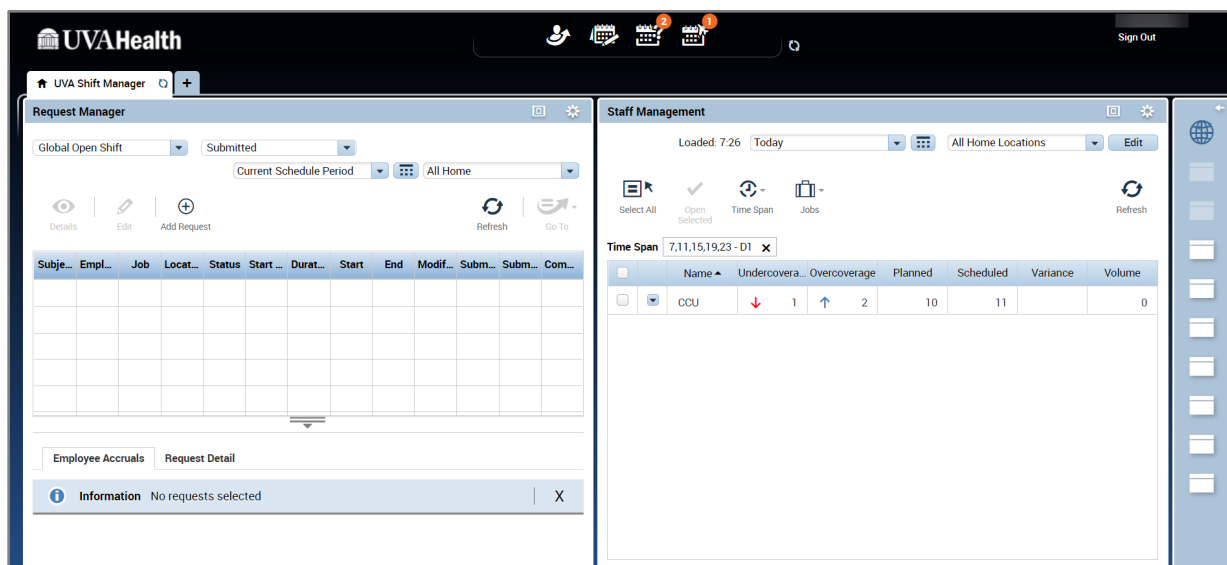


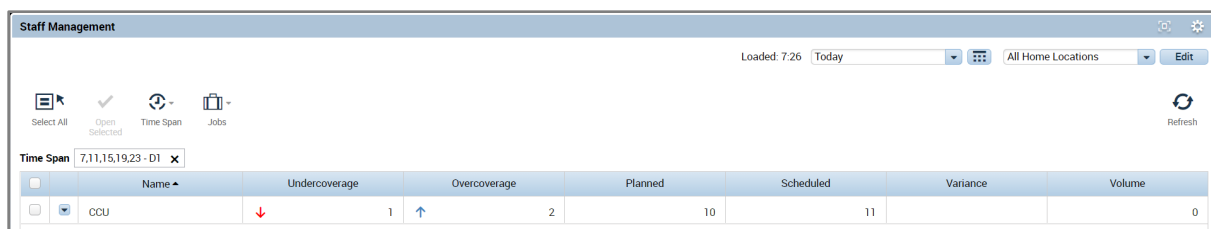
# Low Census Cancellation Using the Staff Management Widget

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.

## Low Census Cancellation Using the Staff Management Widget

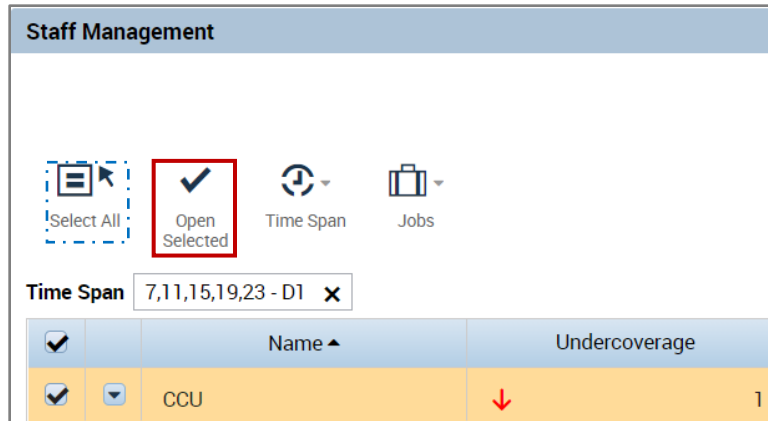


- Maximize  the *Staff Management Widget*

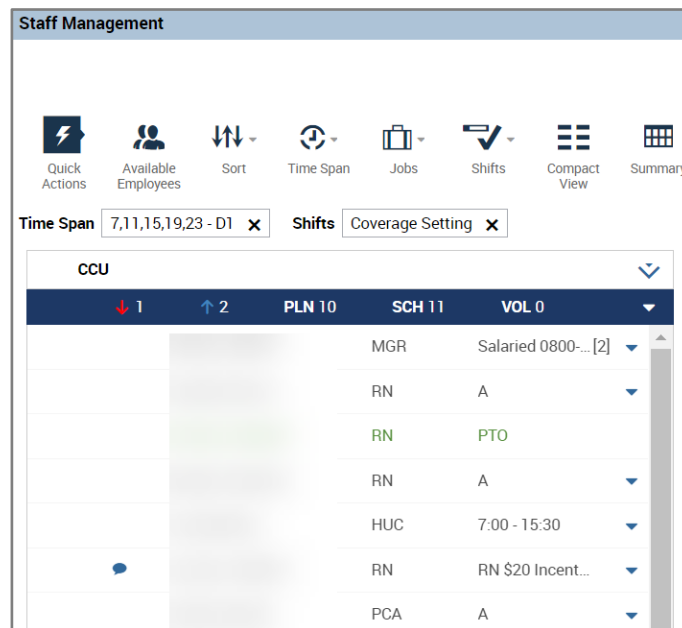




- Check the box beside the unit(s) to open
  - Click the *Open Selected* icon
  - *The icon Select All* may be utilized if all units that are available are needed



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



- In our example, a team member will be cancelled due to low census.
  - The team member is working from 0700 – 1930

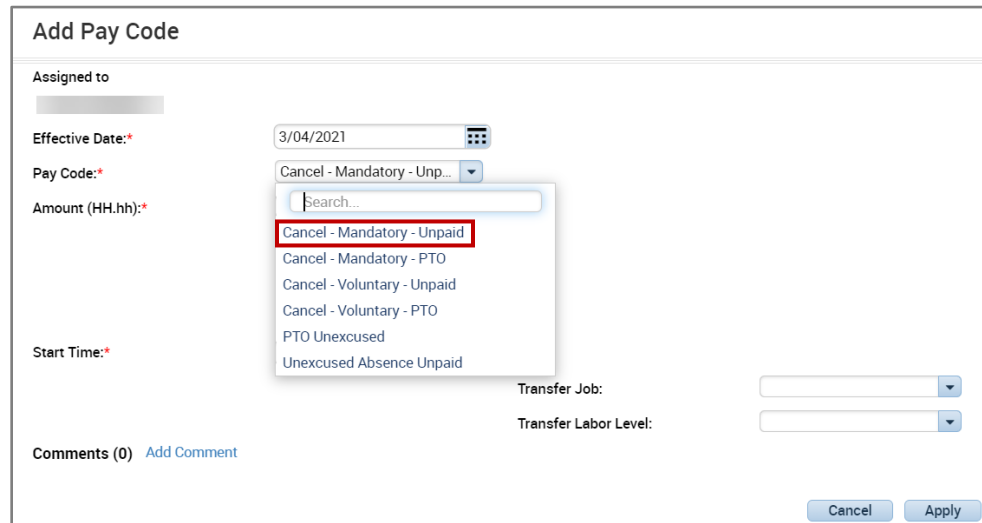


- To cancel the first four hours of the team member's shift, right click on the team member's name
  - Select *Add Pay Code*

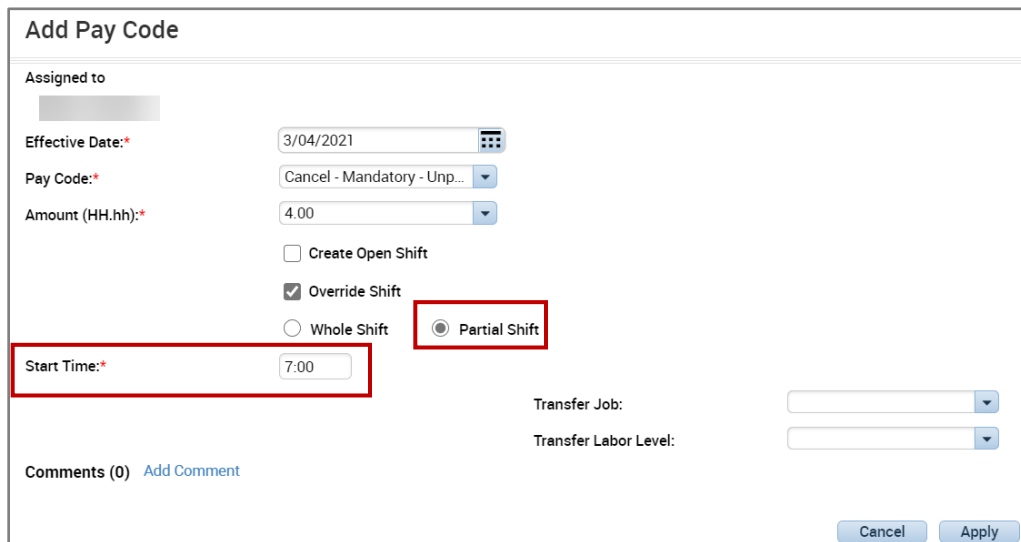
CCU				
↓ 1	↑ 2	PLN 10	SCH 11	VOL 0
		MGR	Salaried 0800-... [2]	
		RN	A	
		RN	A	
		RN	RN \$20 Incent...	
			A	
			<b>PTO</b>	
			A	

- Edit
- Add Pay Code
- Delete
- Unassign

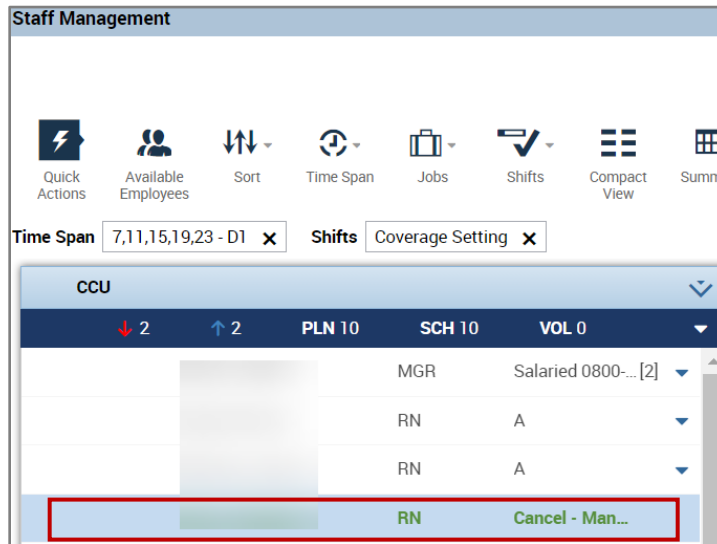
- Select the Cancel – Mandatory – Unpaid (for illustration)
  - Either the Charge Nurse, manager, AA, or timekeeper has the ability to edit the Pay Code as needed
    - Verify the date is correct
    - If the team member wants to use PTO, choose Cancel – Mandatory – PTO
      - Talk with Manager, timekeeper or AA about appropriate use of the two Cancel – Voluntary options

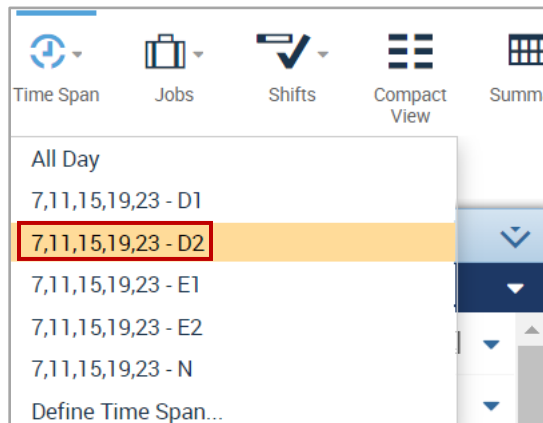
- Enter 4.0 in the *Amount (HH.hh)* field for the 0700-1100 timeframe.
- Uncheck *Create Open Shift*
- Check *Partial Shift*
- *Start Time* 0700
- Verify all entries are correct then select *Apply*



- The *Staff Management Widget* displays the *Low Census Cancellation*



- Change the Time Span to D2



- The remainder of the team member’s shift shows up in the D2 *Time Span*
  - If the team member needs to be cancelled for the next 4 hours or the rest of the shift repeat the process



**Staff Management**

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

Time Span 7,11,15,19,23 - D2 ✕ Shifts Coverage Setting ✕

CCU

↓ 1	↑ 2	PLN 10	SCH 11	VOL 0
			MGR	Salaried 0800-... [2]
			RN	A
			RN	A
			RN	11:00 - 19:30

## 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*