



Entering a Call Out in 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.

Enter a Call Out in the Staff Management Widget

€ UVAHealth	3	🗭 📽 👘 🖉 o 🛛 si	gn Out
🕈 UVA Shift Manager 🛇 🕂			
Request Manager	•	Staff Management	*
Global Open Shift 🔹 Submitted 👻		Loaded: 7:26 Today 💌 📰 All Home Locations 💌 🖪	idit
Current Schedule Period 🔹 🥅 All Home	•		
\odot \checkmark \oplus		Select All Open Time Shan Jobs Bet	C) fresh
Details Edit Add Request	Refresh Go To	Selected Selected	
Subie Empl Job Locat Status Start Durat Start End Modif St	ubm Subm Com	Time Span 7,11,15,19,23 - D1 🗙	
		Name Vindercovera Overcoverage Planned Scheduled Variance Volur	ne
		CCU 1 1 2 10 11	0
Employee Accruals Request Detail			
Information No requests selected	X		
			[

Maximize 💷 the *Staff Management Widget*

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▼ Edit
Ð
Refresh
Volume
0





- Check the box beside the unit(s) to open
 - Click the *Open Selected* icon
 - o Select All may be utilized if all units that are available are needed

Staff Mana	gement				
Select All	Open Selected Time Span 7,11,15,19,23 - D1 ×	Jobs			
	Name 🔺			Undercoverage	
	CCU		\mathbf{V}		1

• Team members working the designated time frame are listed (D-1 in this case)

Staff Mana	gement						
7 Quick Actions	Available Employees	↓↑↓ - Sort	Q • Time Span	Jobs	Shifts	Compact View	Summary
Time Span	7,11,15,19,2	3 - D1 🗙	Shifts (Coverage Setti	ing 🗙		
CCI	J						\checkmark
	J 1	↑ 2	PLN 10	SCH 11	VOL	0	-
				MGR	Salarie	d 0800 [2]	▼ ▲
				RN	А		-
				RN	PTO		
				RN	А		-
				HUC	7:00 - 1	5:30	-
	•			RN	RN \$20	Incent	-
				PCA	А		-

- In our example, a RN working 7:30am 7:30pm (A) called out for their shift
 - To enter a call out for the team member, highlight the team member's name





Right click and select Add Pay Code



- Complete the following fields
 - Make sure the *Effective Date* is correct
 - Unexcused Absence Unpaid is in the Pay Code field

Assigned to		
Cady, Kristin A		
Effective Date:*	3/03/2021	
Pay Code:*	Cancel - Mandatory - Unp	
Amount (HH.hh):*	Search	
	Cancel - Mandatory - Unpaid	
	Cancel - Mandatory - PTO	
	Cancel - Voluntary - Unpaid	
	Cancel - Voluntary - PTO	
	PTO Unexcused	
Start Time:*	Unexcused Absence Unpaid	
	Transfer Job:	-
	Transfer Labor Level:	•
Comments (0) Add Comm	ent de la constance de la const	

- Enter 12.0 hours in the Amount (HH.hh) field
 - Team member's shift was from 0700-1930
 - Do not add the 30 min meal break
- *Enter a Start Time* of 0730 The start must be 30 minutes after the start of the team member's scheduled shift
- Uncheck Create Open Shift
- Select Partial Shift instead of Full Shift



- Comments field is optional
- When all fields are correct, select Apply

Add Pay Code				
Assigned to				
Effective Date:*	3/03/2021			
Pay Code:*	Unexcused Absend	ce Unp 💌		
Amount (HH.hh):*	12.00	•		
	Create Open Sh	hift		
	Override Shift		Unavailable Start Time:	7:00
	🔘 Whole Shift	Partial Shift	Unavailable Amount (HH.hh):	24.0
Start Time:*	7:30			
		Transf	er Job:	•
		Transf	er Labor Level:	•
Comments (0) Add Comment				
				Cancel Apply

• The team member's name with the pay code *Unexcused Absence* displays in the *Staff Management Widget*

Staff Mana	igemen	t				
9 Quick Actions	Availa Employ	ble Sort	Q Time Span	Jobs	Shifts Compact View	Summar
Time Span	7,11,15	i,19,23 - D1 🗙	Shifts	Coverage Setti	ng 🗙	
CCI	J					Ň
	<mark>↓</mark> 2	<u>↑</u> 2	PLN 10	SCH 10	VOL 0	-
				MGR	Salaried 0800[2]	•
				RN	Unexcused A	
				RN	РТО	
				RN	А	•
				HUC	7:00 - 15:30	•
	•			RN	RN \$20 Incent	-
				PCA	A	•

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To add an Open Shift (when necessary):

• Click the dropdown Sand select Add Shift

Staff Mana	gement						
5	2	↓ ↑↓ -	()	-	₹.	≣≣	
Quick Actions	Available Employees	Sort	Time Span	Jobs	Shifts	Compact View	Summary
Time Span	7,11,15,19,	23 - D1 🗙	Shifts C	overage Se	etting 🗙		
CCI	J						v
	4 2	<u>↑</u> 2	PLN 10	SCH 1	Add Shift		
				MGR	Close Unit	-	
				DN	Move To Fi	rst Position	
				nn	Move To La	ast Position	
				RN	РТО		
				RN	А		•
				HUC	7:00 -	15:30	•
	•			RN	RN \$2	0 Incent	-

• The *Add Shift* window opens

Assianed t	0								
Unassi	gned	-	Shift Details	0:00-1:00(1.00)h)	Primary	Job None		
nsert Tem	plate 👻		Shift Label						
	Start Data	Туре	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
	Start Date								

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

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Add Sh	nift						
Assigned t	0						
Unassi	gned	•	Shift Details	0:00-1:00(1.00	Dh)	Primary	Job None
Insert Tem	plate 🔻		Shift Label				
	Start Date	Туре	Start Time	End Time	End Date	Duration	Job Transfer
+ ×	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	•		
	UVAHS/MC/PCS/ICL Search	I/CCU/CON	

- Open the 🛨 to locate the unit
- Click 主 to view the job within the unit Scroll down to find the job

Job Labor Account Work Rule Job Transfer Labor Account Work Rule HEART 4/03/2017 - Forever ICU 4/03/2017 - Forever CCU 4/03/2017 - Forever
Job Transfer Labor Account Work Rule + HEART 4/03/2017 - Forever - ICU 4/03/2017 - Forever - CCU 4/03/2017 - Forever
HEART 4/03/2017 - Forever ICU 4/03/2017 - Forever CCU 4/03/2017 - Forever
ICU 4/03/2017 - Forever CCU 4/03/2017 - Forever
- CCU 4/03/2017 - Forever
RN 4/03/2017 - Forever
SM 4/03/2017 - Forever
O PCA 4/03/2017 - Forever
HUC 4/03/2017 - Forever
OCMP 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
Canaal



• Once the job is selected, click *Apply*

Unassigned sert Template		Shift Details 7:00-19:30(12.50h)			Primary Job None				
	Start Date	Туре	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfe
+ ×	3/03/2021	Regular	7:00	19:30	3/03/2021	12.50	/PCS/ICU/CCU/RN		

- 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 job
- Click Apply
- The *Open Shift* for the RN job from 0700-1930 is located in red at the top of the *Staff Management Widget*



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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*