

# Kronos

Viewing Schedules



# Getting Started

Log in to Kronos, go to Eng Manager workspace, and select "Schedule"

The screenshot shows the Kronos Eng Manager workspace. At the top, there is a navigation bar with tabs for 'ENG User Workspace', 'ENG Manager Workspace', and 'Timecards'. The 'ENG Manager Workspace' tab is active. Below the navigation bar, there is a search bar and a 'QuickFind' dropdown. The main content area displays a list of employees with columns for Name, ID, MUNIS, and Primary Labor Account. An orange arrow points from the text above to a 'Schedules' button located in the bottom right corner of the employee list area.

Name	ID	MUNIS	Primary Labor Account
ACOSTA, ELIA E	4178	4178	PW/ENG/SD/-/-/-
AFFHOLDER, TIMOTHY Q	531941	10439	PW/ENG/OPS/SS/-/-/-
AHLEN, LEONARD G	53139	2011	PW/ENG/OPS/LF/-/-/-
ALLIE, MATTHEW A	11155	11155	PW/ENG/SD/-/-/-
ALMY, EMMA E	17290	17290	PW/ENG/TRN/-/-/-
AMUNDSON, LAURA K	9047	9047	PW/ENG/FSM/-/-/-
ANDERSON, KENNETH C	53105	3062	PW/ENG/OPS/SS/-/-/-
APFEL, KENDALL S	531855	10779	PW/ENG/OPS/SS/-/-/-
ARCHAMBAULT, THOMAS C	53146	1196	PW/ENG/OPS/LM/-/-/-
ARMSTRONG, STEVEN J	53377	1608	PW/ENG/CI/RES/-/-/-
ARNESON, ZACHARY C	53041	2010	PW/ENG/OPS/SS/-/-/-

# Default Schedule View

Schedules

Loaded: 2:53PM 5/14/2023 - 5/27/2023 Eng All Edit

Quick Actions View Column Selection Visibility Filter Select all Gantt View Sorting Tools Engines Refresh View Comments Share Save Go To

Tab to display Week 1 of selected Pay Period

Tab to display Week 2 of selected Pay Period

Current Pay Period

All Engineering Employees

By Employee	5/14 - 5/20				5/21 - 5/27		
Name	Sun 5/21	Mon 5/22	Tue 5/23	Wed 5/24	Thu 5/25	Fri 5/26	Sat 5/27
EGGL, FELIX F		7:30AM - 3:45PM	7:30AM - 3:45PM	7:30AM - 3:45PM	7:30AM - 3:45PM	7:30AM - 3:45PM	
EL MUSA GONZALEZ, F...		7:30AM - 3:30PM	7:30AM - 3:30PM	7:30AM - 3:30PM			
ELVORD JR, ALONZO		7:30AM - 3:30PM	7:30AM - 3:30PM	7:30AM - 3:30PM			
ENGLERT, CHARLES P		3:00PM - 11:00PM	3:00PM - 11:00PM	3:00PM - 11:00PM			
ESTOCK, ERIC C		7:00AM - 3:00PM	7:00AM - 3:00PM	7:00AM - 3:00PM	7:00AM - 3:00PM	7:00AM - 3:00PM	
EVANS, JONATHAN C		8:30AM - 4:45PM	8:30AM - 4:45PM	8:30AM - 4:45PM	8:30AM - 4:45PM	8:30AM - 4:45PM	
FAHRNEY, JOHN S		7:00AM - 3:15PM	7:00AM - 3:15PM	7:00AM - 3:15PM	7:00AM - 3:15PM	7:00AM - 3:15PM	
FISHER, JOSEPH M	12:00AM - 6:00AM (x;LOC 60 Nic 6:00AM - 12:00AM (x;LOC 60 Da	12:00AM - 6:00AM (x;LOC 60 Nic	6:30AM - 2:30PM	6:30AM - 2:30PM	6:30AM - 2:30PM	VACATION LEAVE - 300 [8.0]	
FLAHAVAN, CINDY L		3:30PM - 12:00AM	3:30PM - 12:00AM	3:30PM - 12:00AM	3:30PM - 12:00AM	VACATION LEAVE - 300 [8.0]	

# Select Desired Schedule View

**Select Date Parameters**

**Select Employee Group**

The screenshot displays a scheduling application interface. At the top, there are tabs for 'ENG User Workspace', 'ENG Manager Workspace', 'Schedules', and 'Requests'. Below the tabs is a toolbar with icons for 'Quick Actions', 'View', 'Column Selection', 'Visibility Filter', 'Select all', 'Gantt View', 'Sorting', 'Tools', and 'Engines'. The main area shows a calendar view for 'By Employee' from Sunday 5/28 to Friday 6/02. A dropdown menu is open on the right side, showing a list of employee groups. The menu is titled 'Eng All' and includes options like 'Locations (1)', 'Hyperfinds (39)', and a list of 'ENG Reports to' followed by names like Cooper, Evans, Fries, J Schmidt, Moder, Petykowski, and Scanlon. An orange box highlights the list of employee groups. Two orange arrows point to the 'Current Schedule Period' dropdown and the employee group dropdown.

By Employee Name	5/28 - 6/03					6/04 - 6/10	
	Sun 5/28	Mon 5/29	Tue 5/30	Wed 5/31	Thu 6/01	Fri 6/02	Sat 6/03
ACOSTA, ELIA E		7:45AM - 4:00PM	7:45AM - 4:00PM	7:45AM - 4:00PM	7:45AM - 4:00PM	7:45AM - 4:00PM	
AFFHOLDER, TIMOTHY...			7:30AM - 3:30PM				
AHLEN, LEONARD G			6:30AM - 2:30PM 2:30PM - 3:30PM				
ALLIE, MATTHEW A		7:15AM - 3:45PM	7:15AM - 3:45PM	7:15AM - 3:45PM	7:15AM - 2:30PM	7:15AM - 3:45PM	
ALMY, EMMA E		7:45AM - 4:00PM	7:45AM - 4:00PM	7:45AM - 4:00PM	7:45AM - 4:00PM	7:45AM - 4:00PM	
AMUNDSON, LAURA K		7:45AM - 4:00PM	7:45AM - 4:00PM	7:45AM - 4:00PM	7:45AM - 4:00PM	7:45AM - 4:00PM	
ANDERSON, KENNETH C			7:30AM - 3:30PM				
APFEL, KENDALL S			7:30AM - 3:30PM				

# Selected Schedule View

**Selected Employee Group**

**Selected Dates**

By Employee Name ▲	5/28 - 6/03				6/04 - 6/10	
	Sun 5/28	Mon 5/29	Tue 5/30	Wed 5/31	Thu 6/01	Fri 6/02
EGGL, FELIX F	<b>Approved Time Off</b>		FLOATING HOLIDAY USED - 310 [7.75]	FLOATING HOLIDAY USED - 310 [3.88] COMP TIME USED - 330 [3.47] VACATION LEAVE - 300 [0.4]	VACATION LEAVE - 300 [7.75]	VACATION LEAVE - 300 [7.75]
HEMENWAY, CYNTHIA C		7:00AM - 3:15PM	7:00AM - 3:15PM	7:00AM - 3:15PM	7:00AM - 3:15PM	7:00AM - 3:15PM
KING, STEPHEN R		8:00AM - 4:15PM	8:00AM - 4:15PM	8:00AM - 4:15PM	8:00AM - 4:15PM	8:00AM - 4:15PM
PARE, JAY A		6:30AM - 4:30PM	VACATION LEAVE - 300 [10.0]		6:30AM - 4:30PM	6:30AM - 4:30PM
SAPP, JOHN P		7:00AM - 3:15PM	7:00AM - 3:15PM	6:00AM - 11:45AM	7:00AM - 3:15PM	6:00AM - 4:15PM
SCHARF, CHRISTOPHE...			6:30AM - 4:30PM	6:30AM - 4:30PM	VACATION LEAVE - 300 [10.0]	VACATION LEAVE - 300 [10.0]
SCHMIDT, RYAN		6:30AM - 4:30PM	6:30AM - 4:30PM	6:30AM - 4:30PM	6:30AM - 4:30PM	
STREICH, JAMES W		6:30AM - 4:30PM	FLOATING HOLIDAY USED - 310 [10.0]		6:30AM - 4:30PM	6:30AM - 4:30PM
SWIFT, CAREY E		8:15AM - 4:30PM	8:15AM - 4:30PM	VACATION LEAVE - 300 [7.75]	8:15AM - 4:30PM	8:15AM - 4:30PM
TOSO, JOHN C			6:30AM - 4:30PM	6:30AM - 4:30PM	6:30AM - 4:30PM	6:30AM - 4:30PM

**Approved Time Off**

**Scheduled Start and End Work Times**