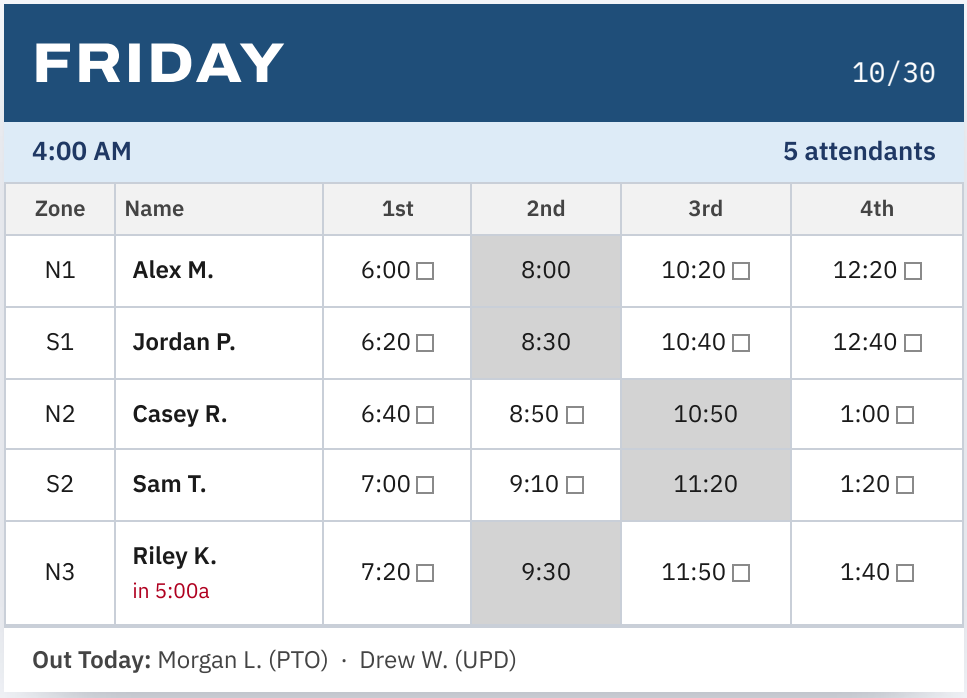
DAILY SCHEDULE CREATOR

Kronos in. A week of ready-to-post break sheets out.

Straight from KRONOS, with the break math DONE, ready to PRINT.

The Daily Schedule Creator is an Excel workbook that turns a raw Kronos schedule export into a week of printed slot attendant break sheets in about two minutes. Export next week, click three buttons, and print. Every daily shows who is coming in at each start time, North and South slots split evenly, three 20-minute breaks and a 30-minute lunch for every slot, staggered so only about 30% of the floor is off at once, and who is out on PTO.

Excel, with macros | Reads the Kronos export as-is | About five minutes a week



FRIDAY 10/30

4:00 AM — **5 attendants**

Zone	Name	1st	2nd	3rd	4th
N1	**Alex M.**	6:00 ☐	8:00	10:20 ☐	12:20 ☐
S1	**Jordan P.**	6:20 ☐	8:30	10:40 ☐	12:40 ☐
N2	**Casey R.**	6:40 ☐	8:50 ☐	10:50	1:00 ☐
S2	**Sam T.**	7:00 ☐	9:10 ☐	11:20	1:20 ☐
N3	**Riley K.** in 5:00a	7:20 ☐	9:30	11:50 ☐	1:40 ☐

Out Today: Morgan L. (PTO) · Drew W. (UPD)

One start time on a daily. Gray is the 30-minute lunch, the small box is the +5 Extended Break. Sample data.

THE OLD WAY AND THE NEW WAY

Stop retyping the schedule. Start from the one payroll trusts.

Day-off swaps, PTO, reduced hours and bought zones often only reach Kronos, so a hand-built copy can be wrong before it is even posted.

BY HAND

Rebuild next week's schedule in a spreadsheet

↓

Hope it matches what is really in Kronos

↓

Work out zones and break times by hand

↓

Post it, then fix what was wrong.

WITH THE DAILY SCHEDULE CREATOR

STEP 1

Export

Next week from Kronos, exactly as Kronos makes it.

STEP 2

Import

One button reads it and keeps only your property's slot attendants.

STEP 3

Create

Seven dailies with zones, breaks and who is out.

STEP 4

Print

Ledger, color and margins are set for you.

The schedule everyone already trusts, turned into sheets you can post.

WHAT YOU GET

Accurate, fair, and ready before the shift starts.

Matches payroll

It reads Kronos directly, so swaps, PTO and reduced hours are already in it. Nobody retypes the schedule, and managers, techs and other jobs in the export are left out automatically.

The break math is done

Three 20-minute breaks and a 30-minute lunch. Each zone alternates two patterns so the lunches are spread, and crews are nudged apart so they do not all walk off together.

North and South, split evenly

Every start time is divided into N1, S1, N2, S2 and so on. A setting decides which zone gets the odd slot.

Bought zones are remembered

Zones bought with MILES are entered once in a shared log with From and Through dates, and carry over week to week. One that just ran out is flagged RENEW?

It handles the oddballs

Short shifts get the right breaks, late starters show "in 8:00p", early outs lose the breaks after they leave, and PTO and UPD days print in an Out Today line.

It catches Kronos mistakes

If a shift looks impossible, such as 6p to 11:30a, it suggests the likely fix, uses it, and tells you to correct Kronos.

ON PAPER

One block per start time, as big as the page allows.

1

A big day banner

The day and date across the top, so the right sheet goes on the right wall.

2

Zone and name

The attendant's zone, which is also their place in the break order, with room to write.

3

1st to 4th off times

The lunch is shaded gray. A dash means a break is skipped because they are not there.

4

The +5 box

A small box beside each 20-minute break to shade when someone uses their one Extended Break.

5

Two days per Ledger sheet

Sun-Mon, Tue-Wed and Thu-Fri on 11x17. Saturday shares its sheet with the Week at a Glance.

6

Week at a Glance

A heat map of the percent of the floor on break every half hour, in green, yellow and red.

COVERAGE ANALYSIS

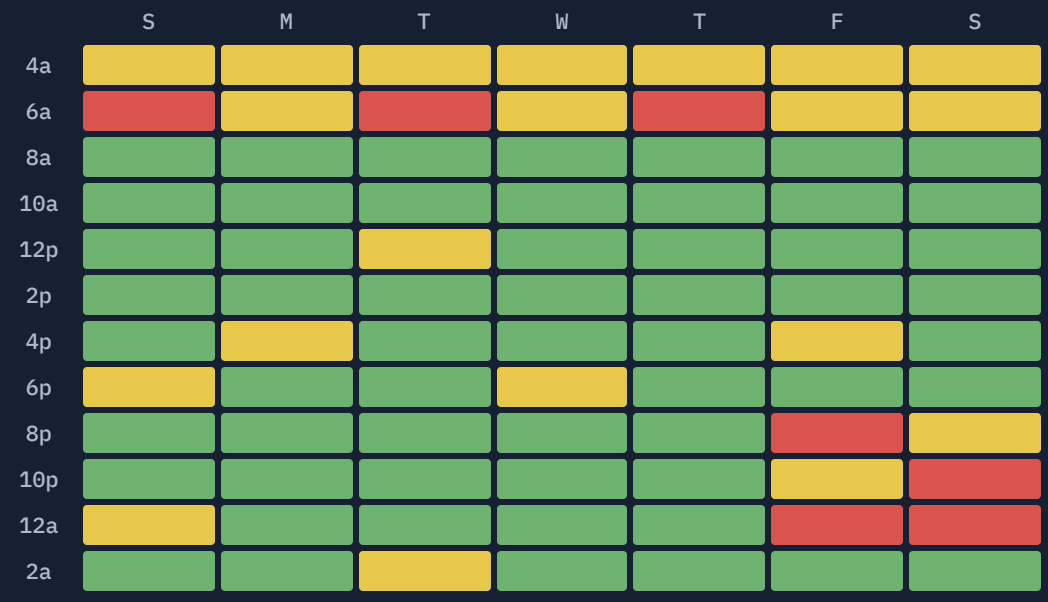
See exactly where the floor is thin, before and after breaks.

Floor Coverage shows how many attendants are scheduled in every half hour of every day. **Break Coverage** shows how many are actually on the floor once breaks and lunches are taken out. Each is one Ledger page with the days across the top, 4a to 4a, so Friday night stays in Friday.

Every cell is colored against the minimum for that time's priority: **High** for the busiest nights, **Medium** for most of the week, **Low** for the early morning. You choose the minimums and which hours are which.

Bold borders outline each priority zone, and the right side of the page is a **watch list** of the thin stretches, worst and highest priority first. On the Break Coverage page, a stretch that only goes short because of breaks is marked so you can tell which problems a different break plan would fix, and which need more people scheduled.

> FRI NIGHT 12:30a-2:00a HIGH
> 8 on floor, need 12 (short 4) breaks



Break Coverage, one week. Green is fine, yellow is at the minimum, red is short. Sample data.

GETTING STARTED

Every week is the same five steps.

1

Export

In Kronos, pick Sunday through Saturday, then Share and export to Excel.

2

Import

Click Import Kronos Export. It lists the week, the shifts, and anything it fixed.

3

Check zones

Bought zones on file show green. Add new purchases or renewals in a few clicks.

4

Create

Create Daily Sheets saves a file named for the week and leaves the Master untouched.

5

Print

Tick the days, preview, print. Two days share a Ledger page.

The Master never changes. It is ready again next week, and each week gets one clean file named for its dates.

It is fair. Full-length attendants still sign into an open slot when they arrive, first come first served. Only the special cases, such as bought zones and short shifts, are placed for them.

Printing sets itself up. It switches to your print setup, sets color, Ledger and zero margins, prints, then switches back.

You stay in control. Break times can be edited on the Break Setup sheet, and every rule is a cell on the Settings tab.

Created by Brandon Kennard

ASM, for supervisors who post the break sheets every week.

support@slotstoolbox.com

The Daily Schedule Creator is an independent personal productivity tool created to help with supervisor duties on a slots floor. It is not an official system of record and is not owned, endorsed, or supported by any employer or gaming enterprise. Break times and coverage numbers are a planning aid and should be checked against the official schedule in Kronos and current procedures. Example data shown is fictional.

Use at your own risk. Suggestions for enhancements, changes, improvements, or fixes are welcome by email with the understanding that none are guaranteed nor should they be expected. No future support for this personal productivity tool is implied or promised.