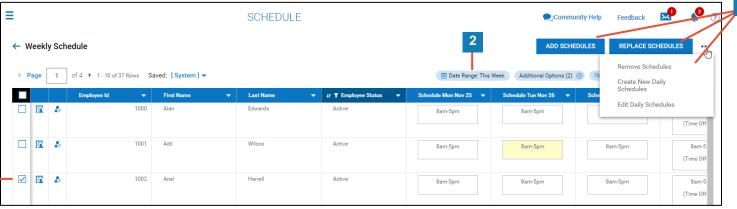


Mass Editing Employee Daily Schedules

This job aid describes how to mass edit schedules for employees in the Weekly Schedule screen within the Time and Labor module. Schedules can be added, replaced, or removed using these mass edit options.

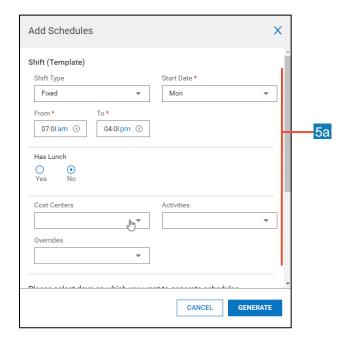
Mass editing schedules

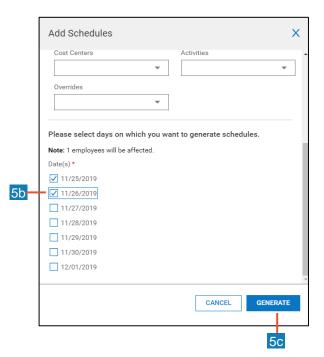
- 1 From the Team tab, navigate to Schedule > Team Schedule View > Weekly/Daily Schedule > Weekly Schedule.
- 2 Set the date range settings to include the days you wish to edit.
- 3 Select the check boxes of the employees you wish to edit.
- 4 Click Add Schedules, Replace Schedules or Remove Schedules.
- 5 To complete the Add Schedules or Replace Schedules window:
 - a. Select the schedule type and complete the daily schedule settings as needed.
 - b. Use the check boxes to select the days you wish to apply the new schedule for the selected employees.
 - c. Click Generate.
 - or To complete the Remove Schedules window:
 - d. Select the check boxes of the days you wish to remove schedules for the selected employees.
 - e. Click Delete.

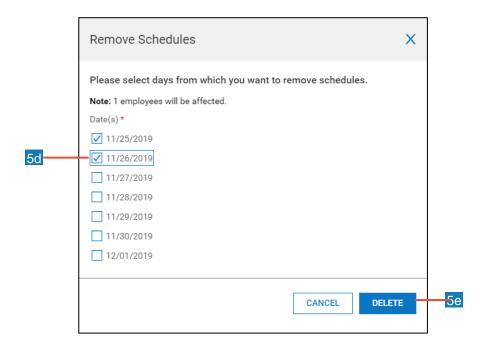


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