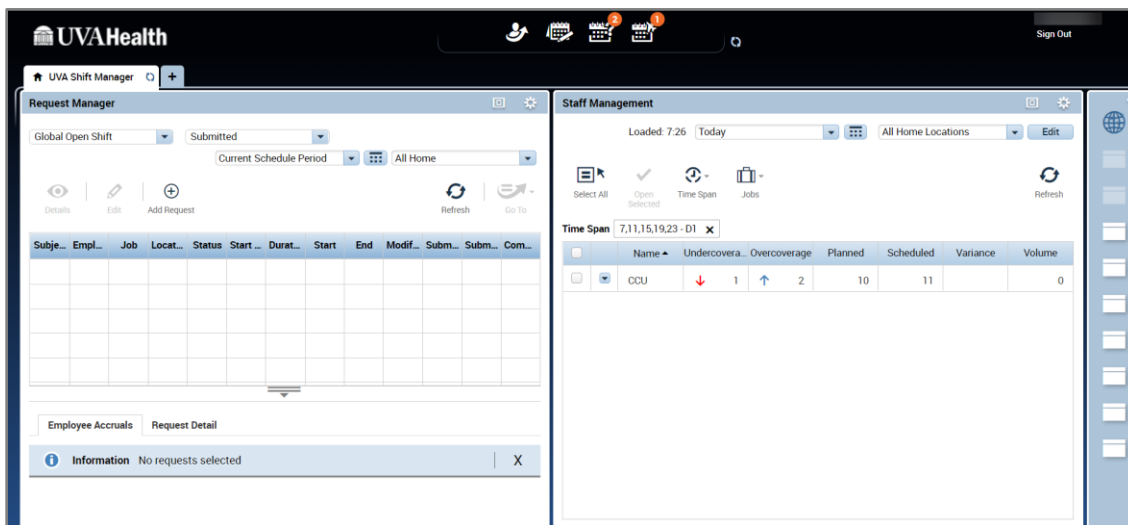



# Floating a Team Member Using the Staff Management Widget

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.

## Floating a Team Member Using the Staff Management Widget



- From the right hand corner of the *Staff Management Widget*, click  to maximize the screen
- Check the box beside the unit(s)
  - Choose “*Select All*” if the team member needs to view all units
  - Click the *Open Selected* icon

**Staff Management**

Select All  Open Selected  Time Span  Jobs

Time Span 7,11,15,19,23 - D1

| <input checked="" type="checkbox"/> | Name | Undercoverage |
|-------------------------------------|------|---------------|
| <input checked="" type="checkbox"/> | CCU  | ↓ 1           |

- Hover over the team member's name to see the details for the shift

**CCU**

↓ 2 ↑ 1 PLN 10 SCH 9 VOL 0

Open Shift

Primary job: UVAHS/MC/PCS/ICU/CCU/RN

Wed 3/10 A

7:00: [12.5 h] Regular, UVAHS/MC/PCS/ICU/CCU/RN

RN A

- Right click on the name of the team member that will be floated
  - Select *Edit*

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

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

**CCU**

↓ 2 ↑ 1 PLN 10 SCH 9 VOL 0

|            |     |                       |
|------------|-----|-----------------------|
| Open Shift | PCA | A                     |
|            | MGR | Salaried 0800-... [2] |
|            | RN  | Unavailable ...       |
|            | RN  | A                     |
|            |     | PTO                   |
|            |     | A                     |
|            |     | 7:00 - 15:30          |

Edit  
Add Pay Code  
Delete  
Unassign



- The *Edit Shift* template opens
  - If the team member is going to be transferred for the entire shift, a job transfer can be entered for the entire shift.

### Edit Shift

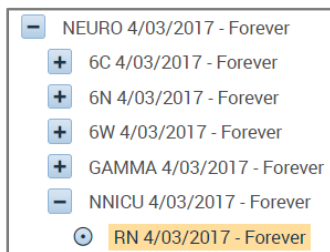
Assigned to:  Shift Details: 7:00-19:30(12.50h) Primary Job: UVAHS/MC/PCS/ICU/CCU/RN

Insert Template:  Shift Label:

|                                                                   | Start Date | Type    | Start Time | End Time | End Date  | Duration | Job Transfer | Labor Level Transfer | Work Rule Transfer |
|-------------------------------------------------------------------|------------|---------|------------|----------|-----------|----------|--------------|----------------------|--------------------|
| <input type="button" value="+"/> <input type="button" value="x"/> | 3/10/2021  | Regular | 7:00       | 19:30    | 3/10/2021 | 12.50    |              |                      |                    |

Comments (0) [Add Comment](#)

- If the transfer is for 4 (or 8) hours, follow the steps below:
  - In this case the RN is going to be floated to NNICU
  - Click (+) next to Neuro to view the units listed under Neuro
  - Click (+) next to NNICU to view the jobs within the NNICU
  - Select the RN job and select *Apply*



- Change the time for the shift to 0700-1100
- Use the  to add another line
- Make sure the *Start Time* for the new line is 1100 and *End Time* is 1930
  - The job transfer field can remain empty if the team member is returning to their primary job



**Edit Shift**


Assigned to: [Dropdown] Shift Details: 7:00-19:30(12.50h) Primary Job UVAHS/MC/PCS/ICU/CCU/RN

Insert Template: [Dropdown] Shift Label: A

|   | Start Date | Type     | Start Time | End Time | End Date  | Duration | Job Transfer   | Labor Level Transfer | Work Rule Transfer |
|---|------------|----------|------------|----------|-----------|----------|----------------|----------------------|--------------------|
| + | 3/10/2021  | Transfer | 7:00       | 11:00    | 3/10/2021 | 4.00     | NEURO/NNICU/RN |                      |                    |
| + | 3/10/2021  | Regular  | 11:00      | 19:30    | 3/10/2021 | 8.50     |                |                      |                    |

Comments (0) [Add Comment](#)

Cancel Apply

The team member will display in NNICU during the timespan D1 with a  to indicate the team member has been transferred out of their primary job for a portion of the shift

## 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*