



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 adjustment 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.

t ∎	lanage	the Application	Scheduling Mana	iger	Staffing	Q X Q	+			
Staffi	ng				-	_				□ ‡
3 Sele	ct All	6. ✓ 0pen Selected Time Span	5. Dobs				Losded: 7:43PM Toda	y <u>1</u>	-HFH ICU	2. Edit O Refreat Selected 4
		Name 🔺	Undercove	erage	Overco	verage	Planned	Scheduled	Variance	Volume
		203441	¥	24.1	↑	1.7	45	22.5		0
		204152		0	1	3	0	3		0
		204154	4	7.2	1	3.9	25.5	22.2		32
		204180	4	7.4	1	3.5	12.8	8.9		0
		204182	¥	1	↑	2.1	8	9.1		12
		204184	Ť	1.6	1	0.3	7.1	5.8		8
		204189		0		0	0	0		0
		204260	Ť	2.6	1	1.3	12.9	11.6		16
		204260B	Ť	3.5	1	0.5	9.5	6.5		8
		204265A	Ŷ	2.8	↑	0.7	10.3	8.2		0
	•	204265B	Ŷ	2.2	1	1.5	9.3	8.6		0
	•	204268	¥	6.5	1	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.

															Loaded: 7:43P	M Toda	iy	• =	-HEH I	CU		• Edit
9 Quick Actions	Avsilable Employees	↓↓↓ ~ Sort	💽 - Time Span	۳ sdoL	Shifts Ca	ompact View	Summary															O Refres
204	152						Ň	20418	4				Ň	204180					Ň	2041	54	
	√ 0	↑ 3	PLN 0	SCH 3	VOL 0		-	ų	1.6 10.3	PLN 7.1	SCH 5.8	VOL 8	-	↓ 7.4	- ∱3.5 P	LN 12.8	SCH 8.9	VOL 0	-		7.2	13.9
ŧ.		llan, Tanya		RN	7:00PM - 7:	30	•		Open Shift		RN	7:00PM - 7:30	• ^		Bayley, Kristen M		RN	Off Request	~			Open Shift
7	•	ırris, Delana		Sit	7:00PM - 11	1:3	•		Open Shift		RN	7:00PM - 7:30	-		Beauchamp, Kath	erine A	NA	Off Request				Open Shift
\$		ckson, Karri		NA	7:00AM - 7:	30	•		Open Shift		RN	7:00PM - 7:30	-		Belcher, Ashley		RN	Off Request				Open Shift
÷		azurek, Mega		RN	7:00AM - 7:	30	-		Open Shift		RN	7:00AM - 7:30	-	+	Benson, Laure		RN	7:00AM · 3:30	-			Open Shift
ŧ		p, Marcel I		RN	7:00AM - 7:	30	•		Open Shift		RN	7:00PM - 7:30	-		Brantley, Britt		NA	11:00PM - 7:3		÷		Open Shift
\$		istma, Brittai	r	RN	11:00AM - 7	7:3	•		Beaugrand, S		RN	7:00PM - 7:30	-	\$	Burnside, Clar		Orient	7:00AM - 7:30	•			Dpen Shift
÷		iohatti, Ali		RN	7:00PM - 7:	30	-	#	Caliguire, Lau		RN	11:00AM - 7:3			Cohoe, Kather		RN	7:00PM - 7:30	-			Open Shift
ŧ		rrie, Bradley		RN	7:00PM - 7:	30	-	÷	Cooper, Morg		Orient	7:00AM - 7:30	-		Danese, Danie		RN	7:00AM - 7:30		÷		Adamowica
÷		inkson, Chris	R	NA	7:00PM - 7:	30	•		Deluca, Kelli F		RN	7:00AM - 7:30	•	+	Darwiech, Rac		Orient	7:00AM - 5:30		÷		Adams, Aly
\$		ileski, Sean J		RN	7:00AM - 7:	30 [2]	+		Ferede, Helen		RN	7:00PM - 7:30	-		Desrosiers, St		RN	7:00PM - 7:30	-			Adelowo, O
ŧ		vcic, Melanie		RN	7:00PM - 7:	30	-		Ferede, Helen		BN	7:00PM - 7:30			Desrosiers, St		RN	7:00PM · 7:30				Ahmed, Mo
									Ford, Brice		NA	7:00PM - 7:30	-		Elmoussa, Ab		RN	7:00PM - 7:30	-			Ammary, B

- 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.

- 16 · · ·				View					
Coverage	Setting X								
vailable Employe	ees [27]		×	Sachem					v
Name		Job	Schedule	4	√ 0	PLN 4	SCH 0	CEN 0	-
Bermu	dez, Caterina	CSWLEAD	-		Open Shift		CSW	7:00AM - 3:30[2]	1
Cain, R	Joosevelt D	CSW					CSW	7:00AM - 11:00AM	
Febles,	, Feliberto	CSUS					CSW	11:30AM - 3:30PM	
Ferraro	a, Patricia	CSUS			Open Shift		CSW	7:00AM - 3:30[2]	*
Ford, D	amell H	CSWLEAD			Open Shift		CSW	7:00AM - 3:30[2]	•
Gardne	er, Leslie	CSW			Open Shift		CSW	7:00AM - 3:30[2]	•
Guerre	ra, Jill E	CSW			Open Shift		csw	2:45PM - 11:1[2]	+
Guerre	ra, Robin L	CSWLEAD		CMCU					v
Guzma	an, Jorge J	CSW		4 1.1	5 🖌 0	PLN 1.15	SCH 0	CEN 0	•
Jackm	ian, Alyssa R	CSW			Open Shift		AA	6:30AM - 3:00 [2]	•
ioslin.	Montlick Eli	DDDLAVE			Open Shift		AA	3:00PM - 5:00	*
Jobs CS	w x	Shifts C	overage Sett	ting 🗙					
Jobs CS Jackman Primary 8/Manha	W X n, Alyssa job: ./DC asset/CS	Shifts C R F-DCF9100 W	Coverage Sett	tinq 🗙 istody/Buildi	ng				
Jobs CS Jackman Primary 8/Manha	W X n, Alyssa job: ./DC asset/CS Jackm	Shifts C R F-DCF9100 W nan, Alyssa	Coverage Sett 10/Solnit S/Cu a R CSW	tina 🗙	ng				
Jobs CS Jackman Primary 8/Manha	W X n, Alyssa job: ./DC asset/CS Jackm Kutne	Shifts C R F-DCF9100 W nan, Alyssa r, Deirdre A	overage Sett 0/Solnit S/Cu a R CSW CSWLEA	tinq x istody/Buildi AD 2:4	ng 5PM - 1				
Jobs CS Jackman Primary 8/Manha	W x n, Alyssa job: ./DC asset/CS Jackm Kutner Kutner	Shifts C R F-DCF9100 W nan, Alyssa r, Deirdre A r, Deirdre A	overage Sett 0/Solnit S/Cu a R CSW CSWLEA CSWLEA	ting x istody/Buildi AD 2:4 AD 2:4	ng 5PM - 1 5PM - 1				
Jobs CS Jackman Primary 8/Manha	W x n, Alyssa job: ./DC asset/CS Jackm Kutnei Kutnei Lunn,	Shifts C R F-DCF9100 W nan, Alyssa r, Deirdre A r, Deirdre A Daniel C	a R CSW CSWLEA CSWLEA CSW	ting x stody/Buildi AD 2:4 AD 2:4 Var	ng 5PM - 1 5PM - 1 cation				
Jobs CS Jackman Primary 8/Manha	W x n, Alyssa ijob: ./DC asset/CS Jackm Kutnei Kutnei Lunn, Madoi	Shifts C R F-DCF9100 W nan, Alyssa r, Deirdre A Daniel C e, Suzann	a R CSW CSWLEA CSWLEA CSWLEA CSWLEA	AD 2:4 Vac	ng 5PM - 1 5PM - 1 cation				