



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)
 - o Select All Home and Scheduled Job Transfers from the dropdown list
 - Team members with scheduled job transfers will be viewable in the schedule

Current Schedule Period 💌 🧱 All Home Locations 💌					
► Locations (6)					
▼ Hyperfinds (38)					
Ad Hoc					
Accruals PTO					
4/26 - 5/02	26 - 5/02				
Thu 4/09	All Home and Scheduled Job Transfers				
All Home and Scheduled Job Tran					
6	All Home and Scheduled Job Tran				
7:00 - 19:30	7 All Home and Terminated				
19:00 - 7:30	1 All Home and Transferred-in	•			
19:00 - 7:30	ן New				
	Edit Ad Hoc				

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

4/05 - 4/11					
Wed 4/08	}	Thu 4/09	Fri 4/10		
7:00 - 19:30 (x;0 [:]	7:00 - 15:30 (4/08)				
PTO [0.0]	1. 7:00 [8.5]: Transfer				
7:00 - 19:30 (c) (x	UVAHS/MC/PCS/SURG/5C/RN AC Support ///2013000///				
	Comments (1)				
	Approved				
7:00 - 19:30	work	ing 50 per email 4/7			
7:00 - 15:30 (c) (x)	6:00 - 16:30	6:00 - 16:30		

UVAHealth



• 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*