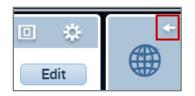


UVA Staffing Worksheet complete W SC Report

Charge Nurses/Shift Managers typically utilize the UVA Staffing Worksheet Complete W SC to quickly view at a glance who is working today. This UVA Staffing Worksheet Complete W SC is the primary staffing report used across the inpatient units.

Accessing the Report

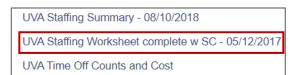
• To access the reports widget, navigate to the right side of the screen, click the left arrow to view the widgets listed under the globe in the related item pane.



• Scroll down until you see the *Reports*, click *Reports*



- The default tab is the **SELECT REPORTS**
- Locate the filters and Click + Scheduler to expand the filter
- Scroll down until you see the UVA Staffing Worksheet Complete W SC 05/12/17





• Click on the report to select the reporting options

Reports 👻) ÷
				ЕЛ - Go To
REPORTS				
SELECT REPORTS CHECK REPORT STATUS		_		
Run Report Refresh				
Create Favorite Save Favorite Duplicate Favorite	Delete Favorite			
UVA Daily Scheduling - 05/12/2017		—		A
UVA Daily Staffing	UVA STAFFING W	DRKSHEET COMPLETE W SC - 05/12/2017		
UVA Overtime Report				
UVA SRO Staffing Assignments	Description	UVA Staffing Worksheet complete w SC - 05/12/2017		
UVA SRO Staffing Guidelines	People	All Home		
UVA SRO Zone Staffing	Time Period	Current Pay Period		
UVA Staffing Summary - 08/10/2018	Certification	Available Selec	ted	
UVA Staffing Worksheet complete w SC - 05/12/2017			ACU	
UVA Time Off Counts and Cost		_None AOCN		
UVA Weekend Staff		CN1		
+ Accruals	:			
+ Attendance	:			
+ Detail Genie				
+ Other Reports			·	
+ Roll-Up Genie				
+ Scheduler				
+ Timecard				_ *

Reporting Options:

- All Home is the default for *People but the hyperfind can be changed*
- Current Pay Period is the default Time Period, change the time period to the appropriate day or date
 - Today is typically used

	Previous Pay Period Current Pay Period Next Pay Period	
	Previous Schedule Period	
	Current Schedule Period Next Schedule Period	
	After Next Schedule Period	Ī
1	Today	Î
ĺ	Yesterday	1
	Week to Date	1
	Last Week	ĺ
	Specific Data	l
ľ	Specific Date	١
ļ	Range of Dates	
l	Relative Specific Date	
	Range of Relative Dates	I
	Current Pay Period V	



Description	UVA Staffing Worksheet complete w SC - 05/12/2017
People	All Home Edit New
Time Period	Today 🗸
Certification	Available Selected All AOCN CN1 RN Image: Constraint of the second s
Open Shifts Visible	TRUE 🗸
Page Breaks	By Admin 🗸 💽

• Complete the following Fields (multiple screenshots)

- Fill in *Time Period*
- Select _*None* in the *Certifications* field
 - Move _None to the Selected area by clicking the
- For Open Shifts Visible, select TRUE from the dropdown
- o Leave Page Breaks set at By Admin

Skill	O8W	Selected None
Zone Sets	Day/Eve/Night	
Output Format	Microsoft Excel Document(.xls)	

- For Skill move _None to the selected area by selecting _None then clicking
- For *Zone Sets*, select *Day/Eve/Night* from the dropdown

UVAHealth



- Select Microsoft Excel Document(.xls) for the Output Format
- Scroll back to the top and select Create Favorite



- o Information about the Favorite Report is needed
 - Name the report so it is easily identifiable
 - Add notes in the Author Remarks area to help remember who will be included in the report

SELECT REPORTS CHECK REPORT STATUS						
Run Report Refresh						
Create Favorite Save Favorite Duplicate Fav	vorite Delete Favo	rite				
– All						
Absent Employees	FAVORITE REI	PORT				
Absent Employees (Data)	*Favorite Report	Staffing Worksheet				
Accrual Balances and Projections	Author's Remarks	Set to default if need different date change				
Accrual Balances and Projections (Data)		time period.				
Accrual Debit Activity Summary	This Favorite Report	is based on				
Accrual Detail	Demant IN (A Chaffer					
Accrual Detail (Data)	Report UVA Staffir	ng Worksheet complete w SC - 05/12/2017				
Attendance Calendar	Description	UVA Staffing Worksheet complete w SC - 05/12/2017				
Attandance Insident Tab	Description	ownoraning workshoer complete w 50 - 05/12/2011				

- Reports included in the Favorite's filter are only available for the individual who created the report
- The report will display under Favorite's
 - Note the name of the report will display after expanding the favorite filter

	SELECT REPORTS CHECK REPORT STATUS			
	Run Report Refresh			
	Create Favorite Save Favorite Duplicate Favorite	vorite Delete Favorite		
	- Favorites			
Rev. 3.12	Staffing Worksheet	FAVORITE REPORT		
	+ All	*Favorite Report Staffing Worksheet		
	+ Accruals	Staffing Worksheet		
	+ Attendance	Author's Remarks Set to default if need different date change		
	+ Detail Genie	time period.		

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o After saving the report as a favorite, select Run Report



o Select the Check Report Status Tab



 The report will be listed with a status of waiting. Select Refresh Status to process the report. Refresh the report as needed until the status of complete displays. Once the report has a status of completed, double click on the report.

UVA Staffing pdf Worksheet complete w SC - 05/12/2017	3/11/2021 13:00	3/11/2021 13:01	Complete	Screen	
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o Below is a small sample of the report

WVAHealth



Daily Staffing Worksheet			Timeframe: Today Query: All Home and Scheduled Job Transfers*			Report Run On: 3/11/2021 5:51:16 AM Printed For:		
Date: 3/11/2021								
Admin:								
Department:								
Day Shift (04:00-17:00)	HOME	SHIFT	JOB	COMPS	COMME	NTS & NOTES		
RN = 2/2								
	2030000	7AM-7:30PM	RN					
	2027000	7AM-7:30PM	RN					
SM = 1/1								
, ,	2030000	7AM-7:30PM	SM					
PCA = 1/1								
	2030000	6:30AM-7PM	PCA		Other	PCA \$10 Incentive Shift A,4E PCA to 4C 06:30-19		
HUC = 2/2								
	2030000	7AM-3:30PM	HUC					
	2030000	3PM-11:30PM	HUC					

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*