

Kronos for a Team Member Who Self-Schedules

(Using Advanced Scheduling)

Team members should access Kronos through KNOWLEDGELINK using their network user name and password. Kronos will display the following homepage:

• My Timecard is the opening page for Kronos for employees who do not serve as a team lead, scheduler, or charge nurse

📾 UVA Health	e 1998 -	Sign Out
🕈 My Timecard 🔇		
My Calendar 🛞	Timestamp 🔹 😢 🌣	My Timecard 🔅 🔶
Period of 11/29 - 12/12	12/11/2020, 7:54:42 AM (GMT -05:00) Eastern Time	Recent Activity
	(1) Last Timestamp: 10/14/2020 19:45	Date In Out
		Wed 1
	Transfer	Thu 12/10
		Fri 12/11
	O Punch	
L		Timestamp

- If you are a shift manager or scheduler you will access *My Timecard* from the *Plus* Icon
 - Click the Plus Icon and select My Timecard



The following pages with walk through *My Timecard* functionality.



My Calendar

My Calendar will be used by all team members, depending on the department/unit where they work. For specific questions talk with your manager/scheduler for departmental specifics.

Some functionality includes the ability to request time off, self-schedule, swap shifts with other qualified team members, request unavailable time, and/or professional development time.

Options may very during the schedule/request period so it is best to talk with the manager or designee for questions about scheduling or requesting time off.

For example: For inpatient nursing the request periods open and close around the *Dates of Action Calendar* that the manager or designee will be able to explain.

• To access My Calendar, click the gear icon and select pop out

🔒 My Timecard 🔇		
My Calendar		\$
Period of 11/29 - 12/1	Preference	
	Pop-out	
	Close	

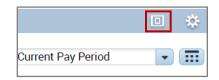
• After selecting *Pop-out My Calendar* displays in the center of the screen and is ready for use

My Caler	ndar									4
•	February 7	7 - 13, 2021	•					Next Schedule P	eriod 💌	:
•			•	2	* -	/# 	Ň	(24		
Day	Week	Month	Visibility Filter	Request Shift Swap	Request Open Shift	Request Self Schedule	Request Time Off			
	Sun 2/07	Mon 2/08	3 Tu	ie 2/09	Wed 2/10	Thu	2/11	Fri 2/12	Sat 2/13	
C)pen Shift (6)	Open Shift	t (8) Opei	n Shift (9) (Dpen Shift	(8) Open S	Shift (9)	Open Shift (10	Open Shift (5	5)





• Use the *Maximize/Minimize* Icon 💷 to enlarge the screen or restore the screen to its original size



My Calendar

- Viewing *My* Calendar
 - Team members can utilize the My Calendar option to view their current weekly schedule, monthly, or next schedule options to assist in planning their time off.
 - Make sure to select the time frame desired or specific dates are able to be selected from the calendar icon beside the most frequently used list.

My Calenda	ar						0	- 4
< Janu Day	Week Month	•					Next Schedule Period Previous Pay Period Current Pay Period Next Pay Period Previous Schedule Period	•
	Sun 1/31	Mon 2/01	Tue 2/02	Wed 2/03	Thu 2/04	Fri 2/05	Current Schedule Period Next Schedule Period	
							After Next Schedule Period Week to Date	
7:00 8:00 9:00				7:00-19:30 [12:50 h] Regular UVAHS/MC/PCS/NEURO/6 C/RN	7:00-19:30 [12.50 h] Regular UVAHS/MC/PCS/NEURO/6 C/RN	7:00-19:30 [12:50 h] Regular UVAHS/MC/PCS/NEURO/6 C/RN	Last Week Yesterday Today Yesterday,Today,Tomorrow Yesterday plus 6 days Last 30 days	

- o Select the date range desired to be viewed from calendar icon
 - Enter Start Date
 - Enter End Date
 - Apply become active
 - Select Apply or Cancel

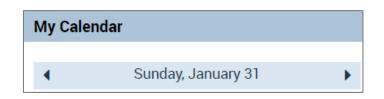
		-
	Select Dates	
Start Date:		
End Date:		
	Cancel	Apply





The *My Calendar Day, Week, or Month* Icons allow the date range selected to be viewed in the format selected by the team member.

- My Calendar Day, Week, or Month Icon
 - Day Displays one day at a time
 - Use the arrow to go forward or backward one day at a time



- Week Displays one week at a time
- Use the arrow to go forward or backward one week at a time



- Month Displays one month at a time
- Use the arrow to go forward or backward 6 weeks at a time



Visibility Filter

Visibility Filter allows the calendar to display or not show information for example available open shifts, requested or outstanding shift swaps, or open shift requests

• Team members can take time to look at this function to see if it useful for them



•	December 2	20 - 26, 2020	►			(Current Pay Perio	od 🔹 📰
• • Day	Week	Month	Visibility Filter Request Shif	Request Open Shift	Request Self Schedule	Request Time Off	Č4 Request Change Av	
	Sun 12/20 Open Shift (5)	Mon 12/2 Open Shif	 Availability reque Available open sl Employee Available 	nifts		12/24 Shift (12	Þ Fri 12/25 Open Shift (1¢	Sat 12/26 Open Shift (6)
11:00		_	 Holiday Open Shift Reque Scheduled pay co 			ıbmitted ending		
12:00			 Scheduled pay control Scheduled shifts Self Schedule red 		✓ Re	oproved efused		0
13:00			 Shift swap reque Time-off requests Work Time Reque 	s 🕨	🖌 🖌 Of	etracted fered fer Refus	ed	

Shift Swap

The *Request Shift Swap* Icon allows team members the ability to change a scheduled shift with another team member.



- This allows the team members flexibility to change like shifts when something comes up on a day they are scheduled to work.
 - \circ $\,$ No longer requires approval for nursing if the two team members are working in the same job
 - Team members must be scheduled for the same job on days they are requesting to swap shifts
 - For example, a shift manager would need to swap with another shift manager if they are serving in that role for the day or the scheduler/manager would need to make the shift swap
 - A nurse working as a nurse for the day must swap with another team member working in the same role that day.

WVAHealth



Type: S	hift Swap - No Appr	oval 🔻					Fri 2/05	
Start Date			Time: 7:00 - 19	9:30	•		n Shift (10)	
Duration:	12.5 h		Shift Type: Regu	ılar 🛈				
Swap with	: 2/02/2021		Location	•	All	•		
	Employee	Date	Start Time	End Time	Duration	Details		
\odot		Tue 2/02	7:00	19:30	12.5 h	0		
0		Tue 2/02	7:00	19:30	12.5 h	(1) 7:00 [12.9]	50 h]:Regular, UVAHS/MC/F	PCS/NEU
\bigcirc		Tue 2/02	7:00	19:30	12.5 h	0		
		Tue 2/02	7:00	19:30	12.5 h	(i) 🔽		

- Team member chooses the *Start Date* (date they want to exchange a shift for) and the *Swap with:* date within the same week
- $\circ~$ Select the name of the desired team member to swap with who is assigned the same job (Neuro/6C/RN job) and submit
 - The team member must accept or refuse the shift swap
 - An email is sent to the team member's inbox in Kronos



View Details or Cancel request

Mon 2/01	
→ Shift Swap, No Approval Pag Details	
Cancel request	

• Click on Details of the Shift Swap to view



Shift Sw	Shift Swap Request Details									
 → Offered: 12/11/2020 - 12:51:00 Modified by: Employee: Type: Shift Swap - No Approval Req 										
Employee:										
Start Date:	1/24/2021	Т	ime: 7:00 - 19:30)						
Duration:	12.5 h									
	Employee	Date	Start Time	End Time	Duration	Details				
•		Fri 1/29	7:00	19:30	12.5 h	(i)				
_	History 1: 12/11/2020	- 12:51:00								

- The team member will see the shift swap in their *My Calendar*
- Right Click on the request to view the available options



- Click Details to view the request
- Either Accept or Refuse the Request

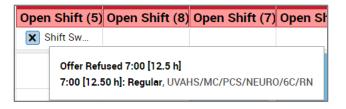
Modified by:	0 - 12:51:00				
Employee:		Type: Shift Swap -	No Approval Rec	l.	
Start Date: 1/24/2021 Duration: 12.5 h	-	Time: 7:00 - 19:30			
Employee	Date	Start Time	End Time	Duration	Details
•	Fri 1/29	7:00	19:30	12.5 h	(i)
Status History Offered: 12/11/2020-1	2:51:00				
lote (optional)					





→ Offere	ed: 12/11/2020	- 12:51:00							
Modified by:									
Employee: Type: Shift Swap - No Approval Req									
Start Date: 1/24/2021 Time: 7:00 - 19:30									
Duration:	12.5 h								
	Employee	Date	Start Time	End Time	Duration	Details			
0		Fri 1/29	7:00	19:30	12.5 h	()			
⊙ Fri 1/29 7:00 19:30 12.5 h ⊙ Status History Э Offered: 12/11/2020 - 12:51:00 Image: Status History Image: Status History <td< th=""></td<>									
	ed: 12/11/2020 - 12	51:00							

- If the team member refuses the shift swap, then the team member can ask another team member to swap shifts with them
- *My Calendar* View from the team member who refused the shift swap



• *My Calendar* View from the team member who requested the shift swap

Open Shift (9)	Open Shift (10	Open Shift (4)
	Shift Sw	Self Sche
Offer Refused 7 7:00 [12.50 h]: F		/PCS/NEUR0/6C/RN



Request Time Off

- Request Time Off allows the advanced scheduling team member to request when the schedule is opened the Time off for Adv. Sch. Icon displays If the Request Time Off period is closed while the schedule is being processed follow unit/departmental policy
 - \circ $\,$ The following Pay Codes are available to be requested
 - PTO (availability to request up to 365 days in the future)
 - Team members may not request time off for the next schedule period when it is closed for balancing
 - PTO Future (Team member does not have enough of a balance today but will before the requested time off)
- The following walks a team member how to request time off
 - Click the Request Time Off Icon
 - From the drop down select from the drop down options
 - o In this example the team member wants to take PTO
 - Select Time Off for Adv. Sch.

Day	Week	Month	Visibility Filter	Request Shift Swap	Request Open Shift	Request Self Schedule	Request Time Off	Ç24 Request Change Av	
		me Off	_						
Туре:	School School Time Of	ff for Adv. Sc	h. le	Pay	code	Time Unit	t Si	tart time	Daily Amount
+ ×	Unavail	able	21	Sc	hool	Hours	8:00	Cance	12.0 Submit

o Pick the Start Date and End Date for the request

_			Febr	ruary 2	2021			
	Su	Мо	Tu	We	Th	Fr	Sa	1
Day V	31	1	2	3	4	5	6	Shii
_	7	8	9	10	11	12	13	F
Reque	14	15	16	17	18	19	20	
	21	22	23	24	25	26	27	F
Туре:]	28	1	2	3	4	5	6	
	7	8	9	10	11	12	13	P
+×	<mark>02</mark> /14	4/2021			2/14/2	2021		



• Select the type of time off, PTO in this case

Reques	st Time Off			
Туре: Т	ime Off for Adv. So	sh. 💌		
	Start date	End date	Pay code	
+ ×	2/14/2021	2/14/2021	РТО	•
			LAS-Public S	ervi
Note (opti	onal)		PTO	
Type a not	e (optional)		PTO Future R	leq ·

- *Time Unit* is hours, verify *Start time* for the shift, and enter the number of hours being requested in *Daily Amount*
- o Request each day separately
- o Do not cross weekends with the request

mount	Daily	Start time	Time Unit	Pay code	End date	Start date	
	12.0	7:00	Hours	PTO	2/14/2021	2/14/2021	+ ×
							F ×

- Optional: A note may be typed into the request to provide additional information
- o Click Submit to enter the request or Cancel to delete the request
- o In the future the team member wants to know the status of a request
 - Navigate to the date of the request in *My Calendar*





• Note Time Off for Adv. Sch.



• Click Details to view the details of the request

Time-Off R	equest De	tails									
 → Submitted: Modified by: Employee: ▼ Requeste 	12/20/2020 - 10		ime Off for Adv. S	ich.							
Start date											
2/14/2021	2/14/2021	PTO	Hours	7:00	12.0						
Status Histo → Submitted:	ry 12/20/2020 - 10:	36:24			Close						

• If the team member no longer needs this day off and the time has not been approved, then they select *Cancel Request*

Cance	l Time-	Off Request				
	nitted: 12 fied by:	2/20/2020 - 10:36:24	ł			
Employee	:		Type: Time Off for	or Adv. Sch.		
▼ Req	uested					
Star	t date	End date	Pay code	Time Unit	Start time	Daily Amount
2/14	/2021	2/14/2021	PTO	Hours	7:00	12.0
→ Subm Note (opt		20/2020 - 10:36:24 1)				
					Cancel	Cancel Request



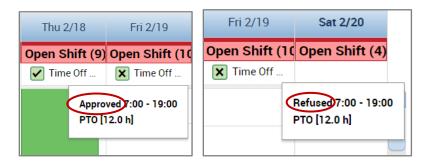
• My Calendar displays the date as retracted



 \circ $\,$ The team member can also view the details of the request

Time-Off R	equest De	tails											
Retracted: Modified by:	Modified by:												
Employee:													
▼ Requested													
Start date	Start date End date Pay code Time Unit Start time Daily Amount												
2/14/2021	2/14/2021	PTO	Hours	7:00	12.0								
	ry 12/20/2020 - 10:5 12/20/2020 - 10:				Close								

 \circ $\,$ Time off request Approved and Refused (can follow same steps to review details)



• If the team member no longer needs the request they can submit a cancel request for the manager or designee to approve.





Thu 2/18	Fri 2/19	S
Open Shift (9)	Open Shift (10	Ореі
Cance	Irequest	

• Request Change Availability

∢ Ja	anuary 31, 2021	- February 6, 2021				Next Schedule	Period 🔹
∎∎ Day	Week		bility Iter Request Shi		(24 Request hange Av		
	Sun 1/31	Mon 2/01	Tue 2/02	Wed 2/03	Thu 2/04	Fri 2/05	Sat 2/06
7.00							
7:00				7:00-19:30 [12.50 h]	7:00-19:30 [12.50 h]	7:00-19:30 [12.50 h]	
8:00				Regular UVAHS/MC/	Regular UVAHS/MC/	Regular	
9:00				PCS/NEUR	PCS/NEUR	PCS/NEUR	

Request Self Schedule

Self-Schedule allows the team member the flexibility to request a schedule that meets their needs. The team member has to meet the minimum staffing requirements (weekends, hard to staff days, holidays, etc.) for their unit/department. The scheduler or manager may move team members to create a balanced schedule. The schedule is not final until it has been posted. Talk with unit/department scheduler/manager to determine scheduling expectations.

• From the My Calendar View select Next Schedule Period from the dropdown





Ay Calen	dar								
•	January 24	4 - 30, 2021	•					Next Schedule P	eriod 💌
•			•	2	*		e r	(24	
Day	Week	Month	Visibility Filter	Request Shift Swap	Request Open Shift	Request Self Schedule	Request Time Off	Request Change Av	
	Sun 1/24	Mon 1/2	5 Τι	ue 1/26	Wed 1/27	Thu	1/28	Fri 1/29	Sat 1/30
0	pen Shift (5)	Open Shif	t (9) Opei	n Shift (8) (Open Shift	(9) Open S	Shift (9)	Open Shift (10	Open Shift (5)

• Click the Request Self Schedule Icon to open

/ly Calend	ar									l	
•	January 24	4 - 30, 2021)						Next Schedule P	eriod	•
-	 	-UU-	•	2	₽-	A(e	(24		
Day	Week	Month	Visibility Filter	Request Shif Swap	it Request Open Shift		est Self iedule	Request Time Off	Request Change Av		
	Sun 1/24	Mon 1/2	5 TI	ue 1/26	Wed 1/27	7	Thu	1/28	Fri 1/29	Sat 1/3	80
Ор	en Shift (5)	Open Shif	t (9) Opei	n Shift (8)	Open Shift	t (9)	Open S	hift (9)	Open Shift (10	Open Shi	ft (5

- When opened the *Request Period* for the *Self-Schedule* displays for 6 weeks along with the *Deadline for submission*
 - Team members will select schedule (displays two weeks at a time)
 - Move to the next week by hitting the forward arrow icon
 - Move back by one week by hitting the back arrow icon
 - Use the Maximize/Restore Down Icon to see all icons



My Calendar	ek so	chedu	ile]									\$
Request Period													X
•													
 January 24, 2021 - F 	ebruary	6, 2021	•	/PCS/N	EURO/6	C/RN	•	Self	Schedu	ling Rec	uest 💌	0	
Deadline for submission: 1/	10/202	1 23:59			Dis	plays	s 2-w	reeks	at a	time		Shift Lab	el
Shifts 🔹	Sun	Мо Т	Tue We	d Thu	Fri	Sat	Sun	Мо	Tue	Wed	Thu Fri	. Sat	
	D	eadlin	e for s	submiss	sion i	inclu	ded						
7:00-19:30 [12.5]													
7:00-19:30 [12.5]													
7:00-15:30 [8.5]													
19:00-7:30 [12.5]													-
					•								
WFS UVA Location Sch	edule	WFS U	VA Emplo	yee Accru	al W	FS UVA	Covera	ige					
Location UVAHS/MC/PC	S/NEUR	0/60		Job			-				Q		_
	0,11201	.0,00									Q	U	Ŧ
Employee 🔺 Job	Sun	Мо Т	Гue We	d Thu	Fri	Sat	Sun	Мо	Tue	Wed	Thu Fri	. Sat	

- Select the desired self-schedule for the first two weeks
 - Advance forward and schedule for the next week
 - o Repeat until the 6-week self-schedule is entered

January 24, 2021 - F eadline for submission: 1				/	PCS/NE	UR0/6	C/RN	•	Self	Schedu	ling Red	quest		Ohift Labe	1
Shifts •	Sun	Мо	Tue	Wed	Thu	Fri	Sat	Sun	Mo	Tue	Wed	Thu	Fri	Sat	
)	7:00-1	7:00-1				7:00-1	7:00-1	7:00-1			7:00-1			
23:00-7:30 [8.5]															
19:00-7:30 [12.5]															
7:00-15:30 [8.5]															L
7:00-19:30 [12.5]								✓							•
					-	•									
WFS UVA Location Schedule WFS UVA Employee Accrual WFS UVA Coverage															
ocation UVAHS/MC/PC	CS/NEU	RO/6C	•	Job				•				Ċ	2	0	-

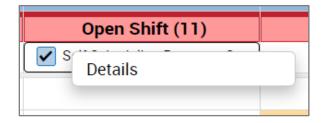




- Select Submit or Cancel
 - Submit will send the requested shifts to the scheduler along with other team members for balancing
 - Cancel will remove the self-schedule and allow the team member to start again.
 - Below is an example after the team member has submitted their self-schedule

My Calendar						:	¢ 0
January 31, 2021 - February 6, 202)), <u>(</u>) ()	EL E (24				Next Schedule Period	• =
Day Week Month Vis	sibility Request Shift Request R	equest Self Request Request Schedule Time Off Change Av Tue 2/02	Wed 2/03	Thu 2/04	Fri 2/05	Sat 2/06	
Open Shift (4) Self Scheduling Request - G_	Open Shift (8)	Open Shift (6)	Open Shift (9)	Open Shift (11) Self Scheduling Request - G	Open Shift (10)	Open Shift (6)	
7:00 7:00-19:30 7:00-19:30 7:00-19:30 8:00 [12:50 h] Regular 0:00 UVAHS/MC/PCS/NEURO/6 C/RN 10:00 11:00	7:00-19:30 7:00-19:30 [12:50 h] Regular UVAHS/MC/PCS/NEURO/6 C/RN			7:00-19:30 7:00-19:30 [12:50 h] Regular UVAHS/MC/PCS/NEURO/6 C/RN			
WFS UVA Location Schedule WFS	UVA Employee Accrual WFS U	VA Coverage					

- $\circ~$ If the team member would like to review the details of their request, right click on one of the self-scheduling dates requested
- o Click Details



 The following details display (note the scroll bar to look at the rest of the self-schedule requests)



	eduling Request - Gl				
	1/24/2021 - 3/06/	-	al schedule is posted.		
19 Shift(s) Requ Start Date	ested: Requested	[19]	Job	Assignment	
1/25/2021	7:00 - 19:30	12.5 h	UVAHS/MC/PCS/NEURO/6C/RN	Requested	
.,,	7:00 - 19:30	12.5 h	UVAHS/MC/PCS/NEURO/6C/RN	Requested	
1/26/2021					T
1/26/2021 1/30/2021	7:00 - 19:30	12.5 h	UVAHS/MC/PCS/NEURO/6C/RN	Requested	
	7:00 - 19:30 7:00 - 19:30	12.5 h 12.5 h	UVAHS/MC/PCS/NEURO/6C/RN UVAHS/MC/PCS/NEURO/6C/RN	Requested Requested	ļ

Timestamp

Timestamp is located under My Timecard

- Utilized to punch in and out of work as approved by the unit/department manager or in locations where a Kronos Time clock is not available
- Verify with manager or designee when it is appropriate to use another Kronos *Time Clock* or Punch in/out using Kronos from a computer
 - New badge, broken time clock, etc.

🕈 My Timecard 🔇					
My Calendar 🔅	Timestamp 🔹 🔅	My Timecard		*	+
Period of 12/13 - 12/26	12/20/2020, 11:23:10 AM (GMT -05:00) Eastern Time	Recent Activit	у		
	(i) Last Timestamp: 10/14/2020 19:45	Date	In	Out	
		Fri 12/18			
	Transfer	Sat 12/19			
		Sun 12/20			
	O Punch				



• When using the computer to clock in click on *Punch*



• Refresh My Timecard "o," and the punch is viewable in My Timecard view

🕈 My Timecard 🖏				
My Calendar	Timestamp 👻	• *	My Timecard	\$
Period of 12/13 - 12/26	12/20/2020, 11:48:42 AM (GMT -05:00) Eastern Time		Recent Activity	
	() Last Timestamp: 12/20/2020 4:00		Date In	Out
			Fri 12/18	
	Transfer		Sat 12/19	-
			Sun 12/20 4:00	1
	O Punch			

o If using the computer to clock out, select Punch

	O Punch
--	---------

Breaks ou take your meal break during your	Punch r shift today?
Breaks	
	r shift today?
ou take your meal break during your	r shift today?
ou take your meal break during your	r shift today?
	Submit

- If the team member worked longer than 6.5 hours Kronos will ask the team member "Did you take your meal break during your shift today?"
 - \circ $\,$ The team member will answer the question and then hit Submit
 - If the question is not answered, then the clock out punch will not register in Kronos





Viewing the Timecard in Kronos

• From the My Timecard View Pop-out the timecard

•	My Timecard			\$	+
				eferences	
	Recent Activi	ty	Po	p-out	Ŭ
	Date	In	Clo	se	
	Fri 12/18				
	Sat 12/19				
	Sun 12/20	4:00	۲	11:59 🟓	

• The timecard will open, Maximize the view

/ly Timeca	ard								
						Loaded: 12:1	5 Current I	Pay Period	•
•						0	E C	•	
View						Print Timeca		esh Calcula Total	
	Date	Pay Code	Amount	In	Transfer	Out	Daily	Period	Schedule 📤
+ ×	Sun 1			6:55		19:33	12.0	12.0	
+ ×	Mon			6:54		19:34	12.0	24.0	
+ ×	Tue 1							24.0	

• Select the time period/date range to view from the dropdown or Calendar Icon

	D. 🌣
5	Current Pay Period
ſ	Previous Pay Period
	Current Pay Period
	Next Pay Period
d	Previous Schedule Period
l	Current Schedule Period
ľ	Next Schedule Period
l	After Next Schedule Period
1	Week to Date
ł	Last Week
	Yesterday
	Today
İ	Yesterday,Today,Tomorrow
	Yesterday plus 6 days
	Last 30 days



- Today the team member was cancelled for the last 4.5 hours of their shift due to a census drop, and would like to be paid for the remaining hours
- To team member adds another line/row for today (select the + icon)
- The team member will add 4.5 hours of *PTO* to their time card, the shift manager has entered low census cancellation

+ 🗵 Sun 12/20	4:00	11:59 🔎	7.5	43.5
+ ×				

• Under Pay Code the team member selects PTO

Date	Pay Code	Amount	In
Mon 12/14			6:54
Tue 12/15			
Wed 12/16			6:59
Thu 12/17			
Fri 12/18			
Sat 12/19			
Sun 12/20			4:00
	Please Choose:		
Mon 12/21	LAS-Public Service		
Tue 12/22	PTO Future Req - No Bala Unavailable		

O The team member enters 4.5 for hours

ly T	imeca	ard									(0)
										Loaded: 1	2:15 Current Pay Period
•	•										🖶 🗘 🖩 🖥
	iew										Print Refresh Calculate Saw
		Date	Pay Code	Amount	In	Transfer	Out	Daily	Period	Schedule	
+	×	Sun 12/13			6:55	•	19:33	12.0	12.0		1
+	\times	Mon 12/14			6:54	•	19:34	12.0	24.0		
ł	×	Tue 12/15							24.0		
ł	\times	Wed 12/16			6:59	•	19:31	12.0	36.0		
+	\times	Thu 12/17							36.0		
+	\times	Fri 12/18							36.0		
+	\times	Sat 12/19							36.0		
+	×	Sun 12/20			4:00	•	11:59	7.5	43.5		
+	×		PTO	4.5							

 \circ $\,$ The team member hits save to add the time to the timecard $\,$





• The timecard will display PTO and worked time for the date on separate lines

+	×	Sun 12/20	PTO	4.5					
+	×				4:00	11:59	12.0	48.0	
+	×	Mon 12/21						48.0	

 Accruals located at the bottom of the timecard are informational as HCM (Workday/Oracle) is the source of truth for accruals – they are also available under the related items pane as informational.

Timecard					
			Loaded: 12:43	Current Pay Pe	riod
● • View			Print Timecard	S Refresh	Calculate Sa Totals
Date	Pay Code An	nount	In	Transfer	Out
Wed 12/16			6:59	•	19:31
X Thu 12/17					
Fri 12/18					
	=	•			
Totals Accruals					
	Accrual Available Balance			Accrual Er	allow Delever 4
Accrual Code	Accidal Available Balance	Accrua	l Planned Takings	Accidar Li	nding Balance
Accrual Code LV-Tracking	9999.0	Accrua	Il Planned Takings 0.0	Accidal Li	9999.0
		Accrua		Accidal El	-
LV-Tracking	9999.0	Accrua	0.0		9999.0

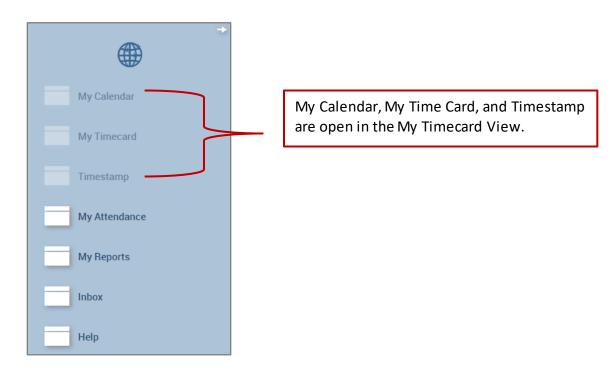
Related Items Pane

The *Related Items Pane* is located to the far right in the *My Timecard* View. It defaults closed. To open, Click on the *Arrow* icon above the globe.





• When the Related Items Pane is open it is easier to view the options



- o My Attendance gives the user a way to monitor their attendance balance
 - o If the team member notes a discrepancy, follow up with their manager
 - o Scroll down for additional information
 - To close use the X beside the My Attendance

My Attendance 👻									
ATTENDANCE EDITOR	Person & Id								
SUMMARY									
Refresh									
Last Process Start 10/04/2020 Processed Through	12/20/2020								
Time Period Range of Dates 1/01/2020	10/02/2021 Apply								
BALANCES									
Balance Type	Starting Balance	Change	Ending Balance						
Tardies	1.00	-1.00	0.00						
NCNS	0.00	0.00	0.00						
Occurrences	3.00	-3.00	0.00						





- Under *My Reports* the team member can view various reports
 - o Schedule
 - o Time Detail
 - My Accrual Balances and Projections (HCM) [Workday/Oracle] is where the team member should review balances, Kronos should be used as a guide only)
 - Schedule is selected below

REPORTS	Name:	
View Report Primary Account		
AVAILABLE REPORTS	Time Period Current Pay Period V	Schedule Description Displays an employee's shift start and end times, scheduled pay code transactions, scheduled transfers to non-primary labor accounts, work rule transfers, shift codes, shift totals, and comments where available for each day in the selected period.
My Accrual Balances and Projections		

o The following report shows the schedule

1	My Timecard	My Reports	σΙΧ						
м	y Reports 🔻	-							
•	Back to My Reports	6							
	SCHEDULE								
	Return								
	Time Period: Range Dates: 9/20/2020 - 1							Printed:	12/20/2020
	Name: Primary Account(s): Standard Hours:	ID: 8/11/2019 - fore)/6C/RN /-/202600	0/-/				
	Daily: 0.0	Weekly: 36	<u>8.0</u>	Per Pa	ay Period: 72	2.0			
	Day Date Con	In O nments	ut Shifi	t Label	Shift Type	Pay Code Transfer Acco	Amount u nt	Transfer Work Rule	Shift Total
	Sun 9/20 Mon 9/21 Wed 9/23 Wed 9/30 Thu 10/01 Fri 10/02 Sat 10/03	7:00197:00197:00197:00197:0019	30 30 30 30 30 30 30 30		Regular Regular Regular Regular Regular PCE	PTO NEURO/6C/RN	0.0	,	12.0 12.0 12.0 12.0 12.0 12.0
	Totals:						0.0		72.0
	Total Hours: 72.0								

• Use the *X* to close the *My Reports* tab.





 Inbox offers the user a place to review some system generated email, for example when the team member declined the shift swap a message email was sent back to the sender.

Help Icon

The *Help* Icon in Kronos is a link to the Kronos Website. The Website contains:

- Links to job aids and training videos
- A link to the UVAMC Dates of Action Calendar
- Information on how to obtain Kronos Access
- Workforce Analytics information
- Time Clock information, etc.

A Super Access Workspace Help Q X +	
Help 🔻	
	EM - 60
Home > Kronos	
Kronos Information	KRONOS
Welcome Kronos	
	JOB AIDS
For Help - Contact the Help Desk (434) 924-5334	CLOCKS/TERMINALS - LOCATIONS
How to Submit a Kronos Help Desk Ticket Online	HOW TO OBTAIN KRONOS ACCESS
UVAMC Dates of Action Calendar - 2022	INPATIENT DOWNTIME PROCEDURES - UVAMC
UVAMC Dates of Action Calendar - 2022	ONLY

• The same Kronos Website can be accessed from the KNOWLEDGELINK Homepage by searching Kronos



	kronos	
	Go to: External Search (Google)	
\square	Sort Results by Resource	Your search for <i>kronos</i> returned 94 results
	Check one or more to just display results from that resource.	Welcome to UVA Health System Kronos Website Link - http://www.healthsystem.virginia.edu/docs/clinician-portal-resources/kronos-intranet
	Documentation	kronos time
	Departmental Intranets	Kronos Timekeeper Responsibility Agreement
	Health Information &	Document - http://www.healthsystem.virginia.edu/docs/manuals/forms/mc_payroll/none/kronos-timekeeper-responsibility-agr
	Technology	It is the policy of the University of Virginia Health System to protect the confidentiality of information that resides in its information systems to include data on employees, students and other business/financial data. Your access and use of designated accounts and their data are subject to the following terms and conditions.
	Sort Results by Document Type	Kronos Security Request form
	Check one or more to just display	Document - http://www.healthsystem.virginia.edu/docs/manuals/forms/mc_payroll/none/kronos-security-request-form Time and Attendance Security Request form

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