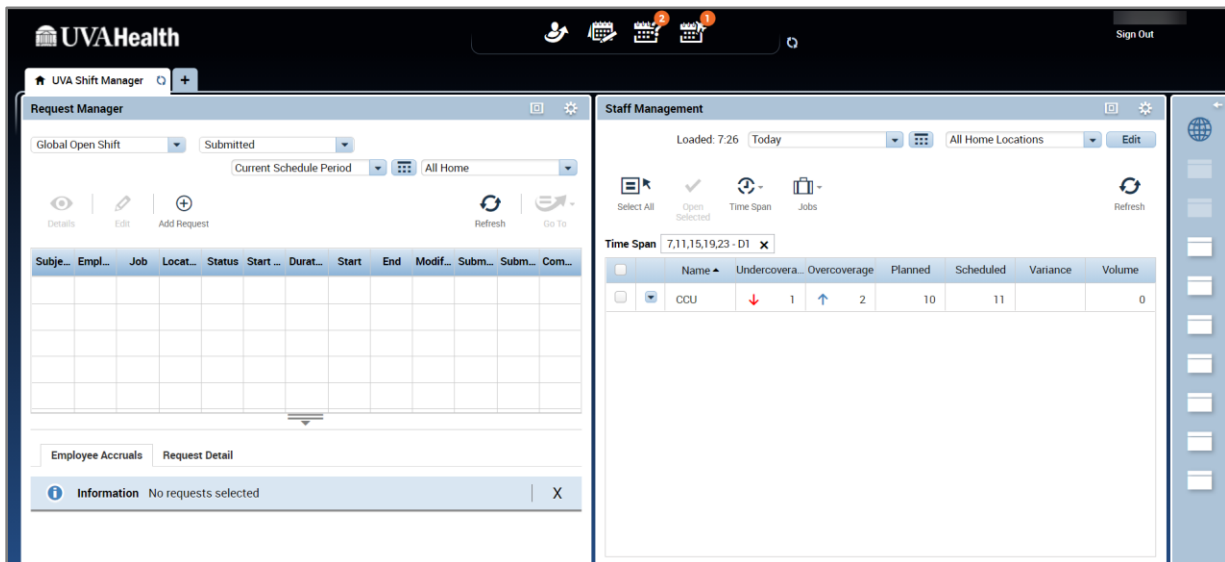


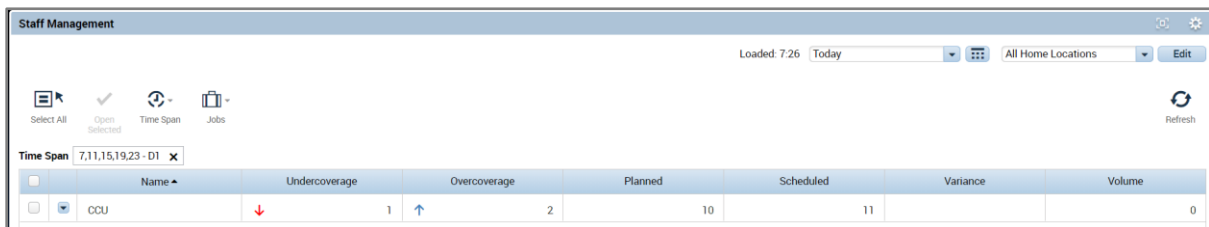
Creating an Open Shift Using the Staff Management Widget

Charge Nurses/Shift Managers/SRO Clerks primarily work from the following widgets in Kronos. The *Staff Management Widget* is used to view team members working the current shift or the next 24 hours. If the charge nurse needs to view the schedule for a longer period of time, the Schedule Planner can be utilized.

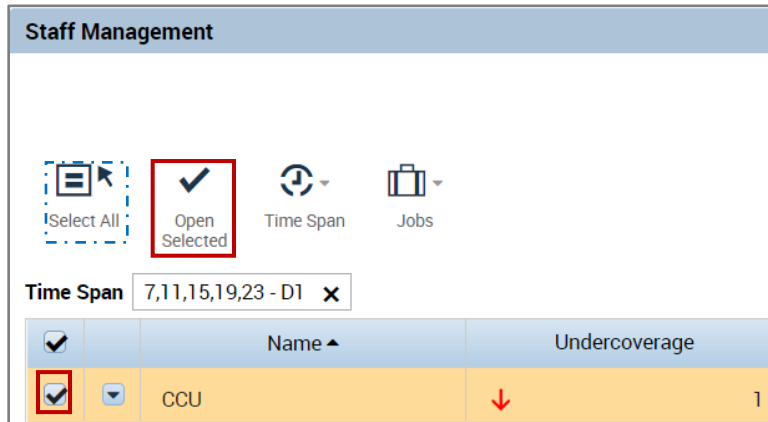
Creating an Open Shift Using the Staff Management Widget



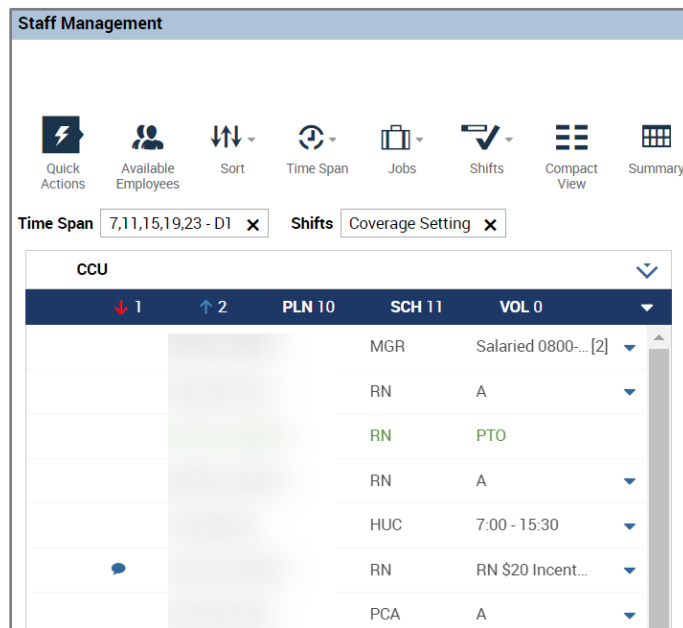
- Maximize  the *Staff Management Widget*




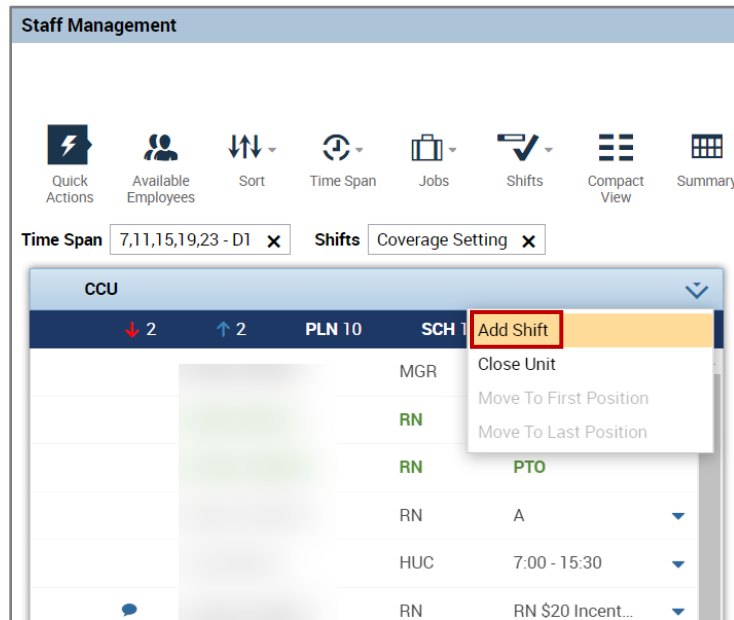
- Check the box beside the unit(s)
 - Choose “Select All” if you would like to view all units
 - Click the *Open Selected* icon



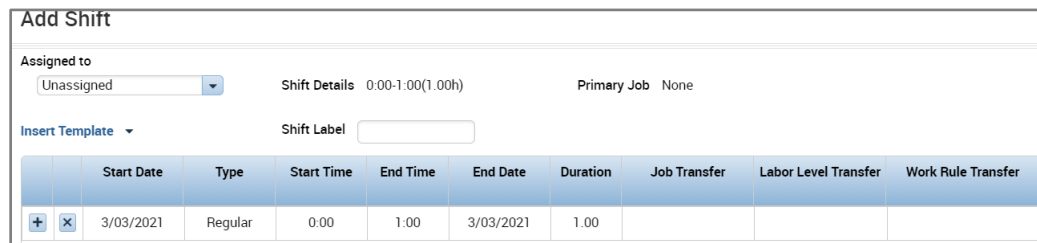
- The view will display team members working in the time span for D1.



- For example, an open shift will be created due to staffing acuity.
 - 0700 – 1930
 - RN
- Click the dropdown  and select *Add Shift*



- The *Add Shift* window opens

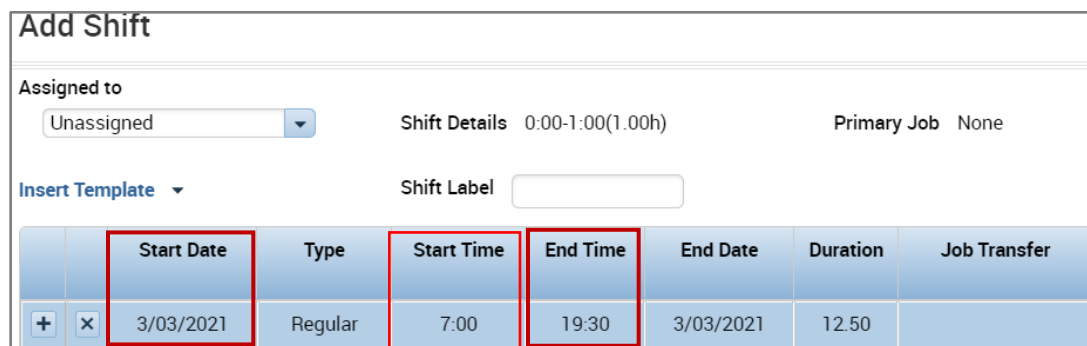


The 'Add Shift' form is shown with the following fields and values:

- Assigned to: Unassigned
- Shift Details: 0:00-1:00(1.00h)
- Primary Job: None
- Insert Template: (dropdown)
- Shift Label: (text input)

| | Start Date | Type | Start Time | End Time | End Date | Duration | Job Transfer | Labor Level Transfer | Work Rule Transfer |
|-----|------------|---------|------------|----------|-----------|----------|--------------|----------------------|--------------------|
| + x | 3/03/2021 | Regular | 0:00 | 1:00 | 3/03/2021 | 1.00 | | | |

- Fill in the information for the shift
 - Verify *Start Date* is correct
 - Add the *Start Time* and *End Time* for the shift



The 'Add Shift' form is shown with updated values. The 'Start Date', 'Start Time', and 'End Time' fields are highlighted with red boxes:

- Assigned to: Unassigned
- Shift Details: 0:00-1:00(1.00h)
- Primary Job: None
- Insert Template: (dropdown)
- Shift Label: (text input)



| | Start Date | Type | Start Time | End Time | End Date | Duration | Job Transfer |
|-----|------------|---------|------------|----------|-----------|----------|--------------|
| + x | 3/03/2021 | Regular | 7:00 | 19:30 | 3/03/2021 | 12.50 | |

- Click the *Job Transfer* field dropdown to select the job
 - Click *Search*



| Duration | Job Transfer | Labor Level Transfer | Work Rule Transfer |
|----------|-------------------------------|----------------------|--------------------|
| 12.50 | <input type="text" value=""/> | | |

UVAHS/MC/PCS/ICU/CCU/COM

- Expand the  to locate the unit
- Expand  to view the jobs in the unit
- Scroll down to find the job

Transfer

Job
Labor Account
Work Rule

Job Transfer | Labor Account | Work Rule

- HEART 4/03/2017 - Forever
- ICU 4/03/2017 - Forever
 - RN 4/03/2017 - Forever
 - SM 4/03/2017 - Forever
 - PCA 4/03/2017 - Forever
 - HUC 4/03/2017 - Forever
 - COMP 4/03/2017 - Forever
 - Donning Doffing Basic 4/03/2017 - Forever
 - Donning Doffing Adv 4/03/2017 - Forever
 - SPU Resource Support 4/03/2017 - Forever
 - SPU Access Support 4/03/2017 - Forever

- Once the job is selected, click *Apply*

Add Shift

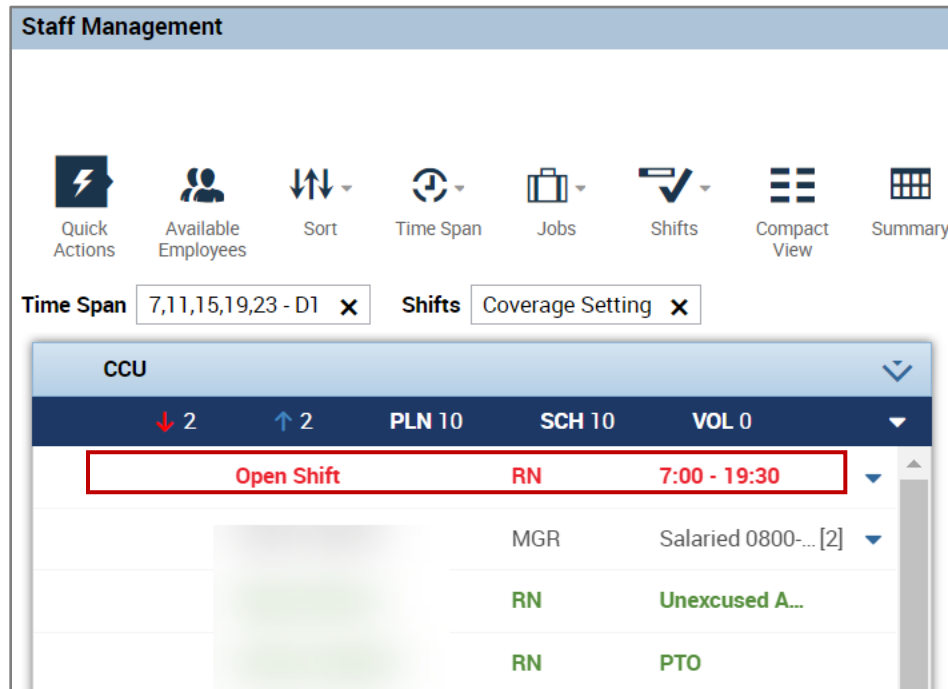
Assigned to: Shift Details: 7:00-19:30(12.50h) Primary Job: None

Insert Template: Shift Label:

| | Start Date | Type | Start Time | End Time | End Date | Duration | Job Transfer | Labor Level Transfer | Work Rule Transfer |
|-----|------------|---------|------------|----------|-----------|----------|--------------------|----------------------|--------------------|
| + x | 3/03/2021 | Regular | 7:00 | 19:30 | 3/03/2021 | 12.50 | .../PCS/ICU/CCU/RN | | |

Comments (0) [Add Comment](#)

- If a *Work Rule Transfer* is needed, the Work Rule can be entered by clicking into the *Work Rule Transfer* dropdown
 - However, no *Work Rule* is needed for this example
- Click Apply
- The *Open Shift* for the RN job from 0700-1930 is located in red at the top of the *Staff Management Widget*



The screenshot shows the 'Staff Management' interface. At the top, there are several icons for 'Quick Actions', 'Available Employees', 'Sort', 'Time Span', 'Jobs', 'Shifts', 'Compact View', and 'Summary'. Below these are two dropdown menus: 'Time Span' with the value '7,11,15,19,23 - D1' and 'Shifts' with the value 'Coverage Setting'. The main content area is titled 'CCU' and shows a table with columns for 'PLN 10', 'SCH 10', and 'VOL 0'. The first row in the table is highlighted in red and contains the text 'Open Shift', 'RN', and '7:00 - 19:30'. Below this row, there are other rows with 'MGR', 'RN', and 'PTO' labels.

Additional Questions?

- Call the Help Desk at 434-924-5334
OR
- Go to KNOWLEDGELINK and enter a ticket online



See job aid located on the *Kronos Welcome Page* titled:
Submit a Help Desk Ticket On-line