

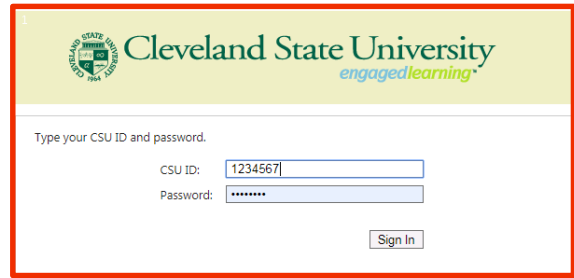
myTime

Kronos Entering New Schedule



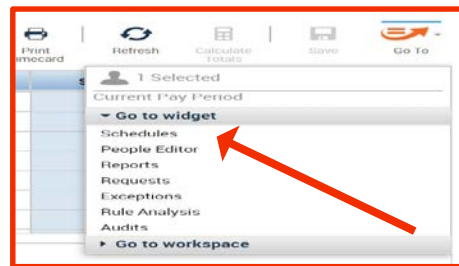
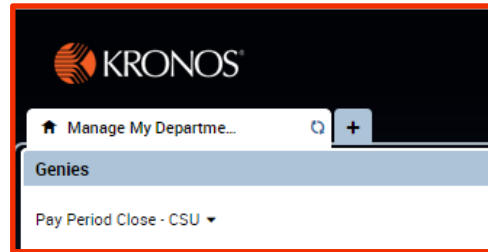
Log on to myTime.

1. Open your web browser, navigate to CSUOHIO.EDU, and click the MYCSU tab.
2. Click on Employee Self-Service in the blue column and select myTime.
3. Enter your CSU ID and password, then click the Sign In box.

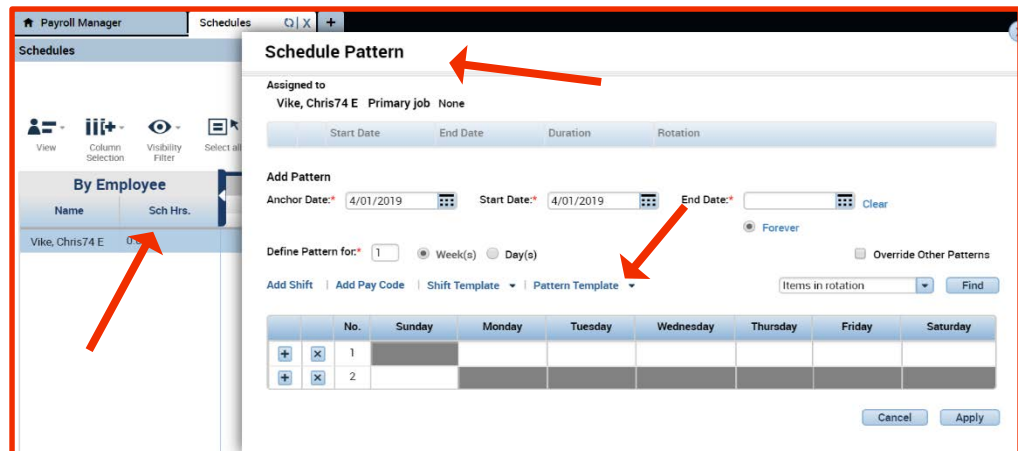


Create the schedule.

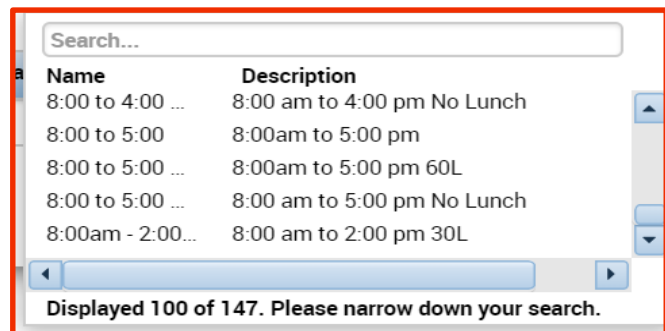
1. Select the employee from your Pay Period Close list of employees
2. Click on Go To Tab
3. Choose "Schedule" from drop down



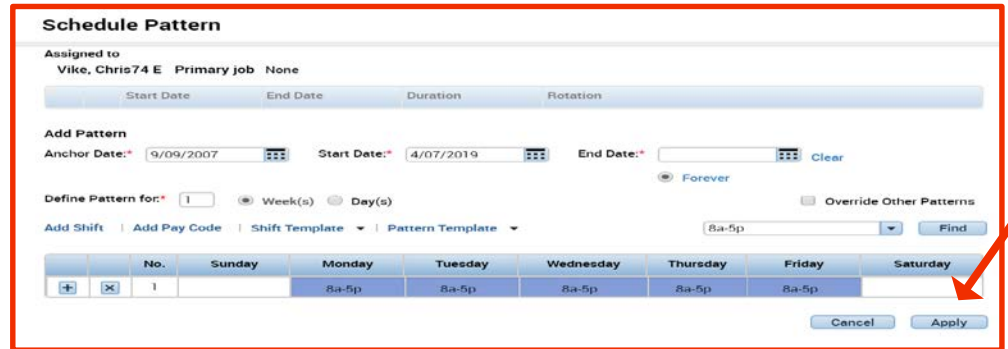
4. Highlight Employee name, Double Click under "Sch Hrs" (Schedule pattern box will appear).



5. Click on Monday, then select "Pattern Template" to choose schedule.



6. After Choosing time clock pattern, you will see the selected schedule. If correct, click “Apply”.



Schedule Pattern

Assigned to
Vike, Chris74 E Primary job None

Start Date	End Date	Duration	Rotation

Add Pattern
Anchor Date: 9/09/2007 Start Date: 4/07/2019 End Date: Forever Clear


Define Pattern for: 1 Week(s) Day(s) Forever Override Other Patterns

Add Shift | Add Pay Code | Shift Template | Pattern Template

No.	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1		8a-5p	8a-5p	8a-5p	8a-5p	8a-5p	

Cancel Apply

7. Once you click “Apply” you will see a confirmation screen, if all is correct, click “OK”



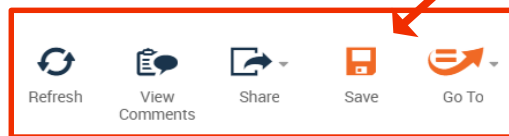
Schedule Pattern

Assigned to
Vike, Chris74 E Primary job None

Start Date	End Date	Duration	Rotation
4/07/2019	Forever	1 week	1 Week:8a - 5p(Mon,Tue,Wed,Thu,Fri)

Add Pattern OK

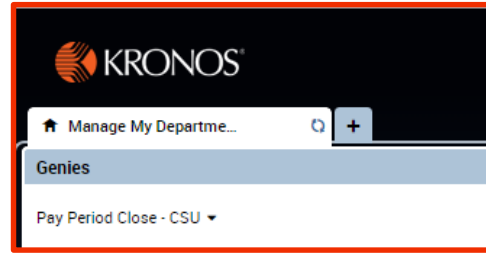
8. Then Click “Save”.
9. Exit Kronos.



Refresh View Comments Share Save Go To

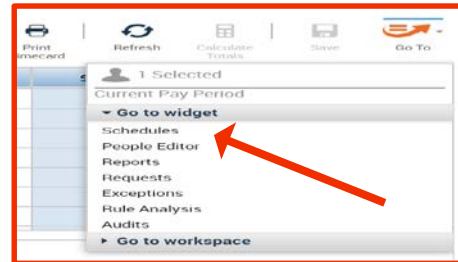
Delete the schedule.

1. Select the employee from your Pay Period Close list of employees

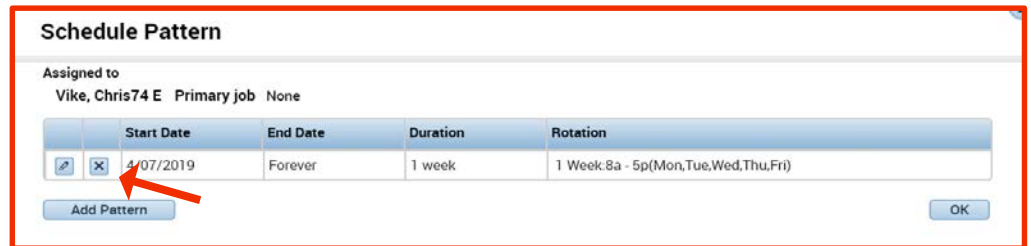


2. Click on Go To Tab.

3. Choose "Schedule" from drop down.

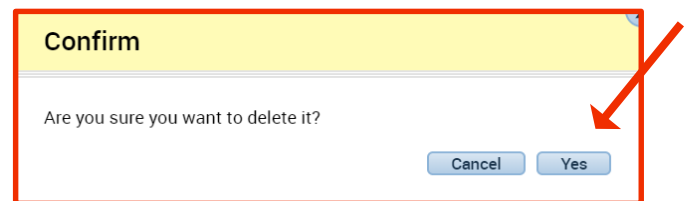


4. Employee's current schedule will appear.



5. To delete schedule, click the "X".

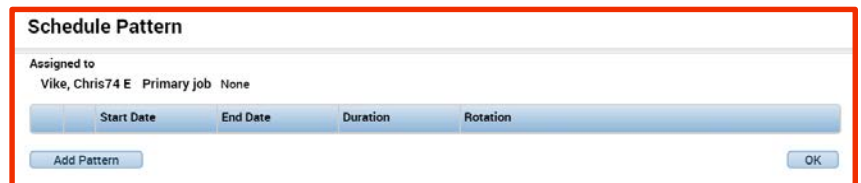
6. After clicking the "X", a Confirm window will appear asking "Are you sure you want to delete it?"



7. Click "Yes"

8. Once complete, the schedule for the employee will appear with no data.

9. Click 'OK'.



10. Then click "Save".

11. Exit Kronos.

