

Kronos Staffing Widget

Purpose: How to use Kronos Staffing widget tool

Audience: Kronos Scheduler / Manager

The Staff Management widget gives you quick access to your daily staffing plan so that you can adjust your schedule when unforeseen events occur, such as an employee calling in sick or an unplanned event requires extra staff (or less staff) during a scheduled period. The Staff Management widget allows you to operate optimally across service line or cost centers with your available staffing resources.

Note: This is a tool to assist in daily operations and does not take the place of the Schedule Manager.

Areas of Staffing Widget

Summary View

The Summary View helps you identify at a glance which units and departments you work with have staffing issues. Within the grid in the Summary View, you can sort any of the columns to display the data in a way that is most useful for you. Click a column header to sort the values in ascending order. Click the header again to sort in descending order.

The screenshot shows the Kronos Staffing widget interface. At the top, there are navigation tabs: "Manage the Application", "Scheduling Manager", and "Staffing". Below the tabs, there are several icons for actions: "Select All", "Open Selected", "Time Span", and "Jobs". On the right side, there are controls for "Loaded: 7:43PM", "Today" (with a red '1.' annotation), a service line dropdown menu (with "--HFH ICU" and a red '2.' annotation), and an "Edit" button. Below these controls, there are four numbered callouts (3, 4, 5, 6) pointing to specific icons. At the bottom right, there is a "Refresh" button and a "Selected 4" indicator. The main part of the screenshot is a table with the following data:

	Name	Undercoverage	Overcoverage	Planned	Scheduled	Variance	Volume
<input type="checkbox"/>	203441	↓ 24.1	↑ 1.7	45	22.5		0
<input checked="" type="checkbox"/>	204152	0	↑ 3	0	3		0
<input checked="" type="checkbox"/>	204154	↓ 7.2	↑ 3.9	25.5	22.2		32
<input checked="" type="checkbox"/>	204180	↓ 7.4	↑ 3.5	12.8	8.9		0
<input type="checkbox"/>	204182	↓ 1	↑ 2.1	8	9.1		12
<input checked="" type="checkbox"/>	204184	↓ 1.6	↑ 0.3	7.1	5.8		8
<input type="checkbox"/>	204189	0	0	0	0		0
<input type="checkbox"/>	204260	↓ 2.6	↑ 1.3	12.9	11.6		16
<input type="checkbox"/>	204260B	↓ 3.5	↑ 0.5	9.5	6.5		8
<input type="checkbox"/>	204265A	↓ 2.8	↑ 0.7	10.3	8.2		0
<input type="checkbox"/>	204265B	↓ 2.2	↑ 1.5	9.3	8.6		0
<input type="checkbox"/>	204268	↓ 6.5	↑ 1.1	15.9	10.5		20

1. Select the date you want to view the staffing needs.
2. Select the service line (Cost Centers) that you want to view.

3. Check the cost centers you want to view or **Select All**.
4. Select the time **Span**. (By default, **All Day** is selected.)
5. Select jobs you want to view. (By default **All Jobs** are selected.)
6. Click on **Open Selected**.
7. **Daily Staffing** detail will display.

8. Select **Available Employees** in the toolbar to display or hide the list of available employees in the **Employee Pool**.
9. To fill an open shift with an employee from the **Employee Pool**, select the employee in the pool and drag the employee to the open shift.
10. To transfer an employee from one cost center to another cost center, click on the employee and drag the name to destination. The job transfer will reflect on their schedule. The charge cost center will also reflect on their timecard.

The **Employee Pool** is a list of employees who are not scheduled to work in the selected time span and do not have pay codes in the selected time span. Their primary job or a job in their transfer set matches the selected job and selected location in the context. The **Employee Pool** includes all the people from the manager's organizational group. Hover your mouse over an employee name to see a tooltip with job and shift details, and rule violations, if any.