



## Kronos Scheduler: Kronos Data Validation V8.1

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### **Purpose**

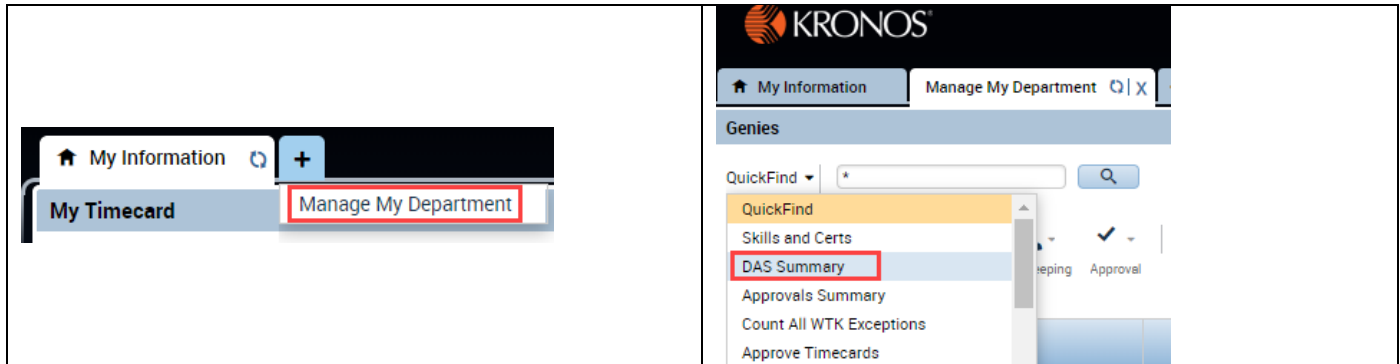
Data validation is imperative for User Acceptance Testing. If employees have the wrong/no schedule, assigned to the wrong location, missing certifications, or missing mandatory/voluntary overtime dates you cannot have confidence in scheduling them for extra shifts.



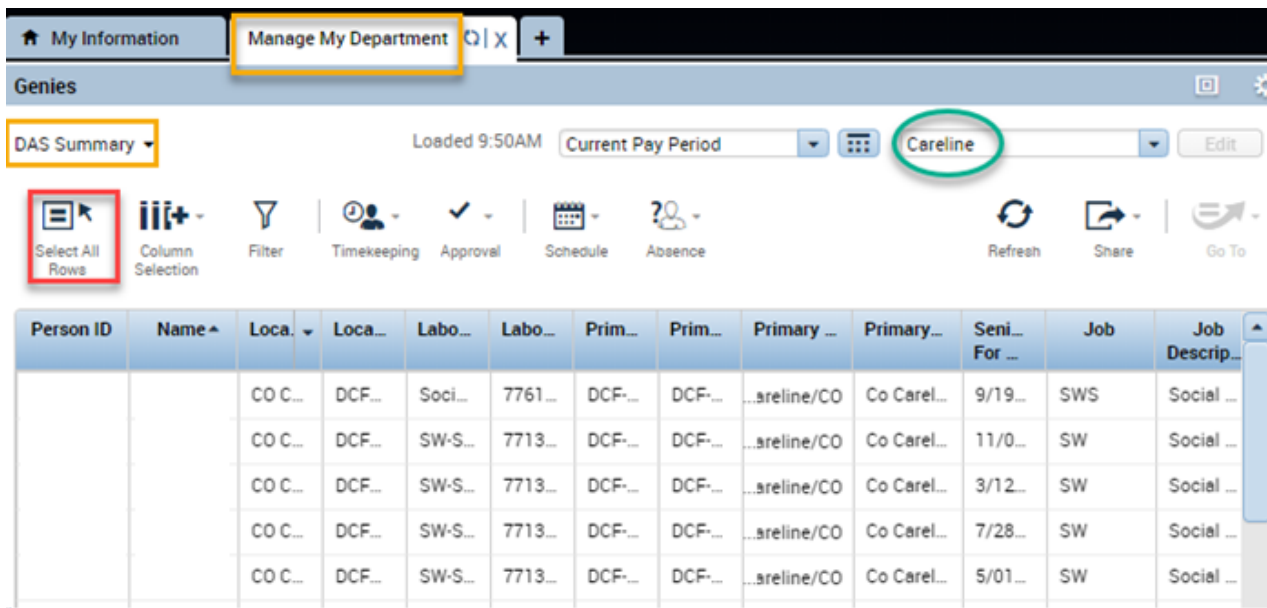
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### DAS Summary

The Genie below was created in order to quickly validate the primary location and job of Basic and Advance Scheduler employees



Choose the HyperFind for your location. Then **Select All Rows**.



After selecting the employees, click the **Go To** Button. Then choose **Schedule Planner**.



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**Genies** 📄 ⚙️

DAS Summary ▾ Loaded 1:14PM Current Pay Period ▾ Careline ▾ Edit

Person ID	Name	Loca...	Loca...	Labo...	Labo...	Prim...	Prim...	Primary ...	Primary...	Seni... For S...	Job	Job Descrip...
		CO C...	DCF...	SW-S...	7713...	DCF...	DCF...	...areline/CO	Co Carel...	2/10...	SW	Social ...
		CO C...	DCF...	Soci...	7761...	DCF...	DCF...	...areline/CO	Co Carel...	8/06...	SWS	Social ...
		CO C...	DCF...	Soci...	7761...	DCF...	DCF...	...areline/CO	Co Carel...	9/20...	SWS	Social ...
		CO C...	DCF...	Soci...	7761...	DCF...	DCF...	...areline/CO	Co Carel...	6/08...	SWS	Social ...

▾ ☰ Careline ▾ Edit

**107 Selected**

Current Pay Period

▾ **Go to widget**

- Schedule Planner TRX
- Timecards
- Schedule Audits
- Schedule Planner
- Exceptions
- Reports

All the Employees selected previously are now displaying in the Schedule Pattern.



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You may change the dates in view to your preference for validation.

The screenshot shows the 'Schedule Planner' interface. At the top, it says 'Loaded: 1:19PM' and '5/22/2020 - 6/04/2020'. A dropdown menu shows '107 Employee(s) Selected'. Below this is a toolbar with icons for Quick Actions, View, Column Selection, Visibility Filter, Select all, Gantt View, Sorting, Tools, Engines, Refresh, View Comments, Share, Contact tracking, Save, and Go To. The main area is a grid titled 'By Employee' with columns for dates: 5/17-5/23, 5/24-5/30, and 5/31-6/06. The grid shows various shift patterns and times for multiple employees.

If you are still not clear on the pattern ins the system you can do the following:

- Right click on the Employee's Name and Select Schedule Pattern.
- The dialog displays the Rotation of the current assigned Pattern

The screenshot shows a context menu for an employee's schedule pattern. The menu options are 'Schedule Pattern', 'Availability', 'Add shift', and 'Add Pay Code'. Below the menu is a 'Schedule Pattern' dialog box. The dialog shows 'Assigned to' as 'Primary job [/DCF-DCF91000/Co Careline/Careline/CO/SW]'. A table below shows the rotation details:

Start Date	End Date	Duration	Rotation
4/10/2020	Forever	1 week	1 Week 2p - 1030p(Mon,Tue,Wed,Thu,Fri)

The 'Rotation' column is highlighted with a red box.



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### Schedule Planner Genie

The Schedule Planner below displays the two custom fields (VOT Date and MOT Date) for Scheduler employees

#### By Employee

5/08 - 5/14

Name	Sc... Ho...	Wor... Type	L...	Job	S... F...	VOT Date	C...	P N	Fri 5/08	Sat 5/09	Sun 5/10	Mon 5/11	Tue 5/12	Wed 5/13	Thu
	0:00	Part ...	...	CSW	1...	2/15/2020		1...							
	0:00	Full ...	...	CSWL...	2...										
	0:00	Full ...	...	CSW	1...	12/20/20...									
	0:00	Full ...	...	CSW	1...	6/16/2019									
	0:00	Full ...	...	CSWL...	1...										

Rule Violations
Daily Coverage
Staffing Assistant

Fri 5/08 7:00 am - 3:30 pm ...ding 8/Sachem/CSW

Solneit South Sachem

Edit

2-DCF MOT Solnit Prima...

Load

Last time loaded: 1:

No.	Outcome	Contacted On	Name	Schedule Hours	Pay Rule	Worker Type	Locat...	Job	Seniorit... For Shift	VOT Date	MOT Date	S...	Certificat...	Phone Number
1	Select	-		0.00	10 FT OT8 ...	Full Time	...achem/.	CSW	3/22/2012				TACE, Mand...	
2	Select	-		0.00	10 FT OT8 ...	Full Time	...achem/.	CSW	12/13/2013				TACE, Mand...	
3	Select	-		0.00	10 FT OT8 ...	Full Time	...achem/.	CSW	1/06/1996	04/13/2020	02/27/2020		TACE, Mand...	



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