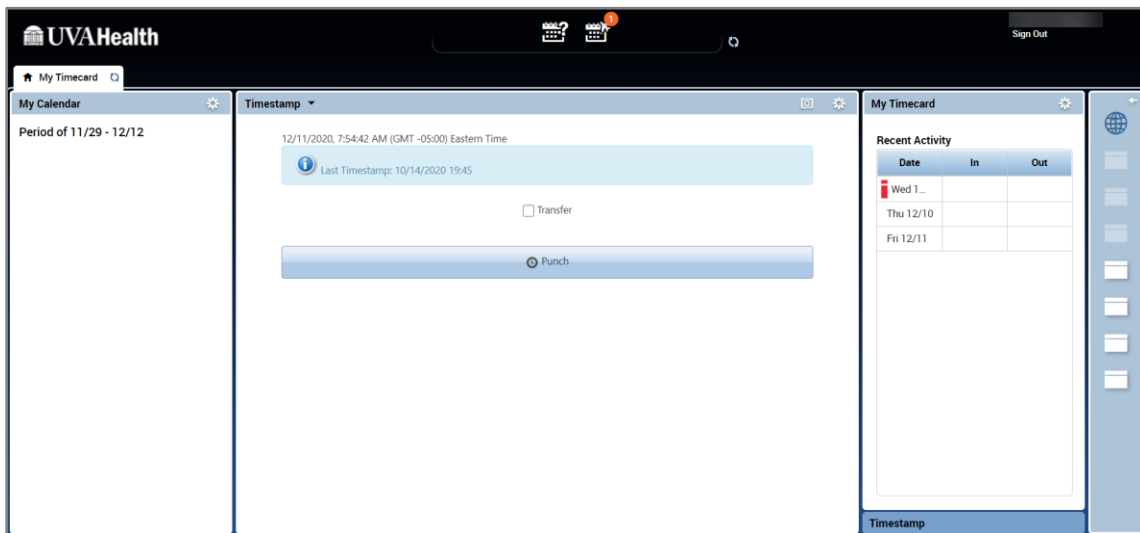


Kronos for a Team Member Who Self-Schedules

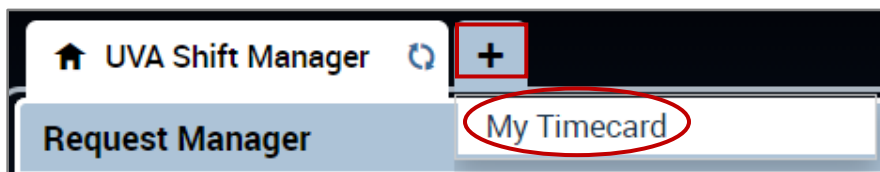
(Using Advanced Scheduling)

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



- 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

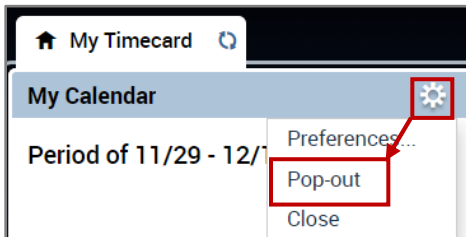
My Calendar will be used by all team members, depending on the department/unit where they work. For specific questions talk with your manager/scheduler for departmental specifics.

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.

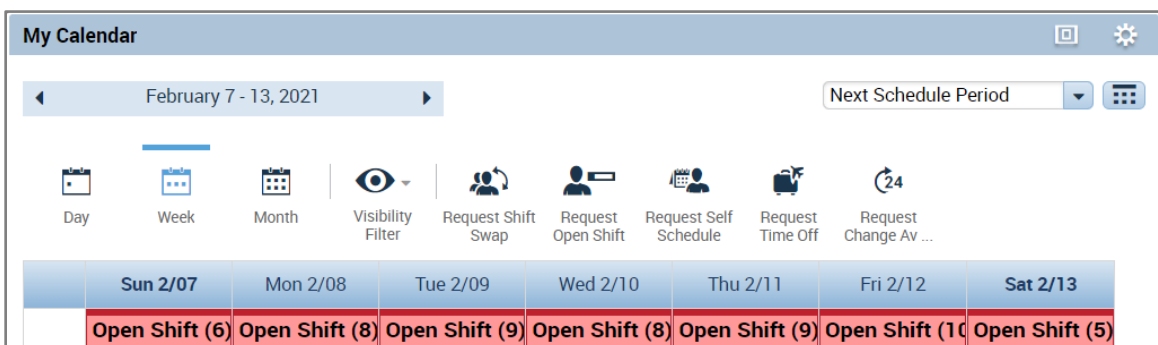
Options may vary during the schedule/request period so it is best to talk with the manager or designee for questions about scheduling or requesting time off.

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.

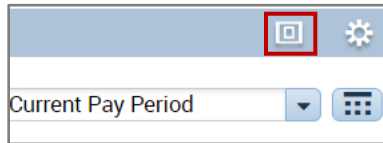
- To access *My Calendar*, click the gear icon and select pop out



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



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

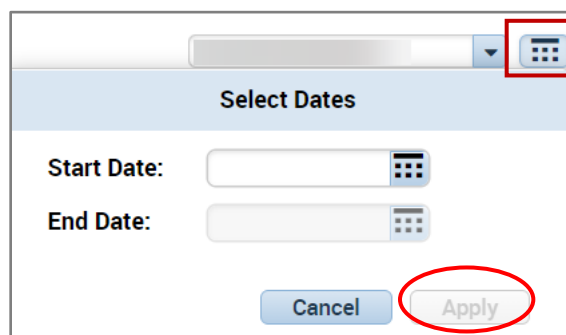


My Calendar

- 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.



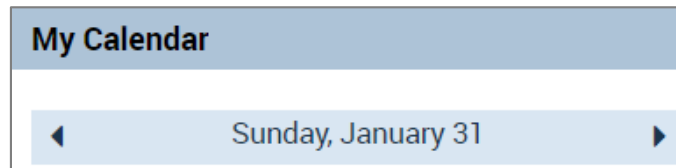
- Select the date range desired to be viewed from calendar icon
 - Enter Start Date
 - Enter End Date
 - Apply become active
 - Select Apply or Cancel



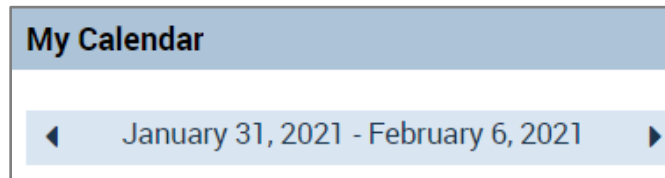


The *My Calendar Day, Week, or Month* Icons allow the date range selected to be viewed in the format selected by the team member.

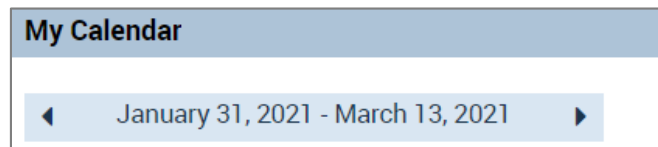
- *My Calendar Day, Week, or Month* Icon
 - *Day* – Displays one day at a time
 - Use the arrow to go forward or backward one day at a time



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



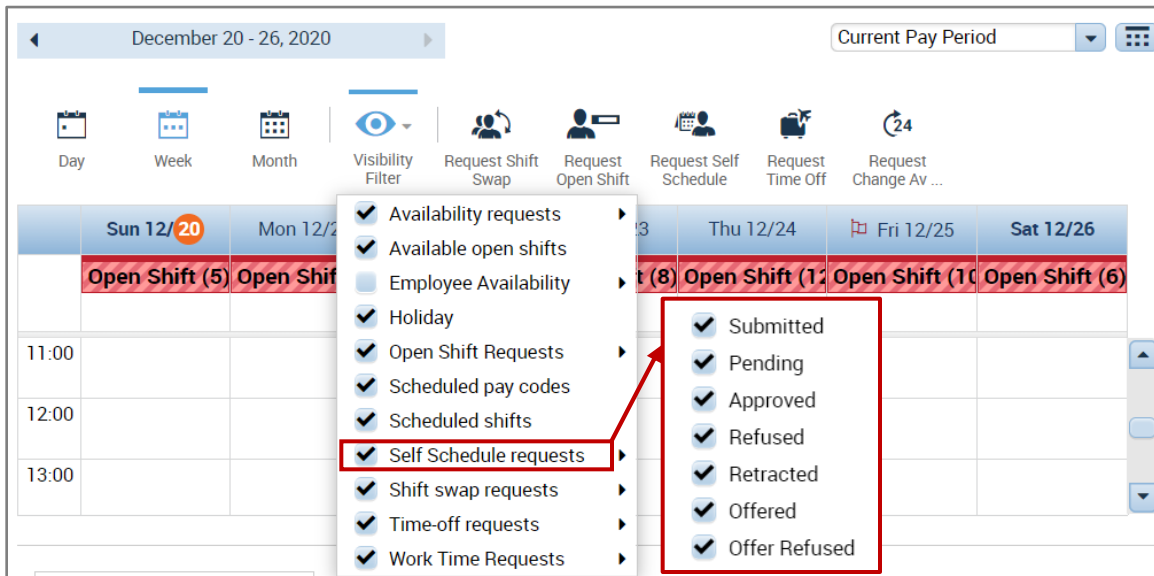
- *Month* – Displays one month at a time
- Use the arrow to go forward or backward 6 weeks at a time



Visibility Filter

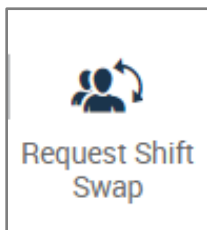
Visibility Filter allows the calendar to display or not show information for example available open shifts, requested or outstanding shift swaps, or open shift requests

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

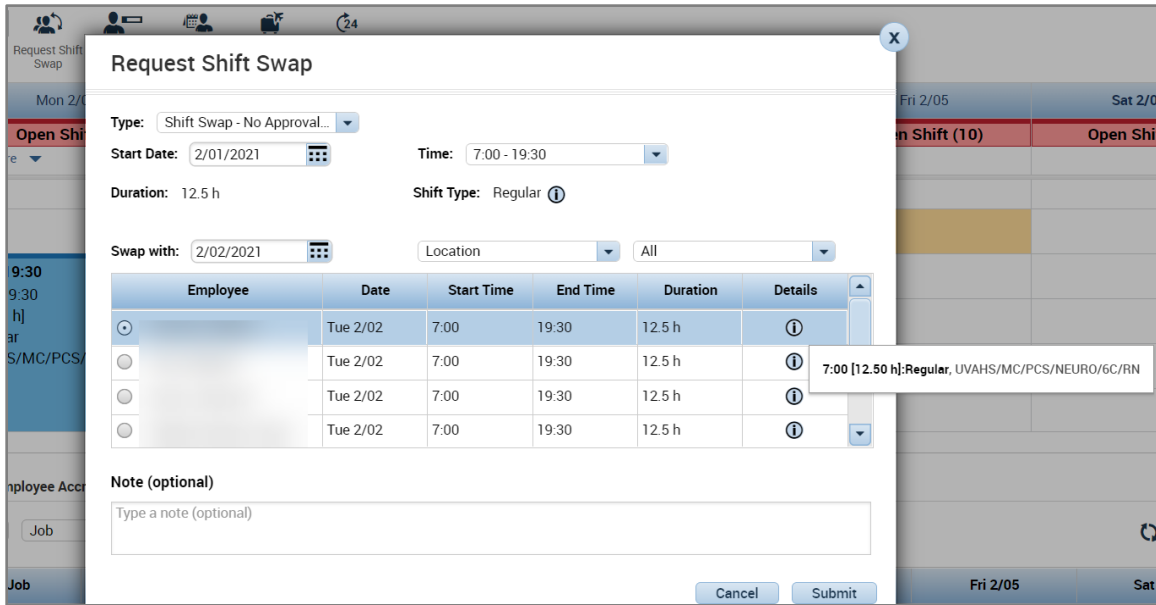


Shift Swap

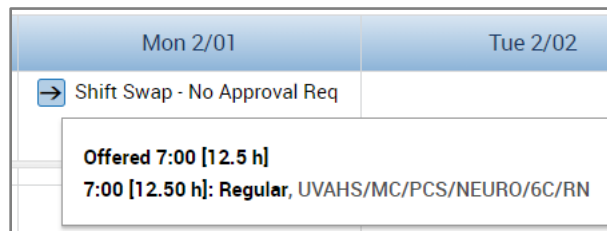
The *Request Shift Swap* icon allows team members the ability to change a scheduled shift with another team member.



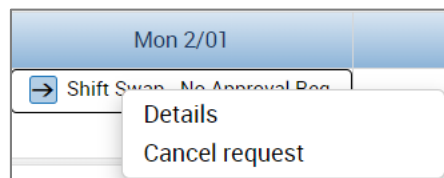
- This allows the team members flexibility to change like shifts when something comes up on a day they are scheduled to work.
 - No longer requires approval for nursing if the two team members are working in the same job
 - Team members must be scheduled for the same job on days they are requesting to 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.



- Team member chooses the *Start Date* (date they want to exchange a shift for) and the *Swap with:* date within the same week
- 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*



- Click on *Details* of the *Shift Swap* to view



Shift Swap Request Details

Offered: 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

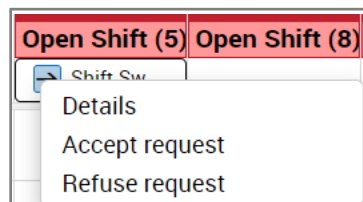
Employee	Date	Start Time	End Time	Duration	Details
<input type="text"/>	Fri 1/29	7:00	19:30	12.5 h	ⓘ

Status History

Offered: 12/11/2020 - 12:51:00

[Close](#)

- 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

Refuse Shift Swap Request

Offered: 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
<input type="text"/>	Fri 1/29	7:00	19:30	12.5 h	ⓘ

Status History

Offered: 12/11/2020 - 12:51:00

Note (optional)

Type a note (optional)

[Cancel](#) [Refuse](#)



Accept Shift Swap Request

Offered: 12/11/2020 - 12:51:00
 Modified by: [redacted]
 Employee: [redacted] 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
[redacted]	Fri 1/29	7:00	19:30	12.5 h	ⓘ

Status History

Offered: 12/11/2020 - 12:51:00
 [redacted]

Note (optional)
 Type a note (optional)

Cancel **Accept**

- 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

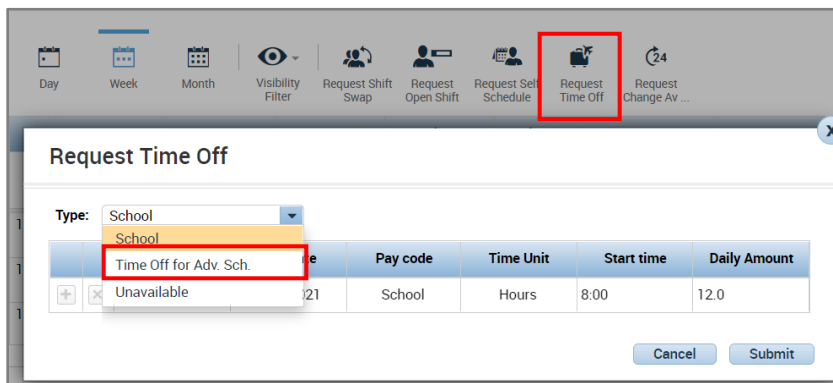
Open Shift (5)	Open Shift (8)	Open Shift (7)	Open Shift (6)
<input checked="" type="checkbox"/> Shift Sw...			
<p>Offer Refused 7:00 [12.5 h] 7:00 [12.50 h]: Regular, UVAHS/MC/PCS/NEURO/6C/RN</p>			

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

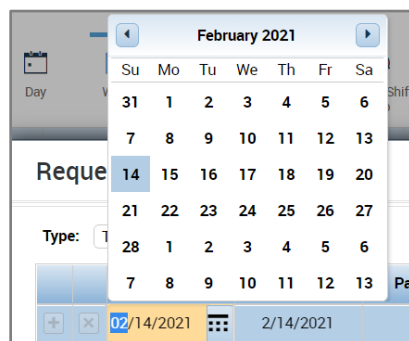
Open Shift (9)	Open Shift (10)	Open Shift (4)
	<input checked="" type="checkbox"/> Shift Sw...	<input checked="" type="checkbox"/> Self Sche...
<p>Offer Refused 7:00 [12.5 h] 7:00 [12.50 h]: Regular, UVAHS/MC/PCS/NEURO/6C/RN</p>		

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
 - 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
 - In this example the team member wants to take PTO
 - Select Time Off for Adv. Sch.



- Pick the *Start Date* and *End Date* for the request





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

Request Time Off

Type: Time Off for Adv. Sch.

	Start date	End date	Pay code
+	2/14/2021	2/14/2021	PTO

Note (optional)

Type a note (optional)

PTO

LAS-Public Servi

PTO

PTO Future Req

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

Request Time Off

Type: Time Off for Adv. Sch.

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

Note (optional)

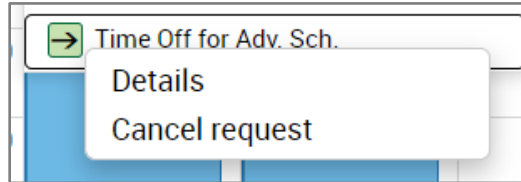
Type a note (optional)

Cancel
Submit

- Optional: A note may be typed into the request to provide additional information
- Click *Submit* to enter the request or *Cancel* to delete the request
- 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 Request Details

→ Submitted: 12/20/2020 - 10:36:24
Modified by: [redacted]

Employee: [redacted] Type: Time Off for Adv. Sch.

▼ Requested

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
2/14/2021	2/14/2021	PTO	Hours	7:00	12.0

Status History

→ Submitted: 12/20/2020 - 10:36:24
[redacted]

Close

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

Cancel Time-Off Request

→ Submitted: 12/20/2020 - 10:36:24
Modified by: [redacted]

Employee: [redacted] Type: Time Off for Adv. Sch.

▼ Requested

Start date	End date	Pay code	Time Unit	Start time	Daily Amount
2/14/2021	2/14/2021	PTO	Hours	7:00	12.0

Status History

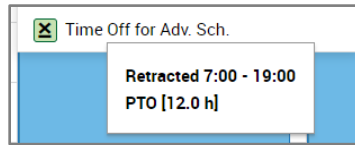
→ Submitted: 12/20/2020 - 10:36:24
[redacted]

Note (optional)

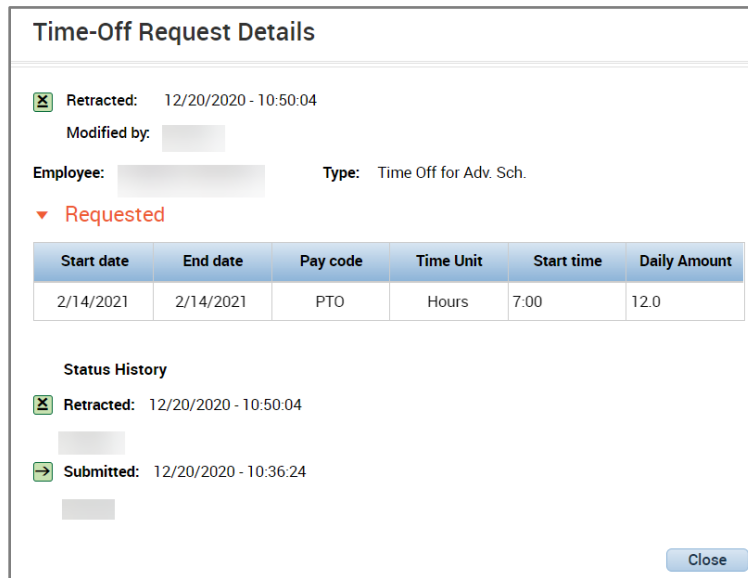
Type a note (optional)



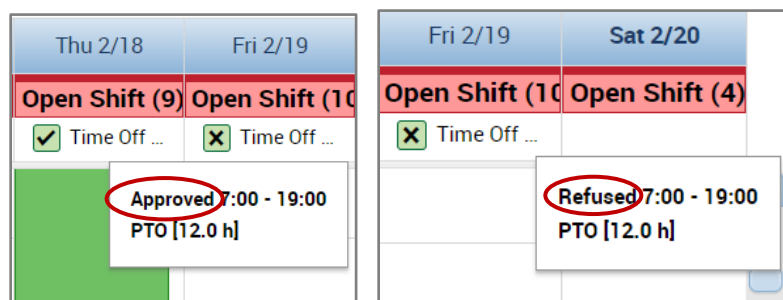
- My Calendar displays the date as retracted



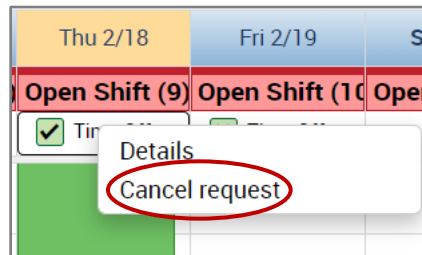
- The team member can also view the details of the request



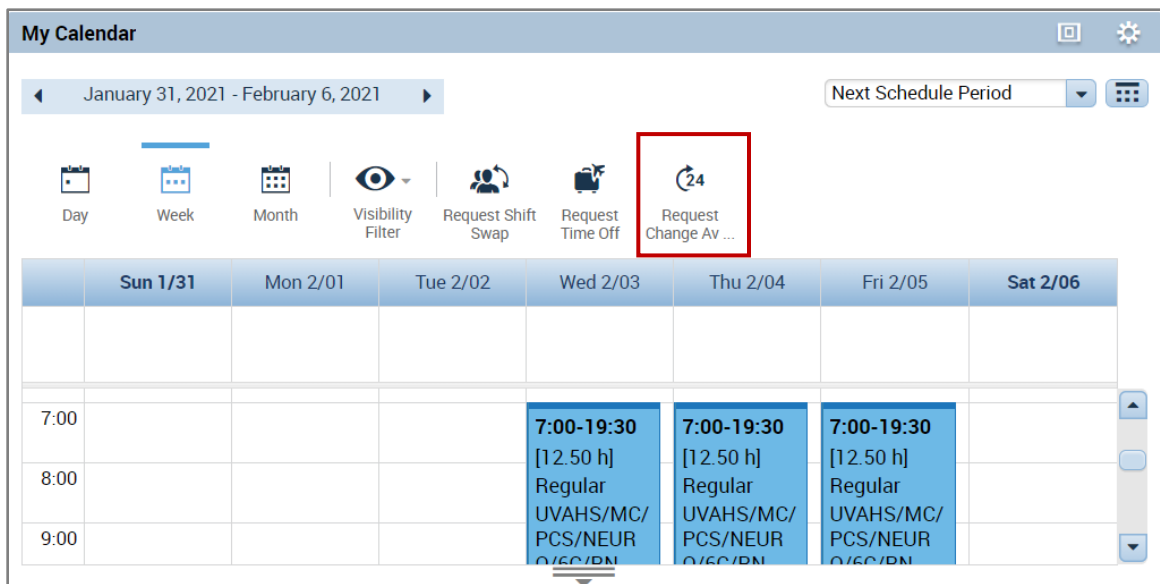
- Time off request Approved and Refused (can follow same steps to review details)



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



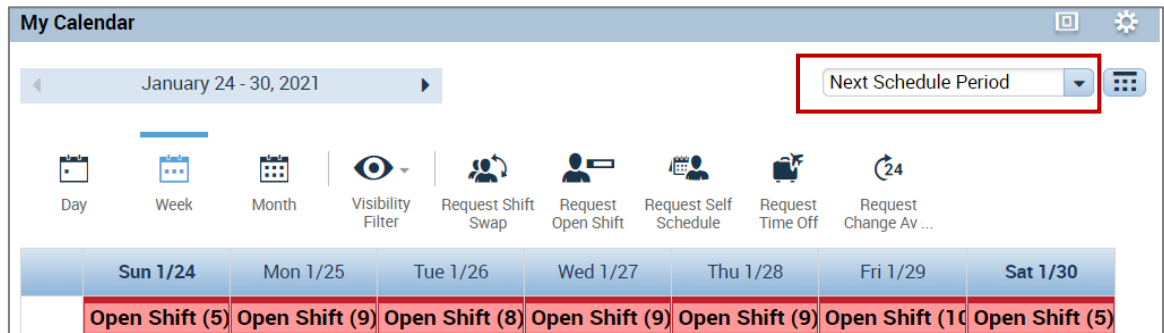
- Request *Change Availability*



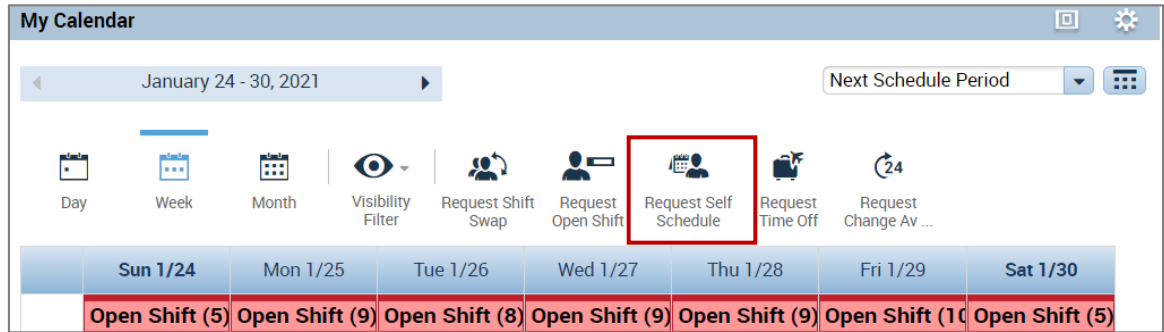
Request Self Schedule




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



- Click the *Request Self Schedule* Icon to open



- 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 6-week schedule

Request Period 1/24/2021 - 3/06/2021

January 24, 2021 - February 6, 2021 | .../PCS/NEURO/6C/RN | Self Scheduling Request - ...

Deadline for submission: 1/10/2021 23:59

Displays 2-weeks at a time

Shifts	Sun...	Mo...	Tue ...	Wed...	Thu ...	Fri ...	Sat ...	Sun...	Mo...	Tue ...	Wed...	Thu ...	Fri ...	Sat ...
7:00-19:30 [12.5]		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:00-19:30 [12.5]				<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7:00-15:30 [8.5]	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
19:00-7:30 [12.5]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Deadline for submission included

WFS UVA Location Schedule | WFS UVA Employee Accrual | WFS UVA Coverage

Location: UVAHS/MC/PCS/NEURO/6C | Job: []

Employee | Job | Sun... | Mo... | Tue ... | Wed... | Thu ... | Fri ... | Sat ... | Sun... | Mo... | Tue ... | Wed... | Thu ... | Fri ... | Sat ...

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

January 24, 2021 - February 6, 2021 | .../PCS/NEURO/6C/RN | Self Scheduling Request - ...

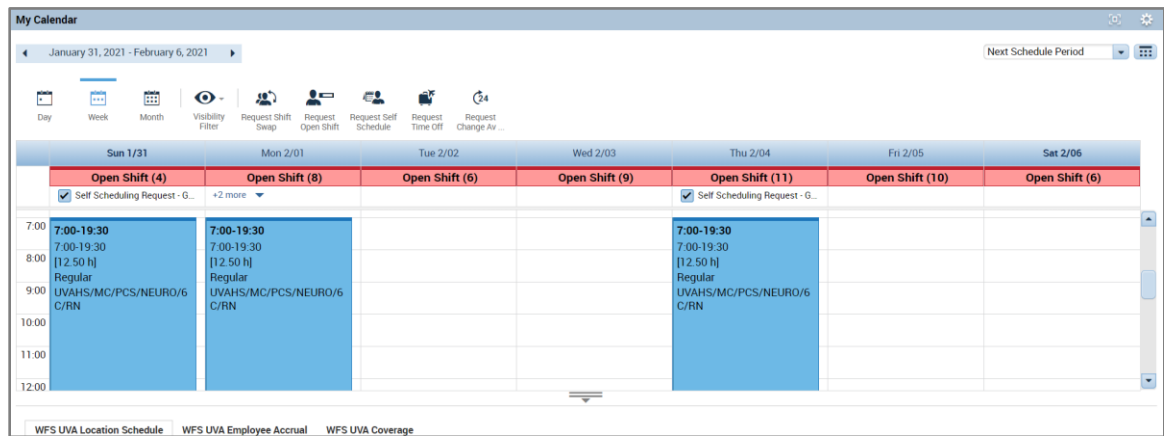
Deadline for submission: 1/10/2021 23:59

Shifts	Sun...	Mo...	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]	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
19:00-7:30 [12.5]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7:00-15:30 [8.5]	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
7:00-19:30 [12.5]		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

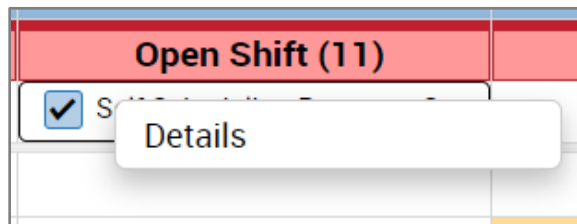
WFS UVA Location Schedule | WFS UVA Employee Accrual | WFS UVA Coverage

Location: UVAHS/MC/PCS/NEURO/6C | Job: []

- 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



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



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



Self Schedule Request Details

Approved: 12/16/2020 - 13:18:41
Modified by:

Type: Self Scheduling Request - Global

Request approved, but subject to change until the final schedule is posted.

Request Period: 1/24/2021 - 3/06/2021

19 Shift(s) Requested: Requested [19]

Start Date	Time	Duration	Job	Assignment
1/25/2021	7:00 - 19:30	12.5 h	UVAHS/MC/PCS/NEURO/6C/RN	Requested
1/26/2021	7:00 - 19:30	12.5 h	UVAHS/MC/PCS/NEURO/6C/RN	Requested
1/30/2021	7:00 - 19:30	12.5 h	UVAHS/MC/PCS/NEURO/6C/RN	Requested
1/31/2021	7:00 - 19:30	12.5 h	UVAHS/MC/PCS/NEURO/6C/RN	Requested
2/01/2021	7:00 - 19:30	12.5 h	UVAHS/MC/PCS/NEURO/6C/RN	Requested

Status History

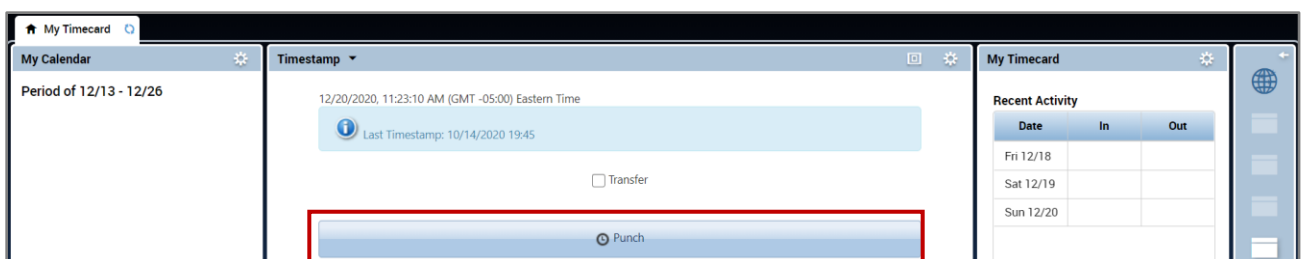
Approved: 12/16/2020 - 13:18:41

[Close](#)

Timestamp

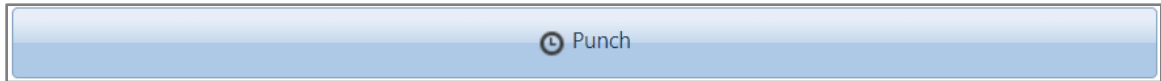
Timestamp is located under *My Timecard*

- 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.

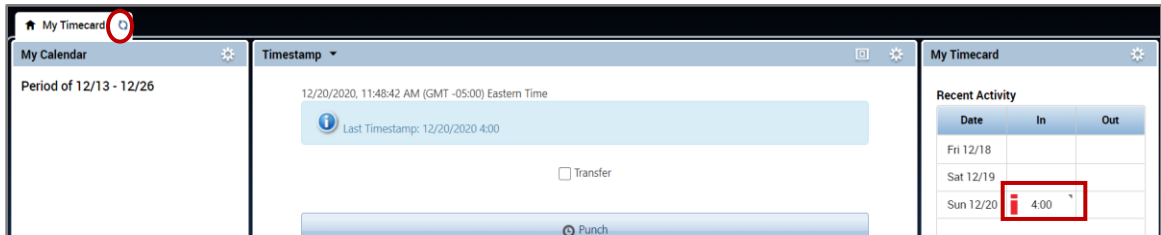


The screenshot shows the 'My Timecard' interface with three main sections: 'My Calendar', 'Timestamp', and 'My Timecard'. The 'Timestamp' section displays the current time (12/20/2020, 11:23:10 AM) and the last timestamp (10/14/2020 19:45). Below this, there are buttons for 'Transfer' and 'Punch'. The 'Punch' button is highlighted with a red rectangular box.

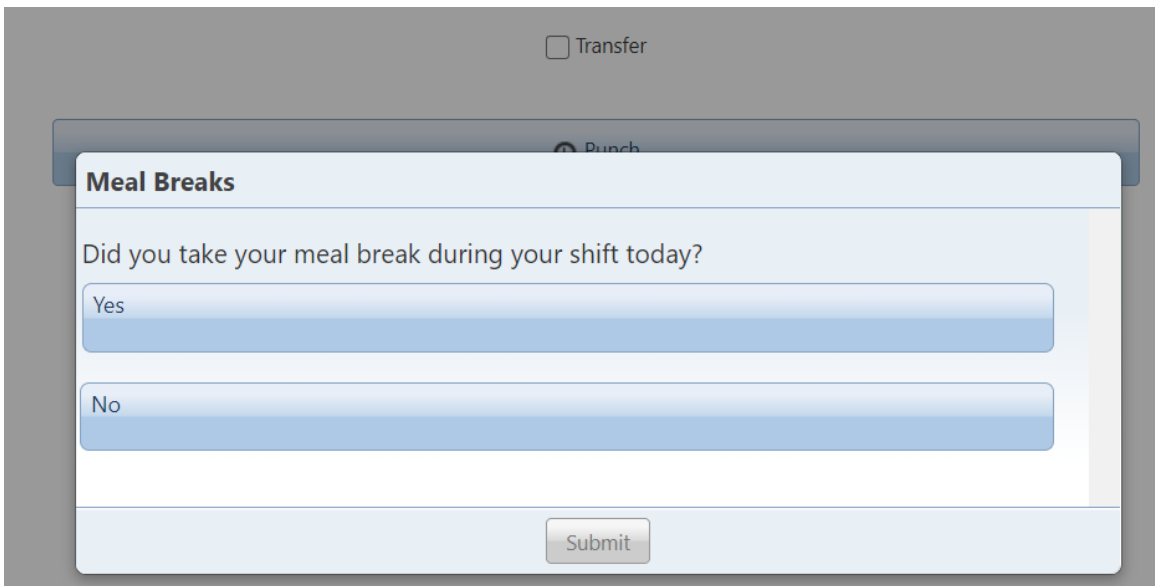
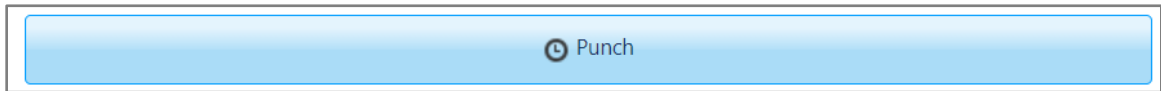
- When using the computer to clock in click on *Punch*



- Refresh *My Timecard* “↻” and the punch is viewable in *My Timecard* view



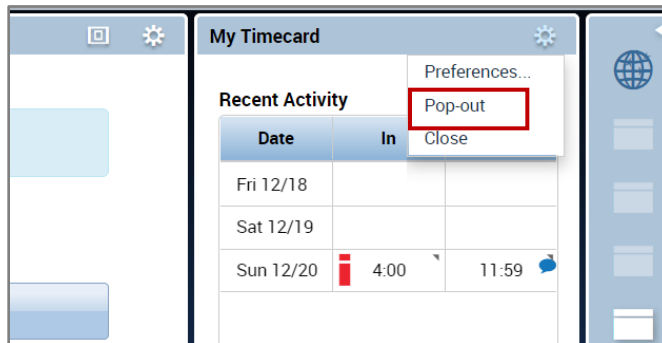
- If using the computer to clock out, select *Punch*



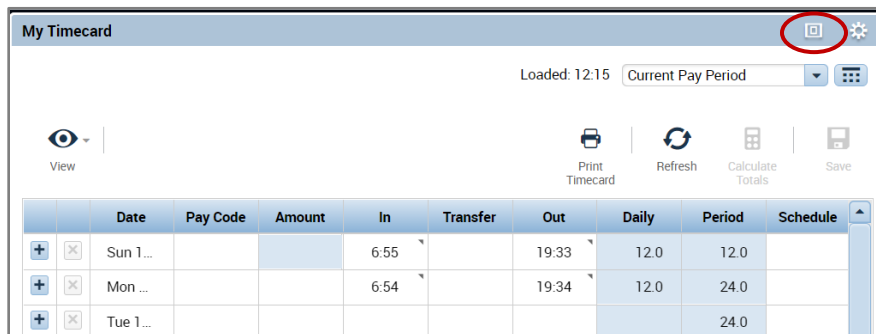
- If the team member worked longer than 6.5 hours Kronos will ask the team member “Did you take your meal break during your shift today?”
 - The team member will answer the question and then hit Submit
 - *If the question is not answered, then the clock out punch will not register in Kronos*

Viewing the Timecard in Kronos

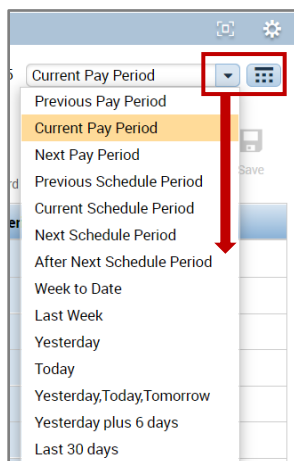
- From the *My Timecard View Pop-out* the timecard



- The timecard will open, *Maximize* the view



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





- 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

+ X	Sun 12/20			4:00		11:59		7.5	43.5
+ X									

- 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 PTO		
Tue 12/22	PTO Future Req - No Bala Unavailable		

- The team member enters 4.5 for hours

Date	Pay Code	Amount	In	Transfer	Out	Daily	Period	Schedule
Sun 12/13			6:55		19:33	12.0	12.0	
Mon 12/14			6:54		19:34	12.0	24.0	
Tue 12/15							24.0	
Wed 12/16			6:59		19:31	12.0	36.0	
Thu 12/17							36.0	
Fri 12/18							36.0	
Sat 12/19							36.0	
Sun 12/20			4:00		11:59	7.5	43.5	
	PTO	4.5						

- 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.

My Timecard Loaded: 12:43 Current Pay Period

View Print Timecard Refresh Calculate Totals Save

	Date	Pay Code	Amount	In	Transfer	Out
		Wed 12/16		6:59		19:31
		Thu 12/17				
		Fri 12/18				

Totals Accruals

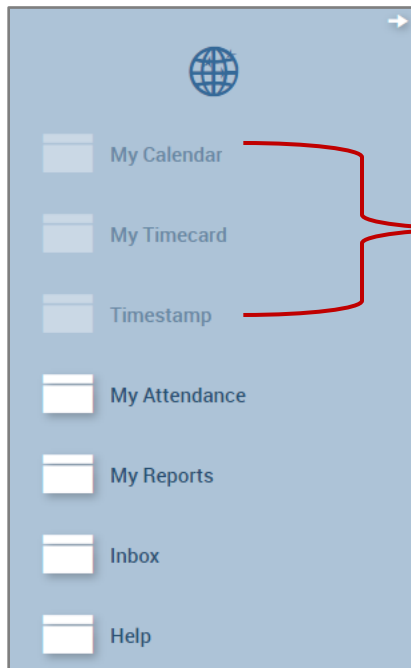
Accrual Code	Accrual Available Balance	Accrual Planned Takings	Accrual Ending Balance
LV-Tracking	9999.0	0.0	9999.0
PTO	79.08	4.5	74.58
Public Service Leave	8.0	0.0	8.0
Unavailable	3.0	0.0	3.0

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



My Calendar, My Time Card, and Timestamp are open in the My Timecard View.

- *My Attendance* gives the user a way to monitor their attendance balance
 - If the team member notes a discrepancy, follow up with their manager
 - 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

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
 - *Schedule*
 - *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:

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.

- The following report shows the schedule

[My Timecard](#) | [My Reports](#) 🔄 | X

My Reports ▾

← [Back to My Reports](#)

SCHEDULE

[Return](#)

Time Period: Range of Dates Printed: 12/20/2020
 Dates: 9/20/2020 - 10/03/2020

Name: ID:
 Primary Account(s): 8/11/2019 - forever NEURO/6C/RN
 MC01/-/-/2026000/-/

Standard Hours:
 Daily: 0.0 Weekly: 36.0 Per Pay Period: 72.0

Day Date	In	Out	Shift Label	Shift Type	Pay Code	Amount	Transfer	Work Rule	Shift Total
Comments				Transfer Account					
Sun 9/20	7:00	19:30		Regular					12.0
Mon 9/21	7:00	19:30		Regular					12.0
Wed 9/23	7:00	19:30		Regular					12.0
Wed 9/30	7:00	19:30		Regular					12.0
Thu 10/01	7:00	19:30		Regular					12.0
Fri 10/02	7:00	19:30		Regular					12.0
Sat 10/03	7:00			PCE	PTO NEURO/6C/RN	0.0			
Totals:						0.0			72.0

Total Hours: 72.0

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



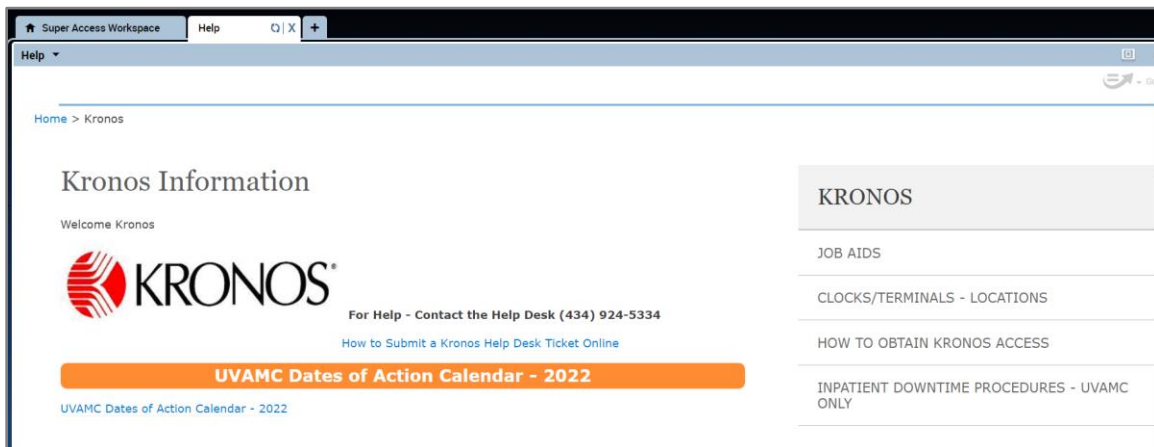
- *Inbox* offers the user a place to review some system generated email, for example when the team member declined the shift swap a message email was sent back to the sender.

Help Icon

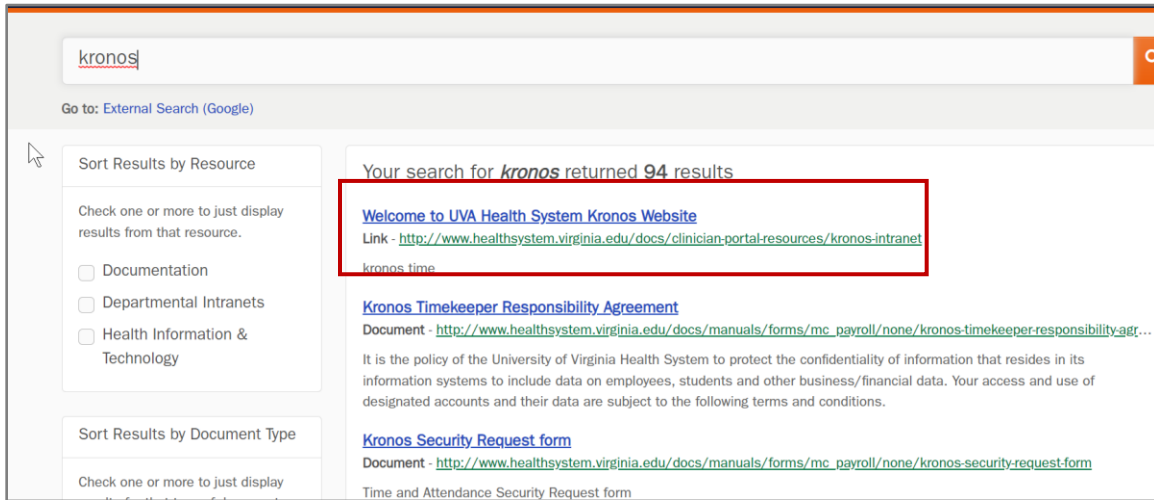
The *Help* Icon in Kronos is a link to the Kronos Website.

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.



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



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