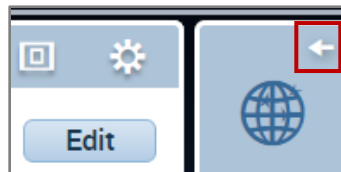


UVA Staffing Worksheet complete W SC Report

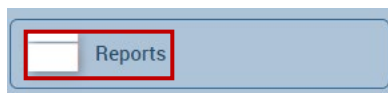
Charge Nurses/Shift Managers typically utilize the UVA Staffing Worksheet Complete W SC to quickly view at a glance who is working today. This UVA Staffing Worksheet Complete W SC is the primary staffing report used across the inpatient units.

Accessing the Report

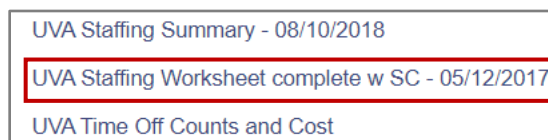
- To access the reports widget, navigate to the right side of the screen, click the left arrow to view the widgets listed under the globe in the related item pane.



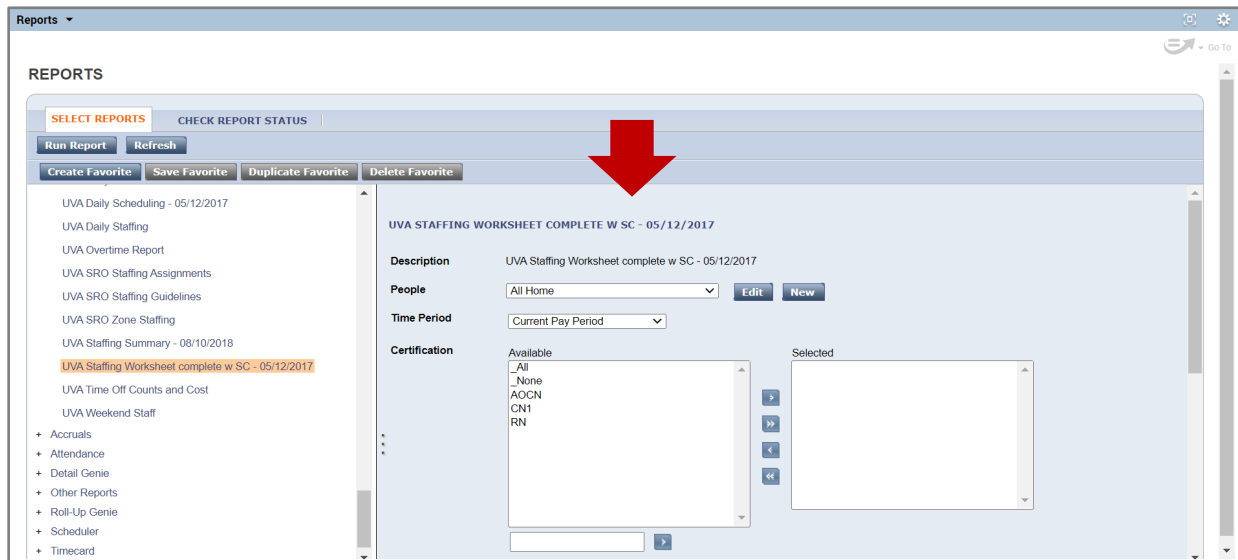
- Scroll down until you see the *Reports*, click *Reports*



- 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*

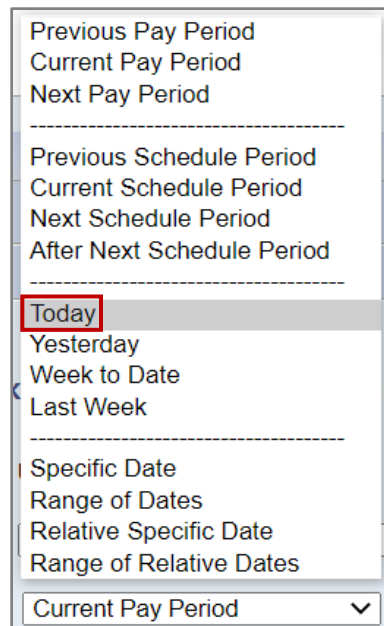


- Click on the report to select the reporting options

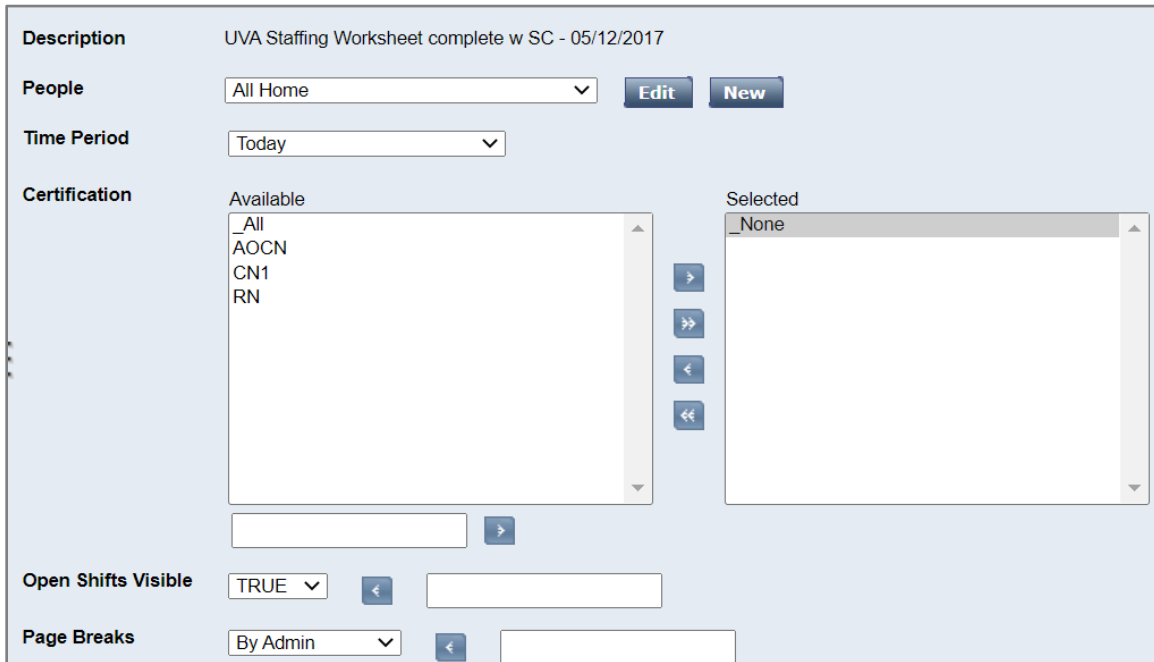



Reporting Options:

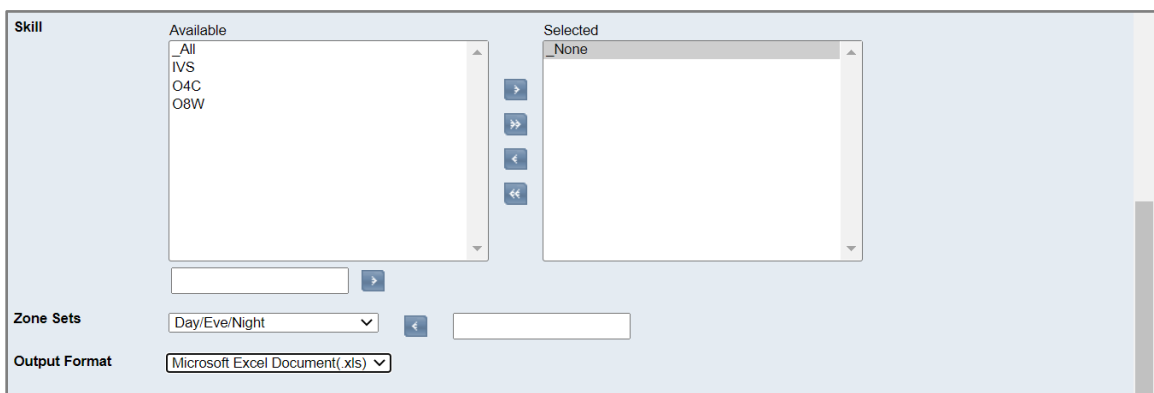
- All Home is the default for *People* but the hyperfind can be changed
- Current Pay Period is the default Time Period, change the time period to the appropriate day or date
 - Today is typically used




- 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
- Leave *Page Breaks* set at *By Admin*



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



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



- 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



- 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

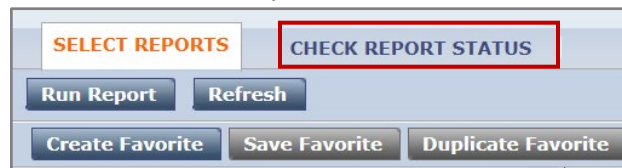





- After saving the report as a favorite, select Run Report



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



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