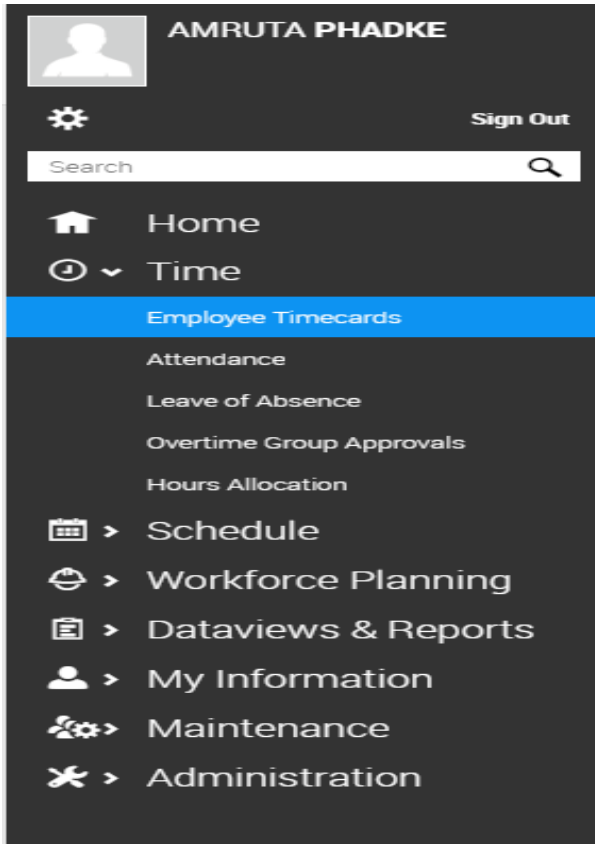


How to add the schedules on the timecard:-

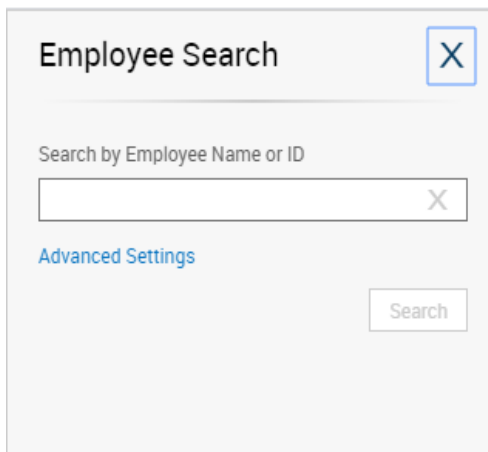
Click on the below link to login to Kronos Dimensions (use google chrome)

<https://argosus-uat.npr.mykronos.com>,

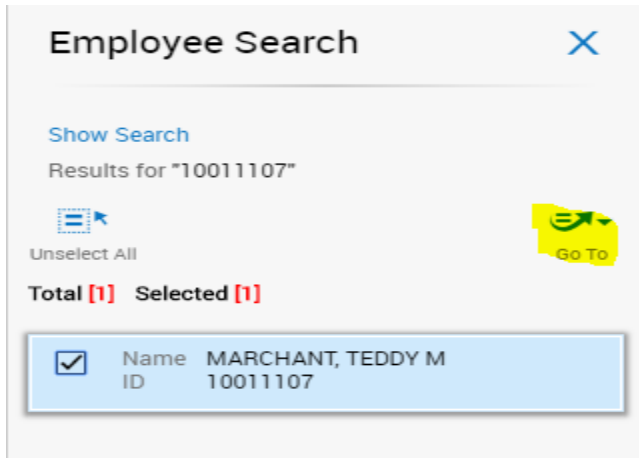
Once you are in Dimensions click on the top 3 lines and then click on Time > Employee Timecards



On the top right corner, click on the search icon, to view specific employees – Enter the last name with an * in front or use the employee id to search for employees.



Once you find the employee, click on the checkbox on the left and click on Go To (highlighted) and then click on Schedule



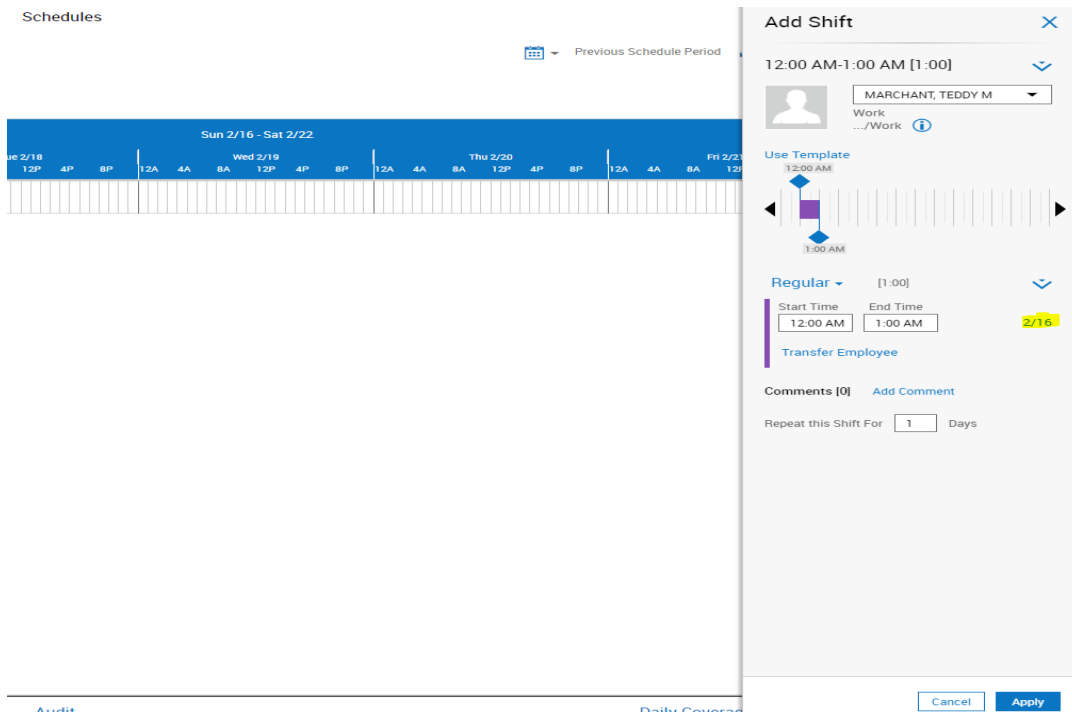
You should be able to see the below screen, make sure previous pay period has been selected:-



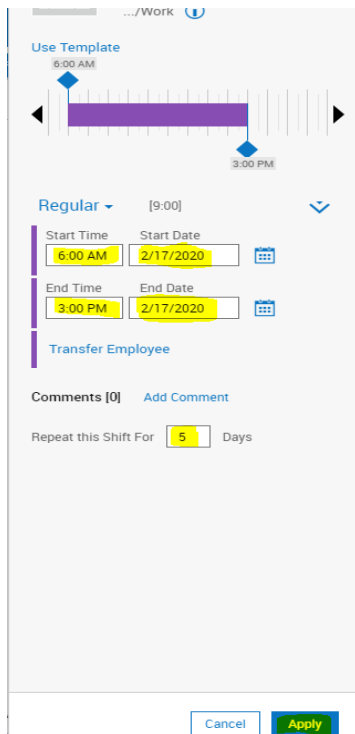
then right click on the employees name and click on add shift



There will another window pops up on the right side of the screen as shown in the below screenshot, here you will be adding the start time and end time of daily schedule. Click on the date (highlighted) to expand the schedule.



Carefully entered the start date and end date for 1 day and under the comments let system repeat the schedule for 5 more days and click on apply.



Once you click on Apply, the schedule will show up as below on the screen, dont forget to click on Save icon:-

		Sun 2/16 - Sat 2/22																														
		Sun 2/16					Mon 2/17					Tue 2/18					Wed 2/19					Thu 2/20					Fri 2/21					
		12A	4A	8A	12P	4P	8P	12A	4A	8A	12P	4P	8P	12A	4A	8A	12P	4P	8P	12A	4A	8A	12P	4P	8P	12A	4A	8A	12P	4P	8P	12A
<input checked="" type="checkbox"/>	Name [1/1]																															
<input checked="" type="checkbox"/>	Person N...	10011107																														
<input checked="" type="checkbox"/>	Primary L...	Argos USA/C...																														
							6:00 AM - 3:00 ...					6:00 AM - 3:00 ...					6:00 AM - 3:00 ...					6:00 AM - 3:00 ...					6:00 AM - 3:00 ...					

Again right click on the same employee name and click on Go To, then click on Timecard

MARCHANT, TEDDY M
Work
.../ELECTRICAL
SUPERVISION/Work

Person Number
10011107

Primary Location
Argos USA/CEMENT/CEMU009-HARLEYVILLE DC/ELECTRICAL SUPERVISION

Primary Job
Work

Badge Number
10011107

City

Schedule Pattern Add Shift Add Paycode Enter Time Off Lock Unlock Insert shift transfer Append shift Replace Shifts **Go To**

- Timecard**
- People
- Attendance Details
- Leave of Absence Case Editor
- Reports

Once you click on the Timecard, you will be able to see your time card as shown in the below screenshot:-

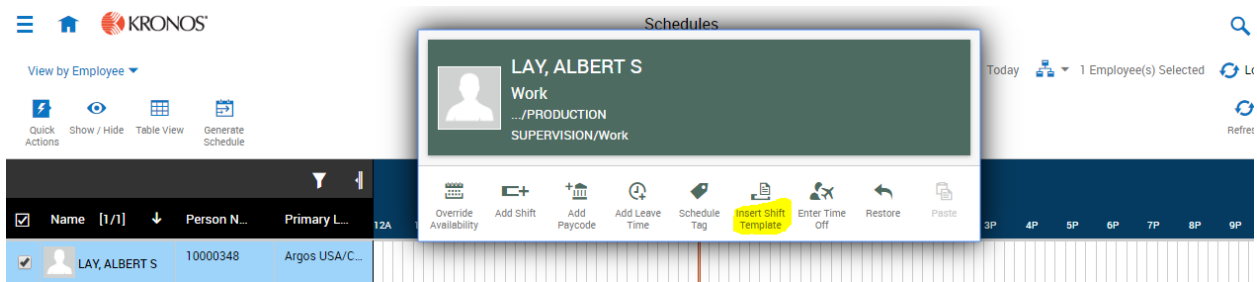
MARCHANT, TEDD... 10011107 < 1 of 1 >

List View Approve Remove Approval Sign-Off Remove Sign-Off Reset Accruals Move Accruals ... Rule Analysis View Moved Amounts Go To

		Date	Schedule	Absence	In	Out	Trans
+	🗑️	Sun 2/16					
+	🗑️	Mon 2/17	6:00 AM - 3:00 PM	█			
+	🗑️	Tue 2/18	6:00 AM - 3:00 PM	█			
+	🗑️	Wed 2/19	6:00 AM - 3:00 PM	█			
+	🗑️	Thu 2/20	6:00 AM - 3:00 PM	█			
+	🗑️	Fri 2/21	6:00 AM - 3:00 PM	█			
+	🗑️	Sat 2/22					

There is another way to add the schedule using Insert shift template icon

When you are on the schedule screen, right click on the schedule you will see the option (do not click on the employee name) –Insert shift template.



After you click on Insert shift template, there is another window, which opens up on the right side of your screen, which give you multiple shifts options to pick, click on the suitable option and the shift will pop up on the that particular day.

Schedules

Today

Primary L... Argos USA/C...

Thu 2/27 - Thu 2/27

12A 1A 2A 3A 4A 5A 6A 7A 8A 9A 10A 11A 12P 1P 2P 3P 4P

Insert Shift Template

LAY, ALBERT S

Work .../Work

Search...

1 AM - 9 AM

1030a-7p

1045a-645p

10a-330p

10a-6p

Cancel

vents Audit

You can use the Copy-paste option by clicking on More Options to reflect the same schedule on all days of the week.

4:00 PM - 6:00 AM [14:00]

LAY, ALBERT S

4:00 PM 6:00 AM

1 4:00 PM - 6:00 AM [14:00] .../CEMENT/CEMU002-ATLANTA PLANT/PRODUCTION SUPERVISION/Work

Edit Add Paycode Add Leave Time Assign Breaks Enter Time Off Unassign Delete Override Availability More Actions

A/C... 4:00 PM - 6:00 ... 4:00 PM - 6:00 ... 4:00 PM - 6:00 ...