



How to use Workload Planner

Purpose: How to generate workload in Workload Planner **Audience:** All Advanced Scheduling managers and schedulers

The New Java Free Workload Planner has no tabs and view is controlled by the Visibility Filter and the View By icons at the top of the page.

- 1. Log into Kronos and select Scheduling Manager in Workspaces tab.
- 2. Select Schedule Period or Range of Dates desired in the Time Period box then select the Location to view/edit in the location context box.
- 3. The default view shows all Filters when it first opens.

Workload Planner																								
				Workload and Volume					Loaded: 1:20PM Current Schedule Period 📃 🧰						203441			▼ Edit						
View B	y Visib	vility Tools	Generate	Le	Destion Filt	ter	💽 🗸 Span Filte	r												F	O Refresh	Ê) Audits	Sr	ave
	Filt	ter	Workload	HFHS	03441	/ICU/2																		
Job Span Type)		Tue 7/10)	۷	Ved 7/11		1	Thu 7/12	2		Fri 7/13			Sat 7/14	ļ.	:	Sun 7/15		٢	Mon 7/16		
			Actual	Budget	Plan	Actual	Budget	Plan	Actual	Budget	Plan	Actual	Budget	Plan	Actual	Budget	Plan	Actual	Budget	Plan	Actual	Budget	Plan	
Chg	Day	Workload																						
Chg	Eve 1	Workload																						
Chg	Eve 2	Workload																						
Chg	Night	Workload																						
RN	Day	Workload	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	
RN	Eve 1	Workload	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	
RN	Eve 2	Workload	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	
RN	Night	Workload	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	
RN2	Day	Workload	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	
RN2	Eve 1	Workload	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	
RN2	Eve 2	Workload	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	
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Chg	Day	Workload																						•
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From the Visibility Filter icon at the top of the page click on the down arrow. To see a saved Baseline plan select Budget from the Columns section and Workload from the Rows selection.



View will show Baseline Workload by Zone or Shift.

To create a new Baseline Pattern, click on the Tools Icon at the top of the page and select Add Workload.

Workload Pattern

Location : HFHS/HFH/HFH/ICU/203441											
		Start Date	End Date	Туре							
2	×	6/14/2015	Forever	Budget							
	Add Pat	tern Copy Pattern		ОК							

- 1. Click on the pencil icon to edit the existing pattern or click on the Add Pattern button to add a new Budget (baseline) pattern.
- 2. After the plan is edited/created, click on Apply.
- 3. If there is no Budget (previously named Baseline) Plan saved, DO NOT click on the Save Plan box above the workload plan grid. System will not allow a Plan (previously named Adjusted) without a Budget plan saved.

If Daily Coverage in Schedule Planner should have an alternate set of required staff numbers (previously named Adjusted) After creating the Budget Workload Plan, create a second Workload Plan by:

- 1. Selecting Plan from the Columns and Workload from the Rows under Visibility Filter
- 2. Click on Tools > Add Workload Pattern
- 3. Click on Add Pattern
- 4. Add Plan numbers, click on Save as Plan then click Apply

Workload Pattern

Locatio	Location : HFHS/HFH/HFH/ICU/203441														
		Start Date		End Date		Туре									
Ø	6/14/2015			Forever		Budget									
Add Pa	Add Pattern														
Start Date : * 7/09/2018 End Date : * Save as pl											lan				
J	lob	Span	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Holiday					
Ch	gRN	Day													
		Eve 1													
		Eve 2													
		Night													
F	RN	Day									-				

Cancel Apply