Shift	1/1	Nursing Office/HCC - Healthcare Center/Bravo/RN		
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Kronos Scheduler: Scheduling Overtime or Extra Shifts

	<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>	



Kronos Scheduler: Scheduling Overtime or Extra Shifts

	<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 displays the Kronos Scheduler interface. At the top, there is a grid of shifts with columns for job type, pool, start/end times, and duration. A context menu is open over the grid, listing options like 'Add shift', 'Add Pay Code', and 'Insert shift template'. Below the grid, the 'Add Shift' dialog box is shown. It includes 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). There is also a table for shift details with columns for Start Date, Type, Start Time, End Time, End Date, Durat..., Job Transfer, Labor Level Transfer, Work Rule Transfer, and Skills & Cert. Profiles. The table contains one row with the date 1/12/2021, Type Regular, Start Time 12:00am, End Time 1:00am, End Date 1/12/2021, and Durat... 1.00. At the bottom of the dialog are 'Cancel' and 'Apply' buttons.</p>



Kronos Scheduler: Scheduling Overtime or Extra Shifts

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: 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			

Comments (0) [Add Comment](#)



Kronos Scheduler: Scheduling Overtime or Extra Shifts

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 is a navigation bar with icons for Quick Actions, View, Column Selection, Visibility Filter, Select all, Gantt View, Sorting, Tools, and Engage. Below this is a header section titled "By Employee" with a date range of 1/08 - 1/14 and "Tuesday 1/12".

The main area shows a table of employee details:

Name	Pers. No.	Sc. No.	Pay	Wo. Type	L	J	V	h	Shift	On p.
DVA POOL RN		POOL	0.00	11 FT.	Full				0	RN
DVA Pool RN 1		POOL	7.50	11 FT.	Full				0	RN
DVA Pool Nurs		DVAP	0.00	Test	Full				0	RN
			8.00	11 PT.	Par				0	RN
			16	11 FT.	Full				0	RN

Below the table, there are sections for "Open Shifts" and "Indicators". The "Indicators" section shows "Rule Violations", "Daily Coverage", and "Staffing Assistant".

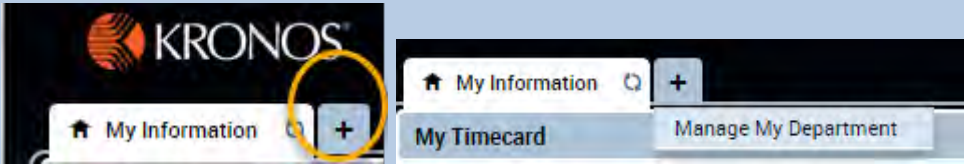
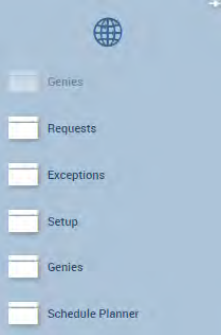
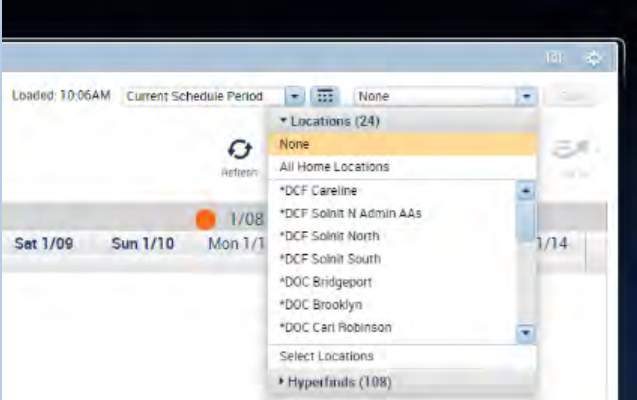
At the bottom, there is a table for "Daily Coverage" with columns for "View", "Counts", "Job", "Time Span", and "View All". The "Job" is "Nursing Office/HCC - Healthcare Center/Bravo/RN".

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



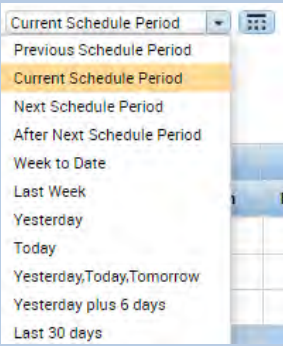
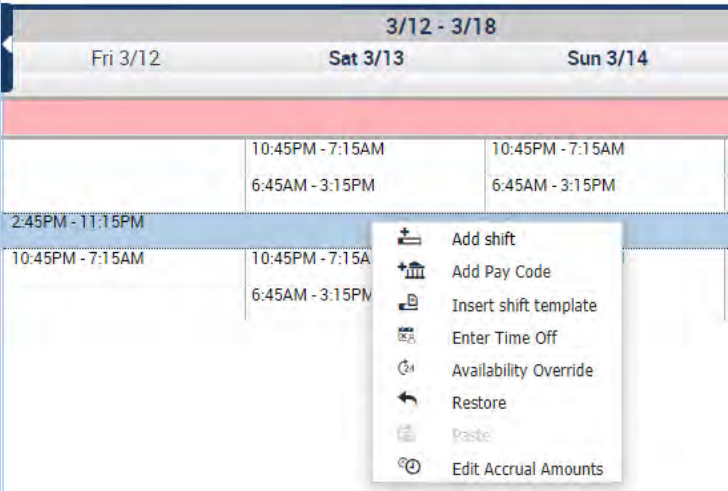
Kronos Scheduler: Scheduling Overtime or Extra Shifts

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	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	



Kronos Scheduler: Scheduling Overtime or Extra Shifts

	<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>	



Kronos Scheduler: Scheduling Overtime or Extra Shifts

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

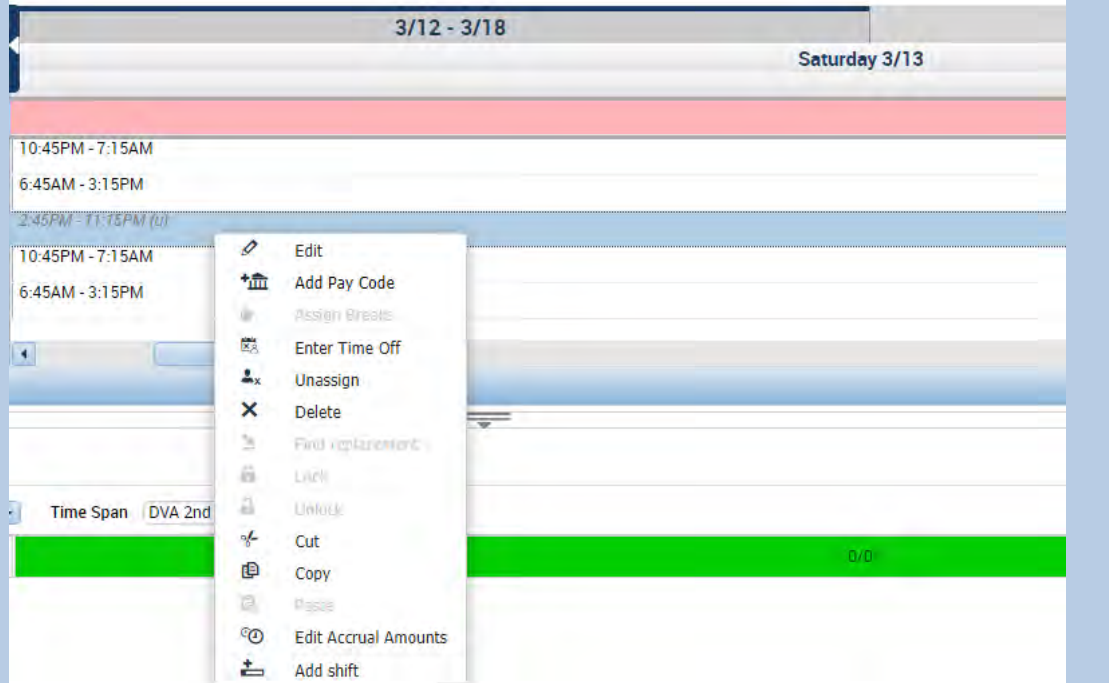
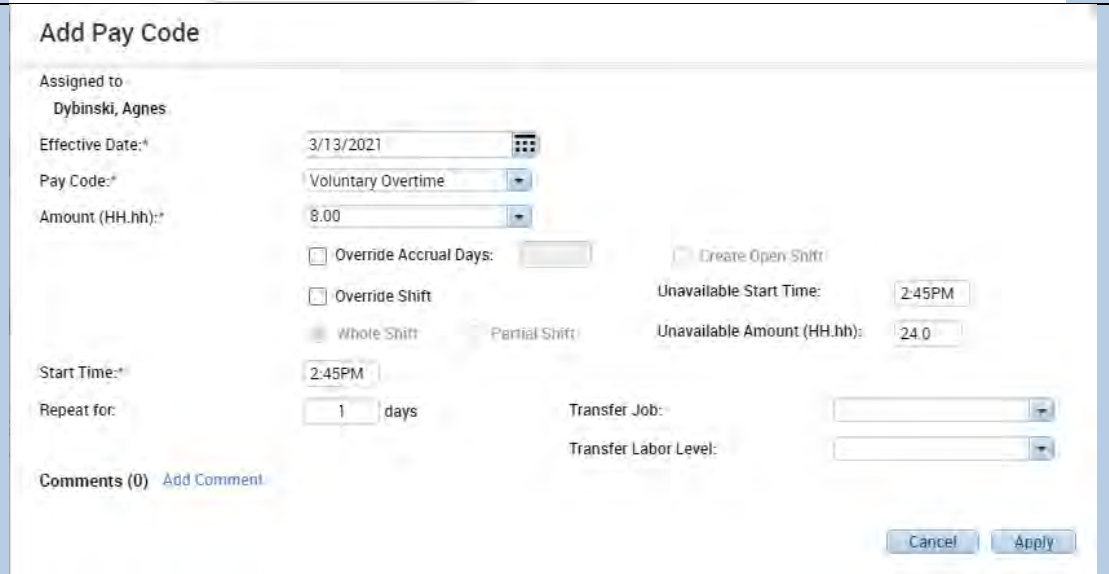
Insert Template Shift Label Repeat this shift for days

	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				

Comments (0) [Add Comment](#)



Kronos Scheduler: Scheduling Overtime or Extra Shifts

<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>	



Kronos Scheduler: Scheduling Overtime or Extra Shifts

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.

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.

The screenshot shows the Kronos Scheduler interface for Saturday 3/13. At the top, it displays the date range '3/12 - 3/18' and the specific day 'Saturday 3/13'. Below this, there are several time slots: '10:45PM - 7:15AM', '6:45AM - 3:15PM', and '2:45PM - 11:15PM (W)'. A 'Voluntary Overtime [8.0]' entry is visible. A 'Time Span' dropdown menu is set to 'DVA 2nd Shift'. A green bar at the bottom indicates '0/0'.



Kronos Scheduler: Scheduling Overtime or Extra Shifts

<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>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>:/DCF-DCF91000/Solnit N/Medical and Dental/Oak/MED&DEN</td> <td>11:15PM</td> </tr> <tr> <td>Sun 3/14</td> <td></td> <td></td> <td></td> <td></td> <td>:/DCF-DCF91000/Solnit N/Medical and Dental/Oak/MED&DEN</td> <td></td> </tr> <tr> <td>Mon 3/15</td> <td>2:45PM-11:15PM</td> <td></td> <td></td> <td></td> <td>:/DCF-DCF91000/Solnit N/Medical and Dental/Oak/MED&DEN</td> <td></td> </tr> <tr> <td>Tue 3/16</td> <td>2:45PM-11:15PM</td> <td></td> <td></td> <td></td> <td>:/DCF-DCF91000/Solnit N/Medical and Dental/Oak/MED&DEN</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					:/DCF-DCF91000/Solnit N/Medical and Dental/Oak/MED&DEN		Mon 3/15	2:45PM-11:15PM				:/DCF-DCF91000/Solnit N/Medical and Dental/Oak/MED&DEN		Tue 3/16	2:45PM-11:15PM				:/DCF-DCF91000/Solnit N/Medical and Dental/Oak/MED&DEN	
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<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>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>	<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> <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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