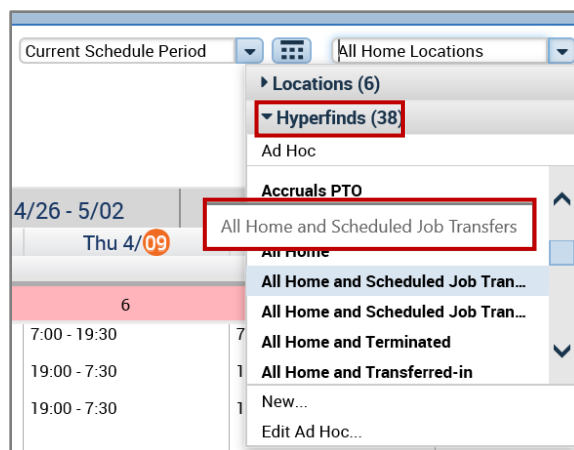


Viewing Transferred Team Members

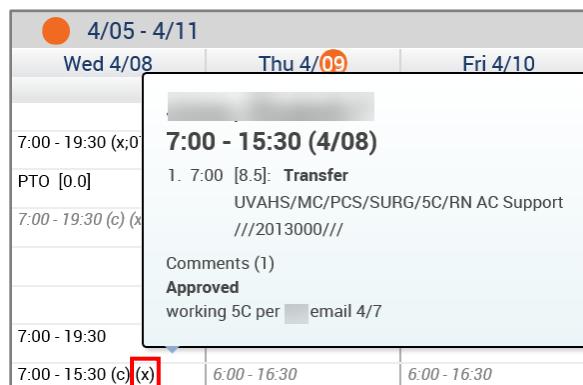
From the Schedule Planner

To show how to view a team member who has been transferred to a job in an inpatient unit open the Schedule Planner (which defaults to *All Home Locations*)

- Open the *Hyperfinds* (not locations)
 - Select *All Home and Scheduled Job Transfers* from the dropdown list
 - Team members with scheduled job transfers will be viewable in the schedule



- From the schedule view the team member
 - An (x) to indicate that they have been transferred to the unit
 - A (c) will also be visible if a comment has been entered





- If the team member is not viewable in the department contact the Kronos team for assistance

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