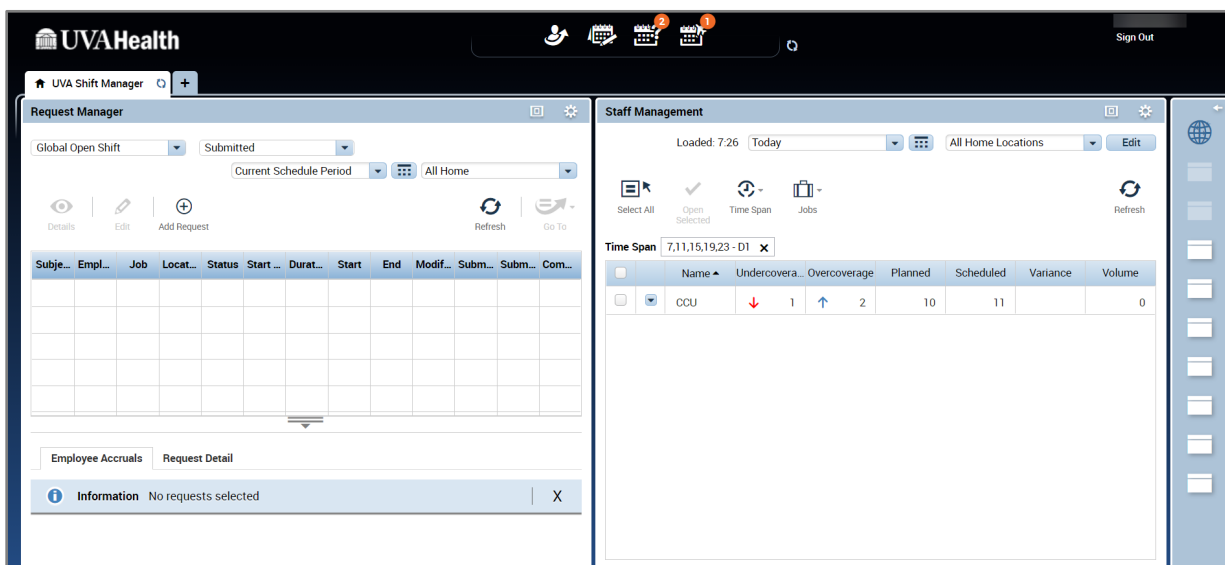


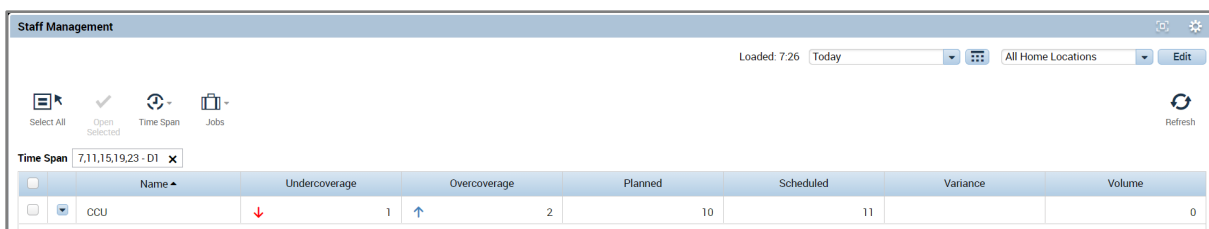
# Entering a Call Out in the Staff Management Widget

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.

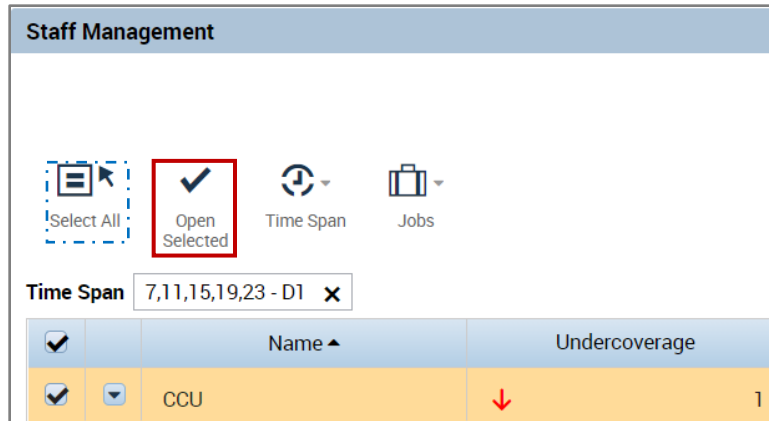
## Enter a Call Out in the Staff Management Widget



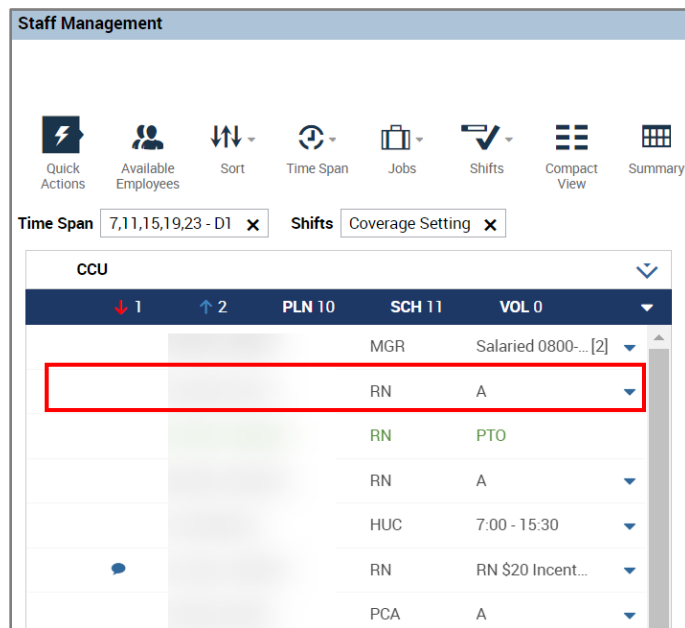
- Maximize  the *Staff Management Widget*



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

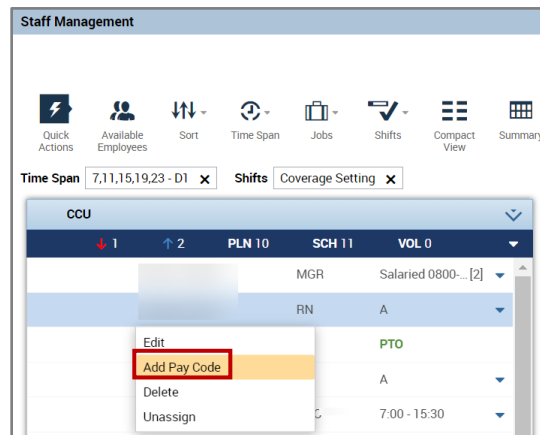


- Team members working the designated time frame are listed (D-1 in this case)

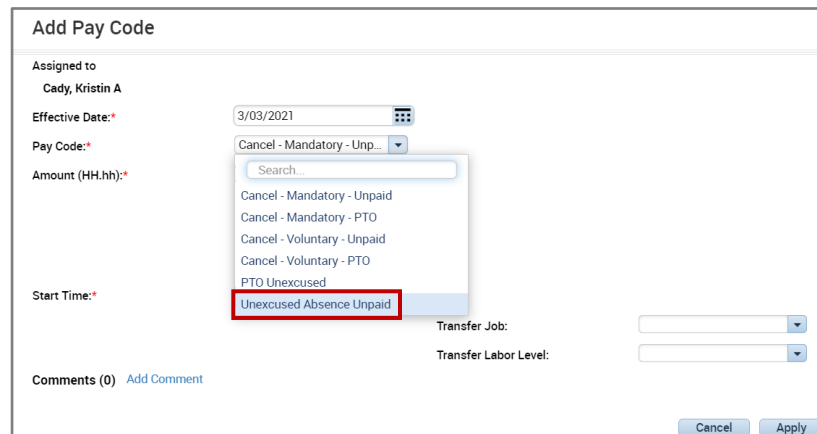


- In our example, a RN working 7:30am - 7:30pm (A) called out for their shift
  - To enter a call out for the team member, highlight the team member's name

- 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



- 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: [Redacted]

Effective Date:\*

Pay Code:\*

Amount (HH.hh):\*

Create Open Shift

Override Shift

Whole Shift  Partial Shift

Start Time:\*

Unavailable Start Time:

Unavailable Amount (HH.hh):

Transfer Job:

Transfer Labor Level:

Comments (0) [Add Comment](#)

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

**Staff Management**

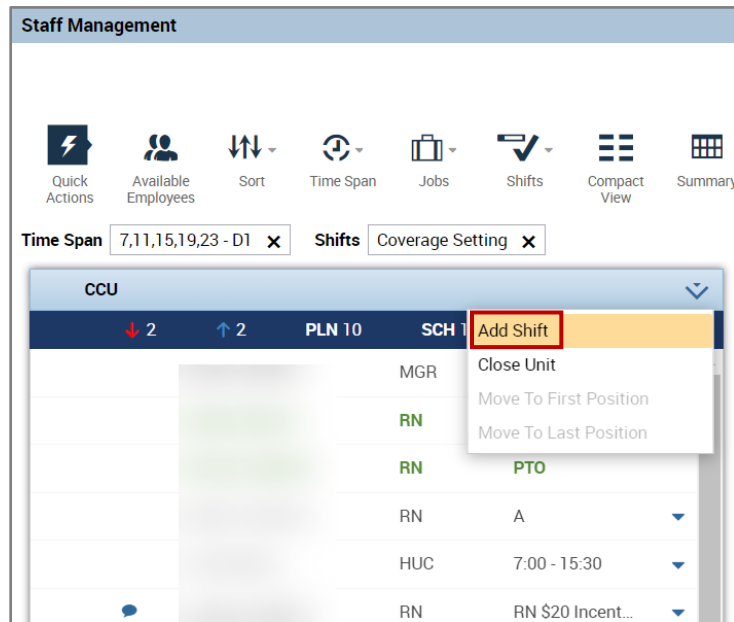
Quick Actions Available Employees Sort Time Span Jobs Shifts Compact View Summary

Time Span 7,11,15,19,23 - D1 x Shifts Coverage Setting x

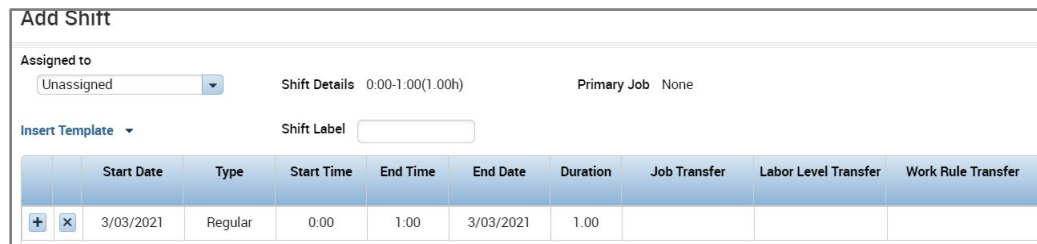
CCU		PLN 10	SCH 10	VOL 0
	MGR	Salaried 0800-... [2]		
	RN	Unexcused A...		
	RN	PTO		
	RN	A		
	HUC	7:00 - 15:30		
	RN	RN \$20 Incent...		
	PCA	A		

**To add an Open Shift (when necessary):**

- Click the dropdown  and select *Add Shift*



- The *Add Shift* window opens



- 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



### Add Shift

Assigned to:  Shift Details: 0:00-1:00(1.00h) Primary Job: None

Insert Template:  Shift Label:

	Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer
<input type="button" value="+"/> <input type="button" value="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"/>		
	<input type="text" value="Search"/>		

- Open the  to locate the unit
- Click  to view the job within 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
  - CCU 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: Unassigned 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](#)


Cancel Apply


- 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*


**Staff Management**


  
Quick Actions


  
Available Employees


  
Sort

  
Time Span

  
Jobs

  
Shifts

  
Compact View

  
Summary

Time Span 7,11,15,19,23 - D1 x      Shifts Coverage Setting x

**CCU**

↓ 2	↑ 2	PLN 10	SCH 10	VOL 0
<b>Open Shift</b>		<b>RN</b>	<b>7:00 - 19:30</b>	▼
		MGR		Salaried 0800-... [2] ▼
		RN		Unexcused A...
		RN		PTO



## 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*