## myTime **Kronos Entering New Schedule**

### Log on to myTime.

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

#### Create the schedule.

- 1. Select the employee from your Pay Period Close list of employees
- **Click on Go To Tab** 2.

4.

Choose "Schedule" from drop down 3.

Highlight Employee name, Double

Click under "Sch Hrs" (Schedule

pattern box will appear).



Sign In

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Go To

Cleveland State University

1234567

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CSU ID:

Password:

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Type your CSU ID and password

		Current	Pay Period			- '			
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5. Click on Monday, then select "Pattern Template" to choose schedule.

	Search		
a	Name	Description	
1	8:00 to 4:00	8:00 am to 4:00 pm No Lunch	
	8:00 to 5:00	8:00am to 5:00 pm	
L	8:00 to 5:00	8:00am to 5:00 pm 60L	
L	8:00 to 5:00	8:00 am to 5:00 pm No Lunch	
L	8:00am - 2:00	8:00 am to 2:00 pm 30L	-
	•		
I,	Displayed 100 of	147. Please narrow down your search.	

# **MyTime** Kronos Entering New Schedule (Continued)



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

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 Once you click "Apply" you will see a confirmation screen, if all is correct, click "OK"

ssig Vik	ned to e, Ch	o ris74E Primary	job None			
		Start Date	End Date	Duration	Rotation	
ø	×	4/07/2019	Forever	1 week	1 Week:8a - 5p(Mon,Tue,Wed,Thu,Fri)	×



- 8. Then Click "Save".
- 9. Exit Kronos.

## **myTime** Kronos Deleting Schedule



### 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.



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- 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 "Ae you sure you want to delete it?"
- 7. Click "Yes"



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$\checkmark$
Cancel Yes

- 8. Once complete, the schedule for the employee will appear with no data.
- 9. Click 'OK".
- 10. Then click "Save".
- 11. Exit Kronos.

