Shift Manager Reports

Frequently Used by Shift Managers

Some of the common reports that a shift manager might use during the shift are:

- Staffing Sheet - Daily
    - Shows the team members and shifts broken up by Zone and Job

- Staffing Sheet Detail – Daily
    - Shows a bar graph of the scheduled hours by job in hourly format

- UVA Daily Scheduling- 5/12/2017
    - Color coded by day/shift and job

- UVA Staffing Worksheet w SC- 5/12/2017
    - Shows team members by shift - details job and Skills/Certifications

Note: If a date is part of the title it shows the last time the report configuration was altered.
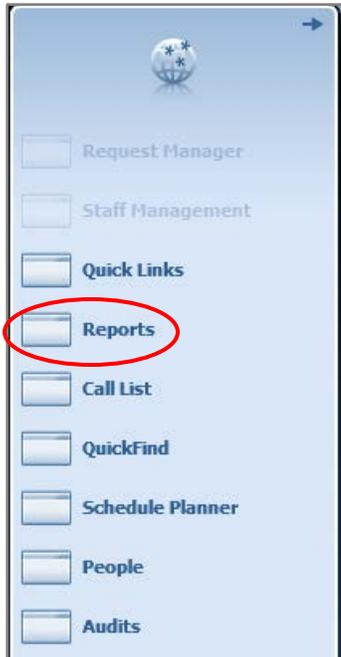
How to Access Shift Manager Reports

- From the main log in screen, open up the related items pane on the right by clicking the arrow
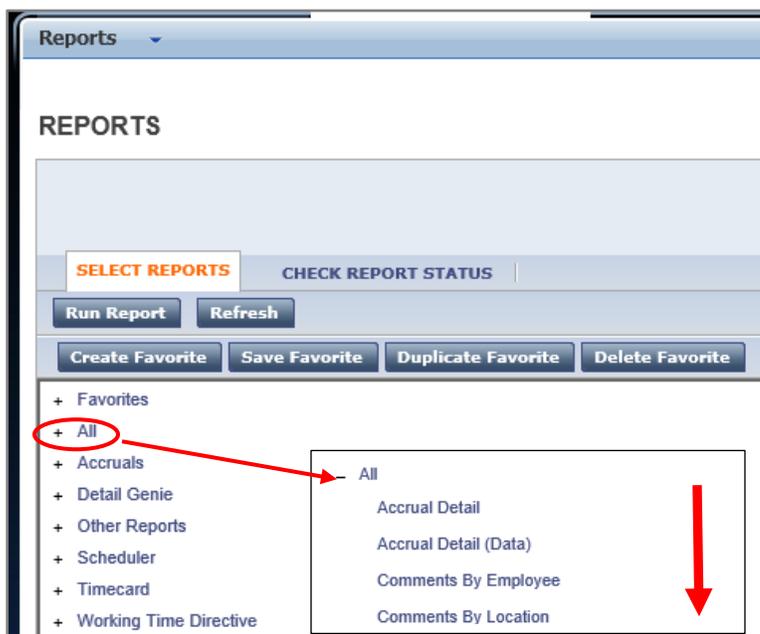
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- Select reports and the reports widget will open

- The easiest place to locate these reports alphabetically is under *All* on the *Select Reports* screen

- Open the (+) Icon and scroll

Note: List of 7 most commonly used reports in the *All* reports menu

Staffing Sheet - Daily

Staffing Sheet Detail - Daily

Staffing Sheet - Weekly

UVA Cancellation Report - 05/12/2017

UVA Companion Requests - Open Shifts

UVA Daily Scheduling - 05/12/2017

UVA Staffing Worksheet complete w SC - 05/12/2017

Staffing Sheet Daily Report

- *Staffing Sheet Daily* is the most generic report

- The report provides *the zone, job, team member, and shift*
  - o Displays the planned/variance as well as by job and zone

Staffing Sheet - Daily

Time Period: 11/12/2018

			3W - 11/12/2018
Span	**Job**	**Employee**	**Start Time - End Time**
D1	RN		7:00 AM-7:30 PM
			7:00 AM-7:30 PM
			7:00 AM-7:30 PM
			7:00 AM-7:30 PM
			7:00 AM-7:30 PM
			7:00 AM-7:30 PM
	Planned	7.00	
	Variance	-1.00	
D1	SM		
	Planned	1.00	
	Variance	-1.00	
D1	CNS		
			7:00 AM-11:00 AM
	Planned	0.00	
	Variance	1.00	
D1	PCA		
			7:00 AM-7:30 PM
			7:00 AM-7:30 PM
			7:00 AM-7:30 PM
			7:00 AM-7:30 PM
			7:00 AM-7:30 PM
	Planned	4.00	
	Variance	1.00	
D1	HUC		

- The shift manager only needs to select the appropriate location and the timeframe

STAFFING SHEET - DAILY

Description	Shows daily staffing details for the selected locations. The schedule and variance from plan are listed by job for each shift or schedule zone.
People	All Home Locations ▾
Time Period	Specific Date ▾ 11/12/2018
Display Workload Data Only	No ▾
Show Zero In Rows	No ▾
Output Format	Adobe Acrobat Document(.pdf) ▾

Staffing Sheet Detail Daily Report

- The Staffing Sheet Detail Daily provides a coverage view of the team members and their scheduled hours in 15 minute increments
    - The report has a separate area with the variance numbers

Summary of location:																					11/12/2018	
Job		7.00				8.00				9.00				10.00				11.00				
AA	Planned	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	0	1	1
	Scheduled	0	0	0	0	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1
	Variance	0	0	-1	-1	-1	-1	-1	-1	-1	-1	0	0	0	0	0	0	1	1	0	0
ANM	Planned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Scheduled	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Variance	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
CNS	Planned	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Scheduled	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
	Variance	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

- When generating this report, the shift manager has more options on the selection criteria screen
    - Location and time period are the key elements
        - Options are available to select:
            - Full or short name of employee
            - Start time of the view
            - Length of time to show on the report

STAFFING SHEET DETAIL - DAILY

Description	Shows daily staffing details for the selected location and time period. The
People	Selected Locations ▾ [Select]
Time Period	Specific Date ▾ 11/12/2018 📅
Employee Name Option	Full ▾
Start Time	0:00 ▾
Number Of Hours	24 ▾
Output Format	Adobe Acrobat Document(.pdf) ▾

UVA Daily Scheduling – 5/12/2017

- The UVA Daily Scheduling – 5/12/2017 is a report that lists:
  - Start time and Labor account by
    - Team member
    - Contact numbers
    - Scheduled shift

- The selection criteria options for this report allows for the shift manager to select:
    o Open shifts
    o Transfers

UVA DAILY SCHEDULING - 05/12/2017

Description	UVA Daily Scheduling - 05/12/2017
People	All Home [Edit] [New]
Time Period	Specific Date 11/12/2018
am pm	AM
LL Transfer Visible	FALSE
Open Shifts Visible	FALSE
Output Format	Adobe Acrobat Document(.pdf)

UVA Daily Staffing Worksheet – 5/12/2017

- UVA Daily Staffing Worksheet – 5/12/2017 is a list of the scheduled employees by department and includes
    o Job
    o Shift
    o Skills as listed for the job

Note: It can serve as a checkoff sheet for the Shift manager as staff arrives and departs the unit.

Daily Staffing Worksheet

		HOME	SHIFT	JOB	COMPS	COMMENTS & NOTES

Timeframe: 11/12/2018
Query: All Home

Report Run On: 11/12/2018 10:37:19 AM
Printed For: DDC5W

Date: 11/12/2018
Admin: MED-SURG
All Departments

Day Shift (04:00-14:00)
RN = 11

2063000 7AM-3:30PM RN O3C PRCPT SM
2063000 7AM-3:30PM RN O3C
2063000 7AM-7:30PM RN O3C SM

The shift manager has a lot of choices in the selection criteria screen for this report.
- Options include:
  - Job/role specific certifications
  - Open shifts
  - Skills
  - Zones to display
  - When to create a new page

Additional reports are available in the reports widget (located in the *All* folder).

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