

Kronos Schedule Building Worksheet

-Sunday Effective Date for new schedule is:

Employee Legal Name:

Badge # -- Department --

Meal Deduction(Check 1)	<input type="checkbox"/>	(Load to AHRS - Dept. Specific Indicator screen)				
	1 Hour	30 minutes	45 Minutes	15 Minutes	No deduction	
	1 Week	2 Weeks	3 Weeks	4 Weeks		

Re-occurring Weeks*: (Check one-complete below)

* If every week the shift times are same, only complete grid for Week 1. If the weekly shift times vary for 2 weeks and then re-occurs, complete Week 1 and Week 2 grids. (Up to 4 weeks)

Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Shift Times	<input type="text"/>						
Indicate Off Day(s)	<input type="text"/>						

Week 2	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Shift Times	<input type="text"/>						
Indicate Off Day(s)	<input type="text"/>						

Week 3	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Shift Times	<input type="text"/>						
Indicate Off Day(s)	<input type="text"/>						

Week 4	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Shift Times	<input type="text"/>						
Indicate Off Day(s)	<input type="text"/>						

Employee Signature-Date	<input type="text"/>	--	<input type="text"/>
Submitted by -- Date	<input type="text"/>	--	<input type="text"/>
Contact Phone Number	<input type="text"/>		
Best Time to Call/Comment	<input type="text"/>		