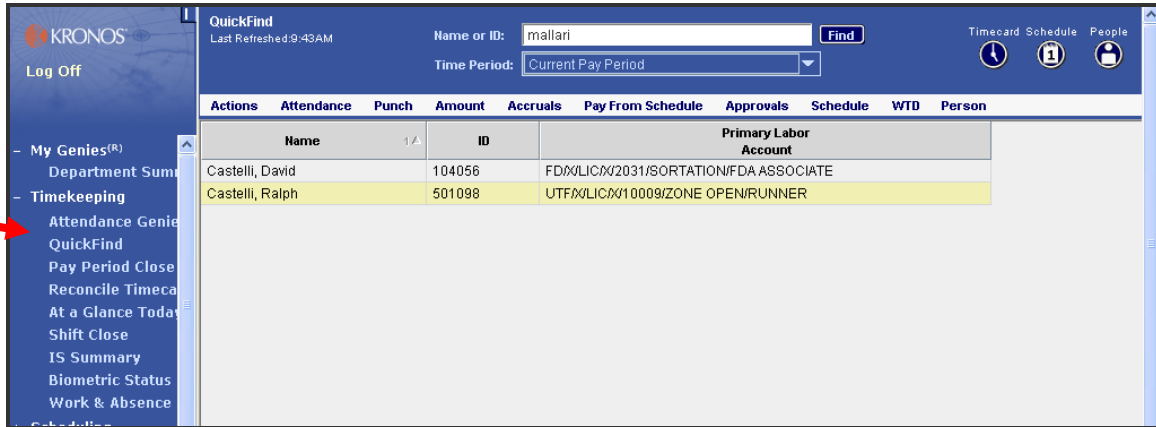
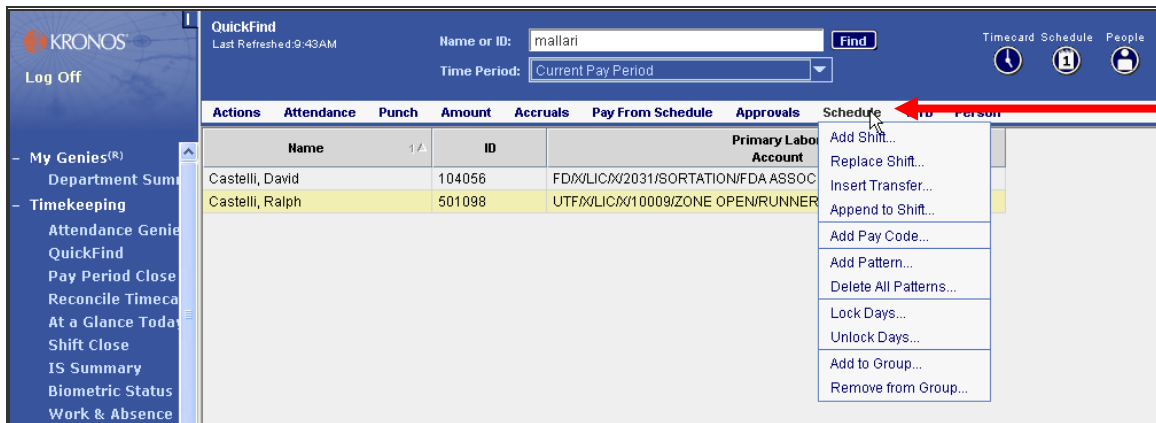


## Assigning an Employee to a Schedule Group

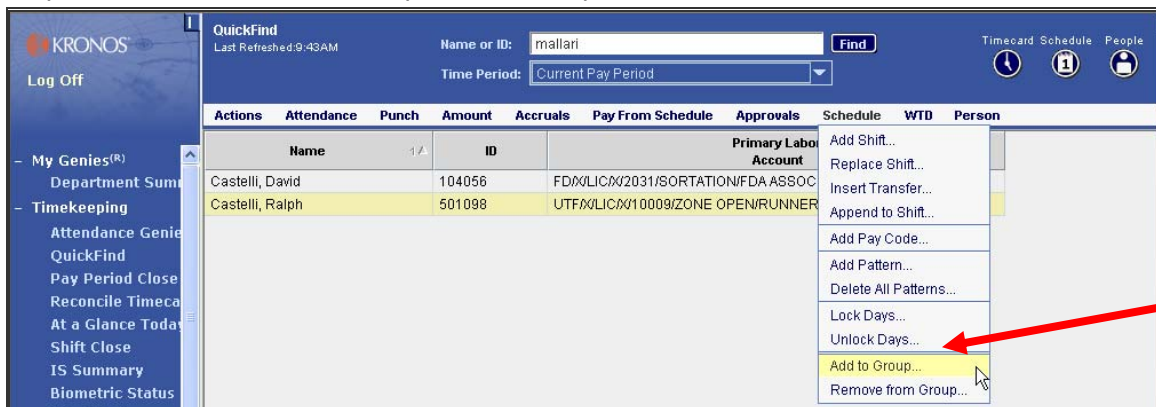
Step 1 – click on quickfind and search for the employee by name or ID.



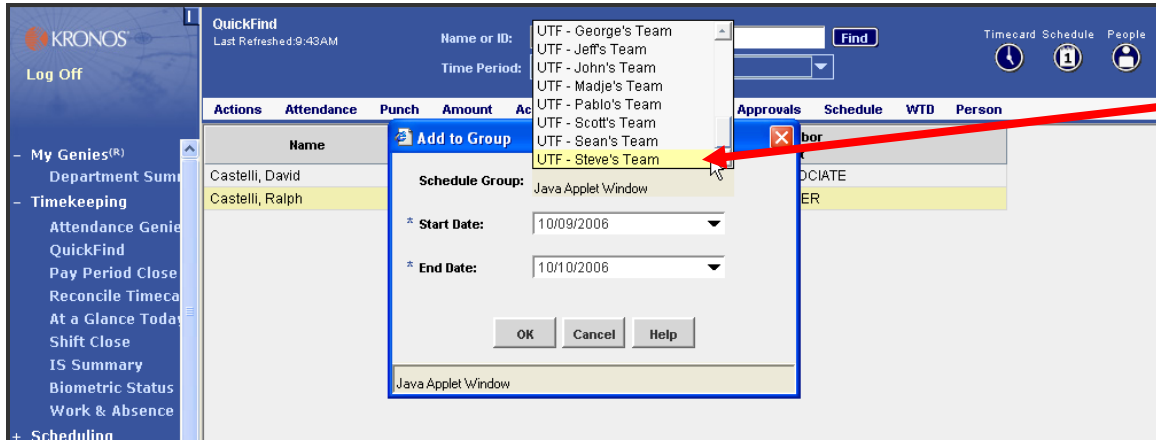
Step 2 – highlight the employee's name and click on the schedule link in the menu on top.



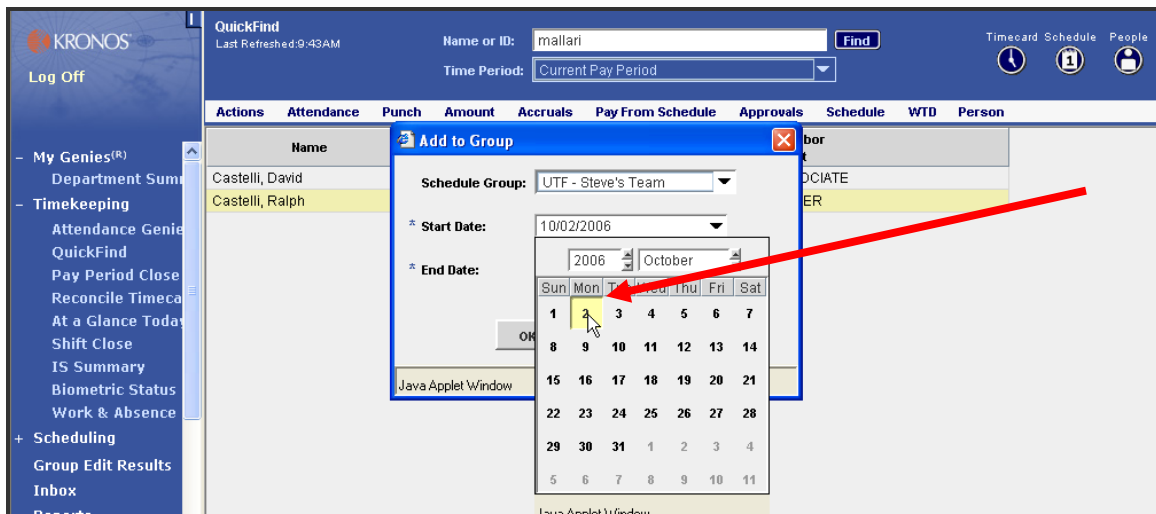
Step 3 – click on the “Add to Group...” on the drop down menu.



Step 4 – click on the schedule group drop down list and pick the schedule group that this employee is to be assigned to. (in this case Ralph Castelli is to be assigned to Steve's Team)



Step 5 – choose a start date for which this employee will begin working in this group (always default the start date to a Monday and please note that if you look for this employee before this date, he/she will not be assigned to Steve's group, the system is date sensitive). A calendar opens up and you can click on the date (in this case he is going to be assigned to Steve's group as of October 2, 2006)



Step 6 – pick an end date for this assignment. Please note that if you pick an end date for anything besides “forever” this employee’s relationship to that group will end on that date. By default you should pick “forever”. You click on the circle next to forever to choose to have this employee in this group forever.

Step 7 – confirm the schedule group (UTF – Steve’s Team), the start date (October 2, 2006), and the end date (forever) are correct and click “OK”.

Step 8 – Confirm the schedule group has been assigned by clicking on the People icon on the top right hand corner.

QuickFind

Last Refreshed: 9:43AM

Name or ID:

Find

Time Period:

▼

Timecard

Schedule

People

Actions	Attendance	Punch	Amount	Accruals	Pay From Schedule	Approvals	Schedule	WTD	Person
Name		ID	Primary Labor Account						
Castelli, David		104056	FDX/LIC/X/2031/SORTATION/FDA ASSOCIATE						
Castelli, Ralph		501098	UTFX/LIC/X/1 0009/ZONE OPEN/RUNNER						

In this screen click on the job assignment tab and you see at the bottom that Ralph is now part of schedule group – UTF – Steve's Team

**KRONOS**

Log Off

People Editor  
Loaded: 9:54AM

Name & ID:

Timecard Schedule People

Person Job Assignment

Save Actions History

- My Genies<sup>(R)</sup>
  - Department Summary
- Timekeeping
  - Attendance Genie
  - QuickFind
  - Pay Period Close
  - Reconcile Timecard
  - At a Glance Today
  - Shift Close
  - IS Summary
  - Biometric Status
  - Work & Absence
- + Scheduling
  - Group Edit Results
  - Inbox
  - Reports

### Job Assignment Summary

Primary Account	
Primary Job:	None
Primary Labor Account:	UTF\XLIC\10009/Zone Open/Runner as of 3/25/2006
Time Zone:	(GMT -05:00) Eastern Time

Timekeeper	
Base Wage:	9.00
Pay Rule:	UTF Hourly
Wage Profile:	None
Device Group:	TRANSPORTATION
Current Badge Number(s):	None

Scheduler	
Schedule Group:	UTF - Steve's Team