



Timekeeping: Paying Employees from Schedule Using a Dataview

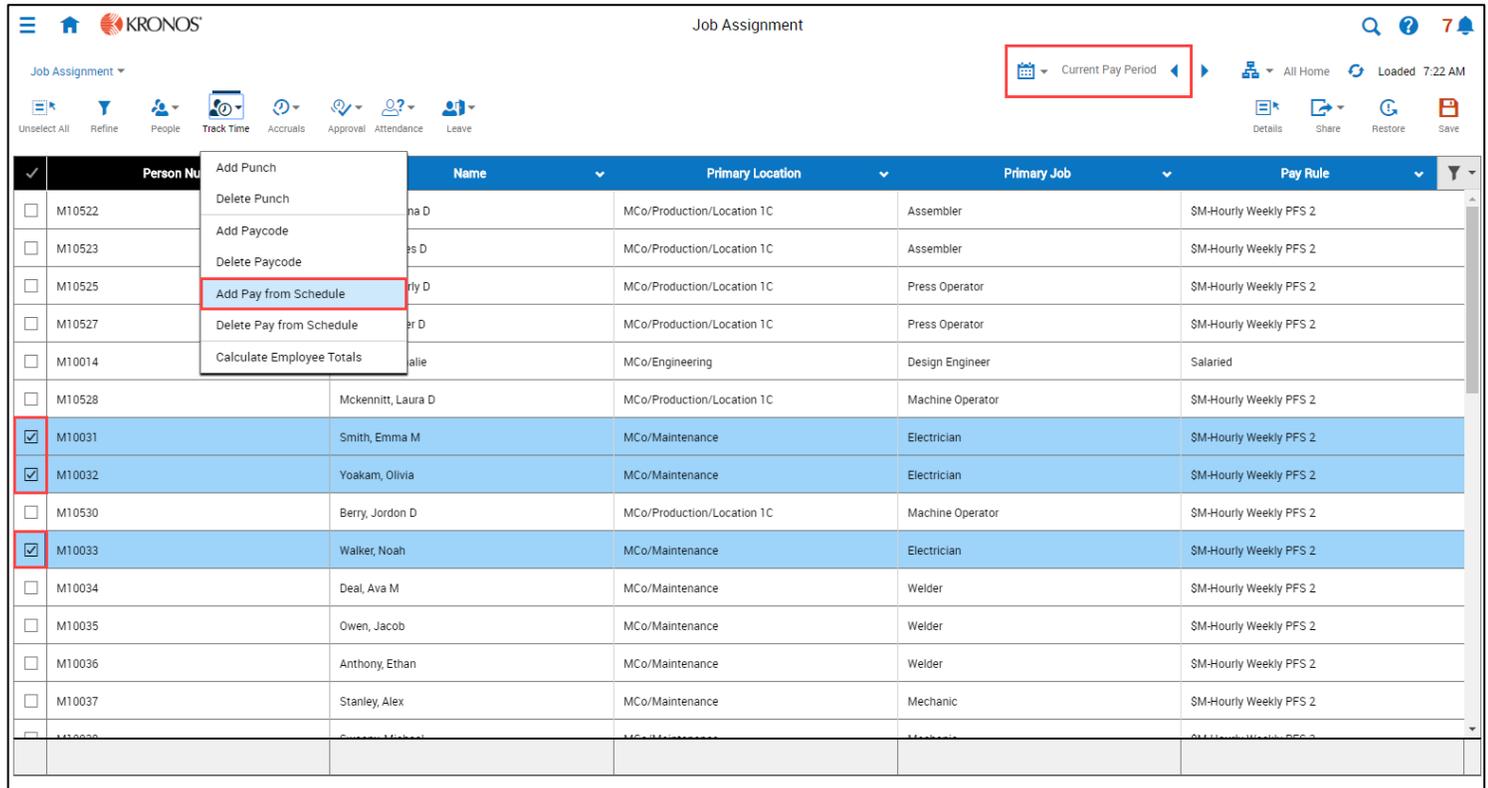
This job aid explains how to use a Dataview to pay employees according to their scheduled hours.

About Paying Employees from Schedule

Timekeeping can be configured to pre-populate employee timecards automatically with the scheduled hours based on their schedules. Paying employees from their schedules lets you pre-populate their timecards with scheduling data, letting you pay employees the exact amount of their scheduled worked hours.

Using a Dataview to Pay Employees from Schedule

1. Select an employee Dataview from the **Dataview Library**.
2. Select the applicable employees and time period.
3. Select **Track Time** and choose **Apply Pay from Schedule**.



The screenshot shows the Kronos Job Assignment interface. At the top, there is a navigation bar with the Kronos logo and 'Job Assignment' title. Below this is a toolbar with various icons for actions like 'Unselect All', 'Refine', 'People', 'Track Time', 'Accruals', 'Approval', 'Attendance', and 'Leave'. A 'Current Pay Period' dropdown is highlighted with a red box. Below the toolbar is a table of employees with columns for 'Person Number', 'Name', 'Primary Location', 'Primary Job', and 'Pay Rule'. A context menu is open over the table, with 'Add Pay from Schedule' highlighted in red. The table contains the following data:

Person Number	Name	Primary Location	Primary Job	Pay Rule
M10522	na D	MCo/Production/Location 1C	Assembler	SM-Hourly Weekly PFS 2
M10523	s D	MCo/Production/Location 1C	Assembler	SM-Hourly Weekly PFS 2
M10525	ly D	MCo/Production/Location 1C	Press Operator	SM-Hourly Weekly PFS 2
M10527	er D	MCo/Production/Location 1C	Press Operator	SM-Hourly Weekly PFS 2
M10014	alie	MCo/Engineering	Design Engineer	Salaried
M10528	Mckennitt, Laura D	MCo/Production/Location 1C	Machine Operator	SM-Hourly Weekly PFS 2
<input checked="" type="checkbox"/> M10031	Smith, Emma M	MCo/Maintenance	Electrician	SM-Hourly Weekly PFS 2
<input checked="" type="checkbox"/> M10032	Yoakam, Olivia	MCo/Maintenance	Electrician	SM-Hourly Weekly PFS 2
M10530	Berry, Jordon D	MCo/Production/Location 1C	Machine Operator	SM-Hourly Weekly PFS 2
<input checked="" type="checkbox"/> M10033	Walker, Noah	MCo/Maintenance	Electrician	SM-Hourly Weekly PFS 2
M10034	Deal, Ava M	MCo/Maintenance	Welder	SM-Hourly Weekly PFS 2
M10035	Owen, Jacob	MCo/Maintenance	Welder	SM-Hourly Weekly PFS 2
M10036	Anthony, Ethan	MCo/Maintenance	Welder	SM-Hourly Weekly PFS 2
M10037	Stanley, Alex	MCo/Maintenance	Mechanic	SM-Hourly Weekly PFS 2
M10038	Stanley, Michael	MCo/Maintenance	Mechanic	SM-Hourly Weekly PFS 2



4. In the **Add Pay from Schedule** panel, choose the **Effective Start Date** and **Effective End Date**.
5. Select **Apply**.

Add Pay from Schedule ✕

Effective Start Date*
  [Clear](#)

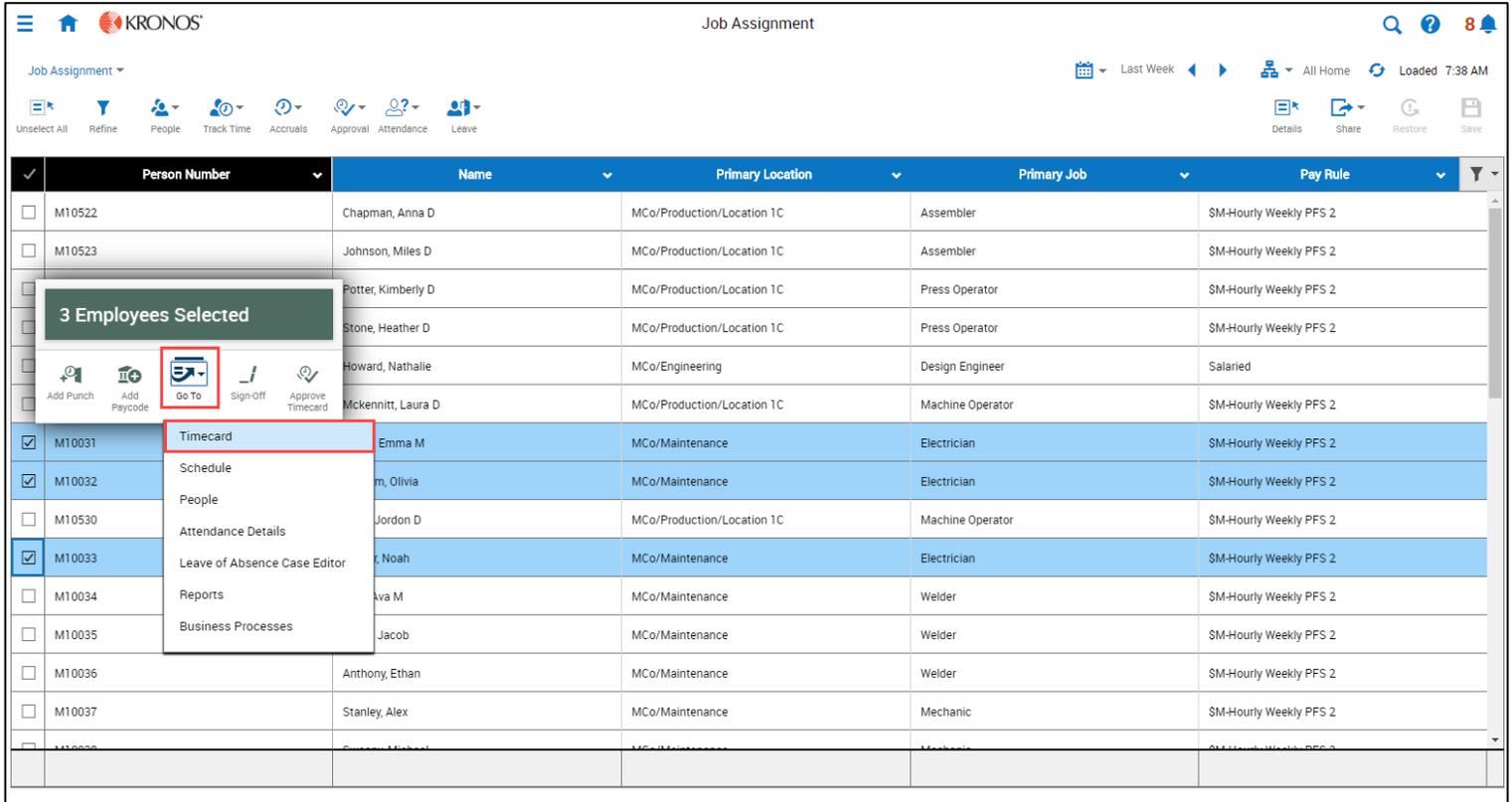
Effective End Date*
  [Clear](#)

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Validating the Group Edit

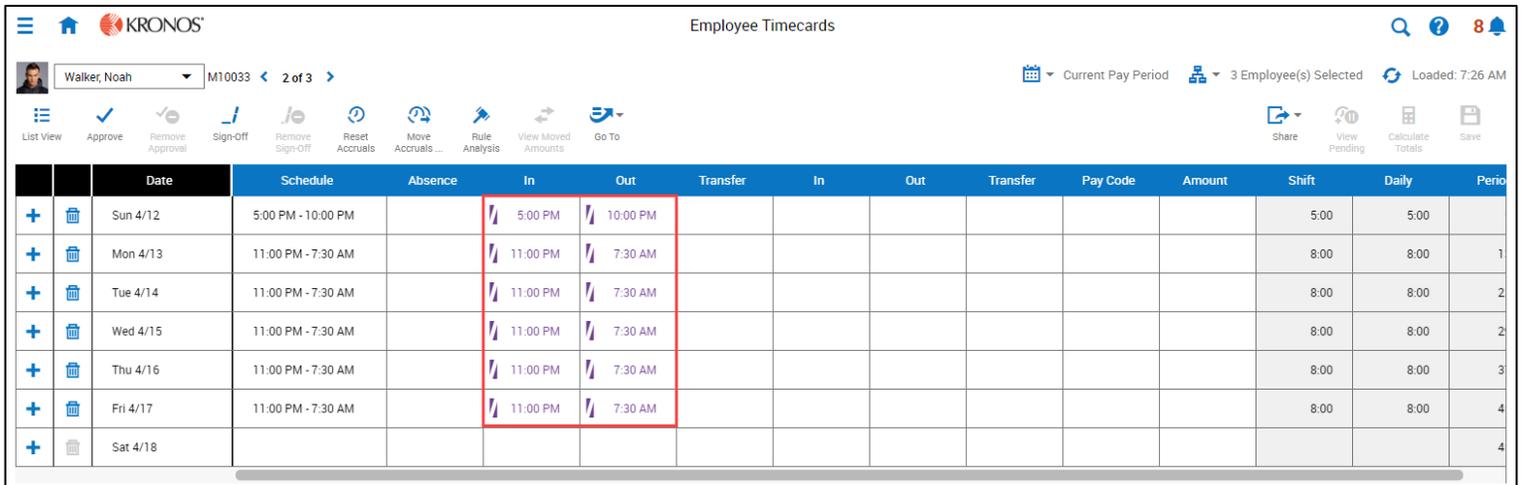
1. In the Dataview, with the employees selected, right-click on one of the employees.
2. Select **Go To** and choose **Timecard**.



The screenshot shows the 'Job Assignment' interface with a list of employees. Three employees are selected, and a context menu is open over them. The 'Go To' option is selected, and the 'Timecard' option is highlighted in the sub-menu.

Person Number	Name	Primary Location	Primary Job	Pay Rule
M10522	Chapman, Anna D	MCo/Production/Location 1C	Assembler	SM-Hourly Weekly PFS 2
M10523	Johnson, Miles D	MCo/Production/Location 1C	Assembler	SM-Hourly Weekly PFS 2
M10524	Potter, Kimberly D	MCo/Production/Location 1C	Press Operator	SM-Hourly Weekly PFS 2
M10525	Stone, Heather D	MCo/Production/Location 1C	Press Operator	SM-Hourly Weekly PFS 2
M10526	Howard, Nathalie	MCo/Engineering	Design Engineer	Salaried
M10527	Mckennitt, Laura D	MCo/Production/Location 1C	Machine Operator	SM-Hourly Weekly PFS 2
M10031	Emma M	MCo/Maintenance	Electrician	SM-Hourly Weekly PFS 2
M10032	Olivia	MCo/Maintenance	Electrician	SM-Hourly Weekly PFS 2
M10530	Jordan D	MCo/Production/Location 1C	Machine Operator	SM-Hourly Weekly PFS 2
M10033	Noah	MCo/Maintenance	Electrician	SM-Hourly Weekly PFS 2
M10034	Maria M	MCo/Maintenance	Welder	SM-Hourly Weekly PFS 2
M10035	Jacob	MCo/Maintenance	Welder	SM-Hourly Weekly PFS 2
M10036	Anthony, Ethan	MCo/Maintenance	Welder	SM-Hourly Weekly PFS 2
M10037	Stanley, Alex	MCo/Maintenance	Mechanic	SM-Hourly Weekly PFS 2

3. Review the dates and validate that the edits were made.



The screenshot shows the 'Employee Timecards' interface for Walker, Noah. The table displays timecard data for the week of April 12th to 18th. The 'In' and 'Out' times are highlighted in red.

Date	Schedule	Absence	In	Out	Transfer	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 4/12	5:00 PM - 10:00 PM		5:00 PM	10:00 PM							5:00	5:00	
Mon 4/13	11:00 PM - 7:30 AM		11:00 PM	7:30 AM							8:00	8:00	1
Tue 4/14	11:00 PM - 7:30 AM		11:00 PM	7:30 AM							8:00	8:00	2
Wed 4/15	11:00 PM - 7:30 AM		11:00 PM	7:30 AM							8:00	8:00	2
Thu 4/16	11:00 PM - 7:30 AM		11:00 PM	7:30 AM							8:00	8:00	3
Fri 4/17	11:00 PM - 7:30 AM		11:00 PM	7:30 AM							8:00	8:00	4
Sat 4/18													4