

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

â UVA Health	&		Sign Out
★ UVA Shift Manager O +			
Request Manager	□ ‡	Staff Management	
Global Open Shift 🔹 Submitted 💌		Loaded: 7:26 Today 🔹 🧰 All Home Locations 💌	Edit
Current Schedule Period	Refresh	Select All Open Time Span 7,11,15,19,23 - D1 X	Refresh
Subje Empl Job Locat Status Start Durat Start End Modif Su	bm Subm Com	Name Vundercovera Overcoverage Planned Scheduled Variance	Volume
		□ 💌 CCU 🤳 1 ↑ 2 10 11	0
Employee Accruals Request Detail			
Information No requests selected	X		

Maximize 💷 the Staff Management Widget

U
▼ Edit
Ð
Refresh
Volume
0





- 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

Staff Mana	gement				
Select All	Open Selected Time Span 7,11,15,19,23 - D1 🗙	Jobs			
	Name 🔺			Undercoverage	
	CCU		\checkmark		1

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

Staff Mana	gement						
Quick Actions	Available Employees	Sort	Q • Time Span	Jobs	Shifts	Compact View	Summary
Time Span	7,11,15,19,2	23 - D1 🗙	Shifts (Coverage Setti	ing 🗙		
CCI	J						Ň
	4 1	↑ 2	PLN 10	SCH 11	VOL	0	-
				MGR	Salaried	0800[2]	•
				RN	А		•
				RN	PTO		
				RN	А		•
				HUC	7:00 - 15	:30	•
	•			RN	RN \$20	Incent	•
				PCA	A		•

- 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					Ň
41	<u>↑</u> 2	PLN 10	SCH 11	VOL 0	-
			MGR	Salaried 0800 [2]	•
			RN	А	•
			RN	А	•
•			RN	RN \$20 Incent	•
	Edit			А	•
	Add Pay Co Delete	de		РТО	
	Unassign			А	•

- 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



Add Pay Code			
Assigned to			
Effective Detect	3/04/2021		
Effective Date."	3/04/2021		
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 L	abor Level:	•
Comments (0) Add Comment			
			Cancel Apply

- 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*

Add Pay Code			
Assigned to			
Effective Date:*	3/04/2021		
Pay Code:*	Cancel - Mandatory	/ - Unp 💌	
Amount (HH.hh):*	4.00	•	
	Create Open Sh	ift	
	🗹 Override Shift		
	🔘 Whole Shift	Partial Shift	
Start Time:*	7:00		
		Transfer Job:	· · · · · · · · · · · · · · · · · · ·
		Transfer Labor Level:	
Comments (0) Add Comment			
			Cancel Apply

• The Staff Management Widget displays the Low Census Cancellation





Staff Mana	agement					
Quick	Available Employees	↓↑↓ - Sort	२ . Time Span	Jobs	Shifts Compact View	Summa
Time Span	7,11,15,19,2	23 - D1 🗙	Shifts C	overage Setti	ng 🗙	
CCI	U					Ň
	4 2	<u>↑</u> 2	PLN 10	SCH 10	VOL 0	-
				MGR	Salaried 0800 [2]	•
				RN	А	•
				RN	А	•
				RN	Cancel - Man	

• 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 Mana	agement					
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Quick Actions	Available Employees	Sort	Time Span	Jobs	Shifts Compact View	Summa
Time Span	7,11,15,19,3	23 - D2 🗙	Shifts 0	overage Set	ting 🗙	
CCI	U					v
	4 1	↑ 2	PLN 10	SCH 11	VOL 0	-
				MGR	Salaried 0800[2]	•
				RN	А	•
				RN	А	•

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