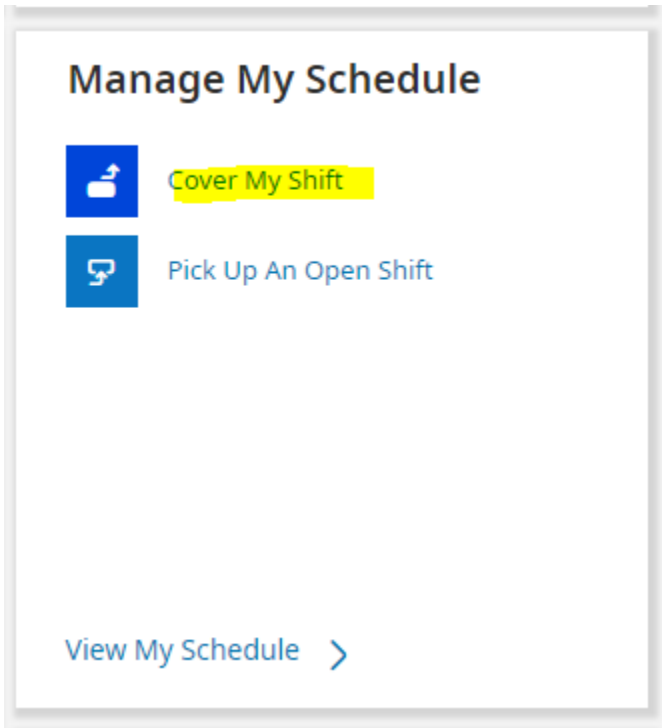# Posting shift via Kronos Subboard:

Log into Kronos

On the home page, under **Manage My Schedule** select the shift you are looking to have covered or click on 'view my schedule' and it will take you to your calendar that will display all shifts you are scheduled for.

If I click the yellow highlighted shift below, it will then take me to my calendar of all scheduled shifts.

For example, if I have an appointment on 3/23 and I am unable to work I would select the shift on 3/23, then select the '**…**' (circled in the picture below)
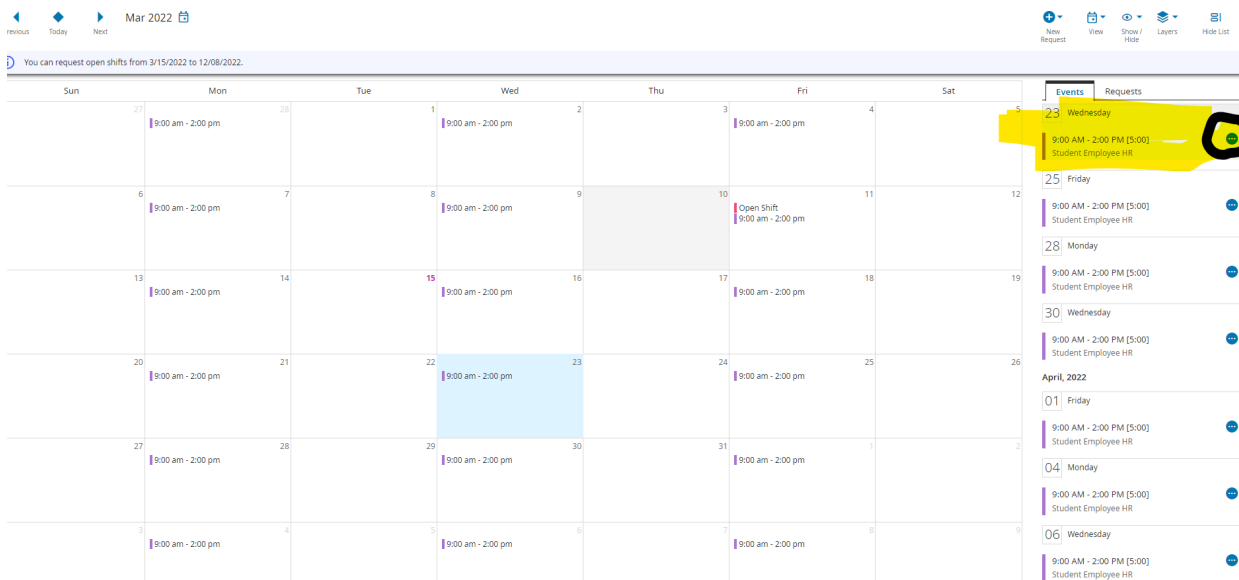
A box will come up that looks like the picture below and you should select the option "**Request to Cover**"

After you select "Request to Cover," you will be prompted with another option of "**Post as an open shift**" OR "**Send to a specific person**"

Selecting: "**Post as an open shift**" - Please read the rules. <u>You are still responsible for your shift if no one else takes it</u>. Your shift is <mark>only</mark> available to employees who are eligible to take it which means they must have the same job title, training, and must be approved to work in that location. Other employees who are eligible to take that shift will see it as an open shift and be able to accept that shift. You will receive notification once that shift has been taken.

Selecting: "**Send to a Specific Person**" - You must select the employee to send it to. You will ONLY see employees who are assigned to your work location and have been approved to work in that location and can work the same job that you have posted. For example, if you and a co-worker discuss swapping a shift, you will only be able to assign the shift if you were assigned to the same job and same work unit. Then you can send the job to your specific coworker.

**** If you do not see the person on the eligible list that means they **cannot** take your shift. **Do NOT submit an HR ticket requesting this person be eligible to take your shift**. The system has rules built into it and there are reasons such as training, already scheduled, maximum of 20 hours per week, cannot work split shifts, or must be home or transferred unit that restricts people from taking a shift. You should post the shift to everyone if your specific person is not eligible to take the shift.

Make sure you select "**Post**" at the bottom of the request

Cover My Shift Request   ✕

My shift   ✎ Select a different shift

Wed 3/23, 9:00 AM - 2:00 PM [5:00]   ⬤
FLOAT/Student Employee HR

Post as an open shift.

ⓘ You are responsible for your shift until
  someone else takes it.

ⓘ Your shift will be available to all eligible
  employees.

ⓘ Other employees will see your shift as an
  open shift.

ⓘ You will be notified when someone requests
  your shift and when it's approved.

ⓘ This shift will become unavailable for
 requests 0 minutes before it starts.

Cancel   Post

After you post, you will see on the calendar an 'Open Shift' for that date and the message below that alerts you the shift is posted.
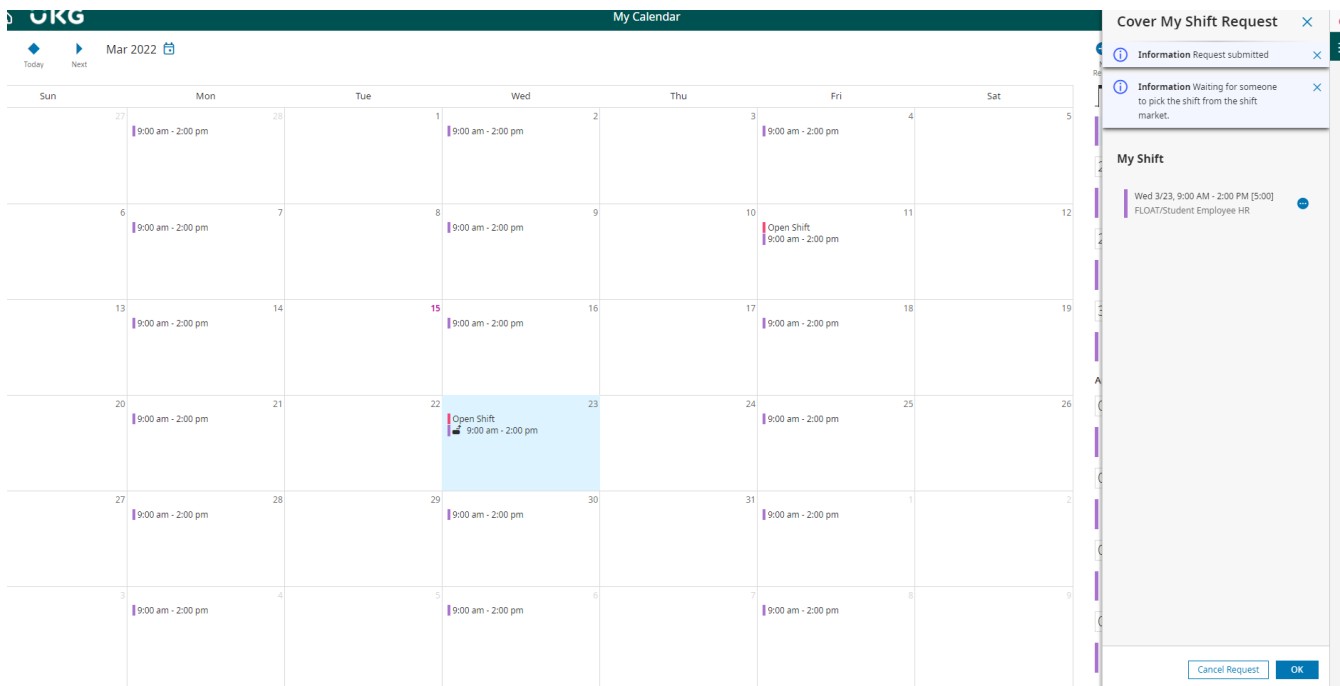
Your shifts will remain on your calendar UNTIL someone has been approved to take your shift.

Here you can see the confirmation that your shift is still open and has not yet been claimed by another employee. **You are responsible to cover the shift if no one takes the shift or follow the call out procedures and attendance policy as outlined in your employee handbook.**
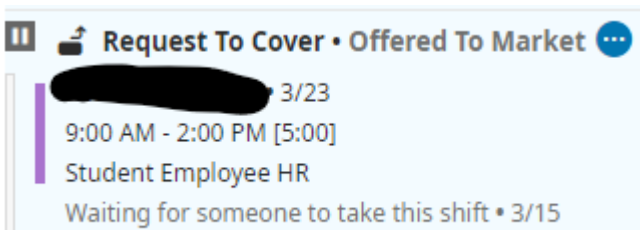
When your shift has been picked up you will receive the following notification to your email

From: noreply@mykronos.com
Date:
To: Undisclosed recipients:;
Subject: Confirmation of Shift Coverage for DATE

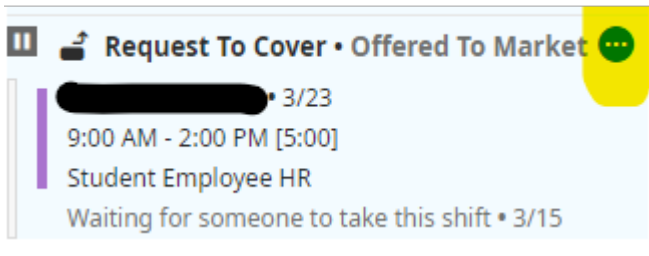Employee Who Posted Original Shift: Employee Name
Employee Confirmed for Covering the Shift: Employee Name
Date of Shift: Date
Shift Timing: Timing
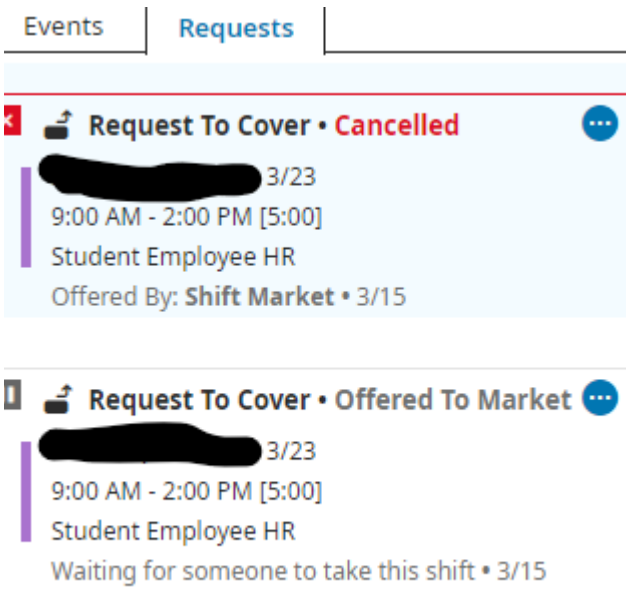Location You Will Be Working: Work Location

If you decide you want to cancel the shift – select the … highlighted below and select cancel.

II ✈ **Request To Cover • Offered To Market** ⬤⋯

⬤━━━━━ • 3/23

9:00 AM - 2:00 PM [5:00]

Student Employee HR

Waiting for someone to take this shift • 3/15

See below the confirmation that the shift has been Cancelled.

Events	Requests

✖ ✈ **Request To Cover • Cancelled** ⬤⋯

⬤━━━━━ 3/23

9:00 AM - 2:00 PM [5:00]

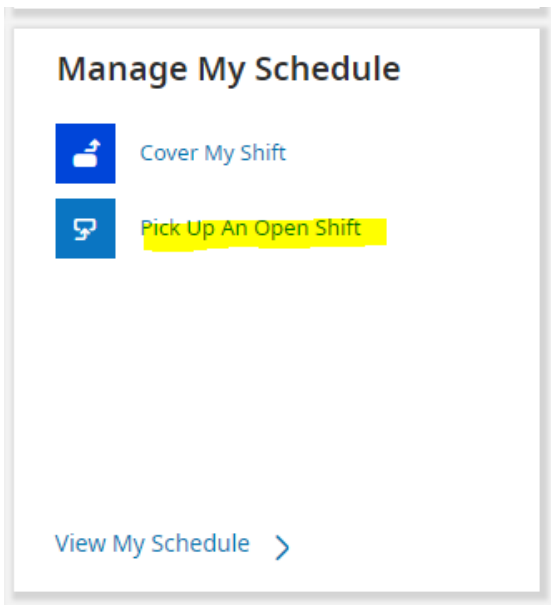Student Employee HR

Offered By: **Shift Market** • 3/15

I ✈ **Request To Cover • Offered To Market** ⬤⋯

⬤━━━━━ 3/23
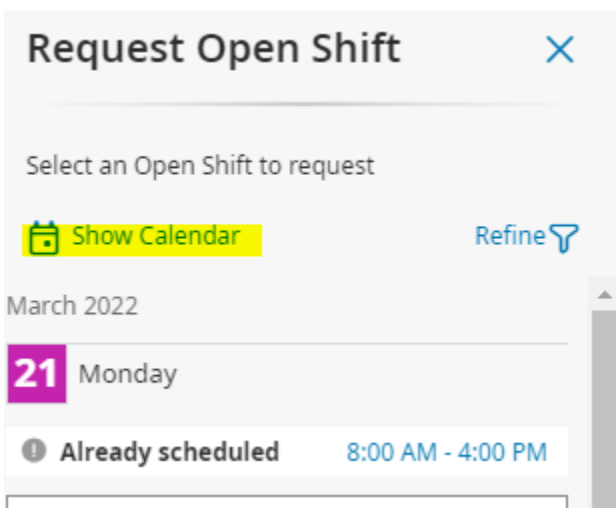
9:00 AM - 2:00 PM [5:00]

Student Employee HR

Waiting for someone to take this shift • 3/15

Claiming an Open Shift via Kronos Subboard:

On the home screen select 'Pick Up an open Shift under **Manage My Schedule.** You will then see the shifts available for you to claim.

You Can also click 'show calendar' to view the calendar listing.

You will see all the days in which open shift are available, they will be indicated by 'Open Shift' on the date of the calendar that the shift is for. **NOTE – on the calendar view, you may see an 'open shift' listed in red, however when you look at the shifts under 'events' tab, it may not be available, this is because it scheduling rules and you are not able to pick it up. You will ONLY see shifts you are eligible to pick up. Do NOT reach out to your manager or HR if you see an open shift, but are unable to pick it up.
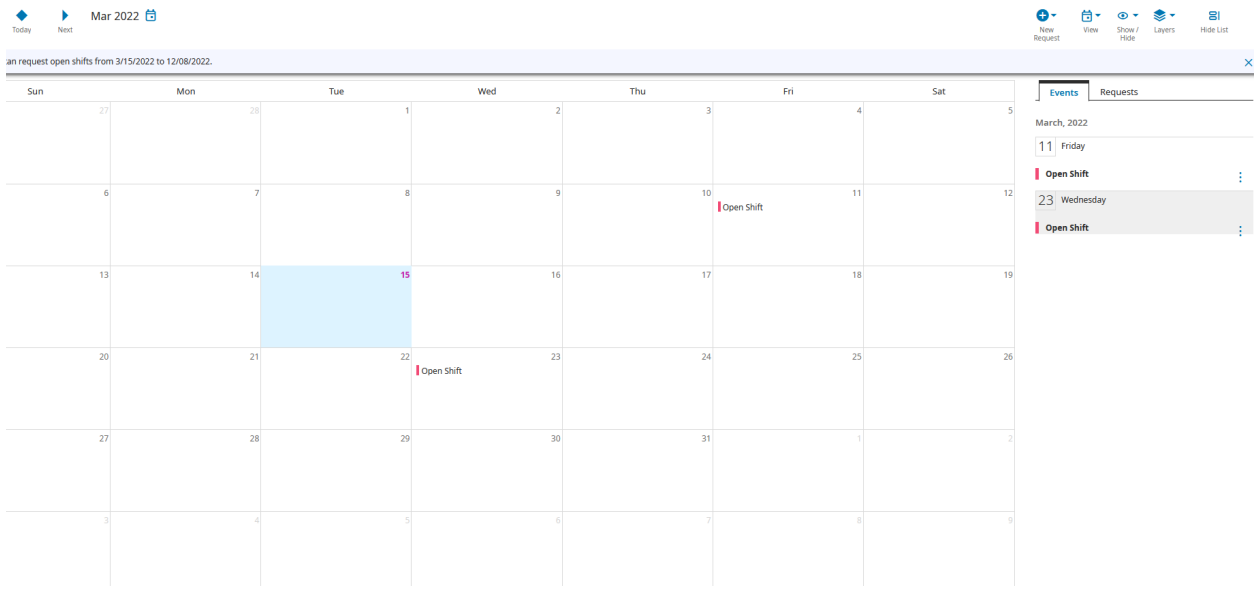
You can see the list of open shifts by day to the right of your calendar under '**Events**'. Ensure the option to "Show List" on the top right is selected in order to view all the requests that are available.

Then select the '**…**' and select '**Request Open Shift**' in order to see the details of the shift (circled below)
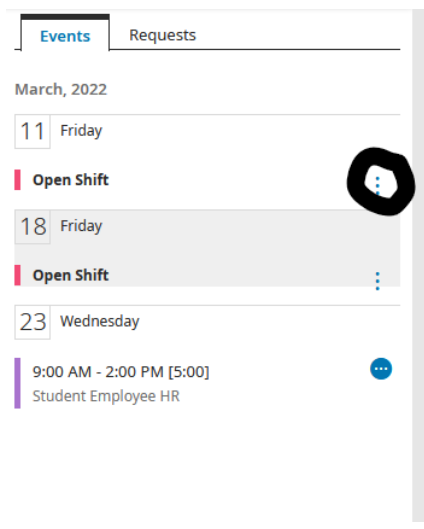
You will see the hours and position of the shift and other open shifts that are available. The system will tell you if you are already scheduled during an open shift and will not permit you to take shifts if you are already scheduled.

Highlight the shift you are looking to take, by clicking on it.
Select **SUBMIT** at the bottom of the screen
Select Ok.

If click the three dots to the right of the shift, you can gather more details about it. Also while in this screen, if there are multiple open shifts, you will be able to view them by clicking the arrows at the top of the screen
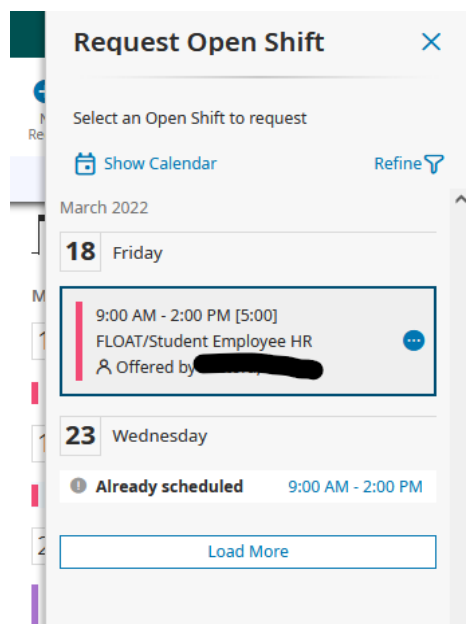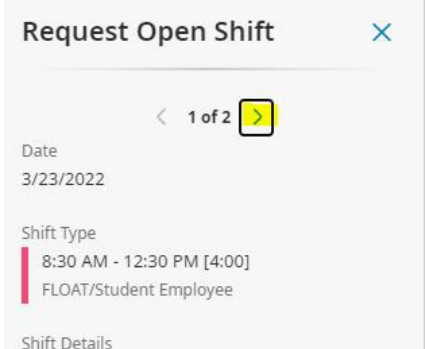
You will now see the 'request to cover' shift has been approved and you the shift will now be listed on your schedule.

You are now responsible for this shift as if it were your own. If you are unable to attend the shift you must follow the directions to 'post shift' or follow the call out procedures and attendance policy as outlined in your employee handbook.

Once the shift is picked up both you and the original poster of the shift will receive the following notification to your email:

From: noreply@mykronos.com
Date:
To: Undisclosed recipients:;
Subject: Confirmation of Shift Coverage for DATE

Employee Who Posted Original Shift: Employee Name
Employee Confirmed for Covering the Shift: Employee Name
Date of Shift: Date
Shift Timing: Timing
Location You Will Be Working: Work Location

On your home page, you can see all of the requests you have submitted under MY REQUESTS. If you click on MY REQUESTS, change to view "all status", and you can see all requests submitted, canceled, approved.