UPSTATE
UNIVERSITY HOSPITAL

Enhanced Kronos V8 Clinical Trainer HANDBOOK

Nursing Business Operations 11/2018; Reviewed 5/2021

Clinical Trainer Information

- ✓ The Clinical Trainer has manager access.
- ✓ The first view will be Staffing & Scheduling.
- ✓ Everything that is done by the Clinical Trainer, must be done in the schedule.
- ✓ The Clinical Trainer cannot access another employee's time card and make changes due to union rules.
- ✓ The Clinical Trainer is unable to access their Work &Absence Summary from Kronos. The Trainer needs to sign into self-serve to view their summary.
- ✓ The Trainer must go to the Workspaces carousel in the upper right hand corner of screen and rotate the carousel until they are able to see their own timecard.
- ✓ New employees will be visible in Kronos once Nursing Business Operations (NBO) sets up their job status as an Orienting Registered Nurse (ORN) after notification from Nursing Recruitment.
- ✓ Travel Nurses (TNs) need to be floated into the RN job to count in the workload planner counts.
- ✓ Work rules: Class Traveler Biweekly is the only work rule available for travelers. There is no PPT, SGT, or OT/ET work rule.

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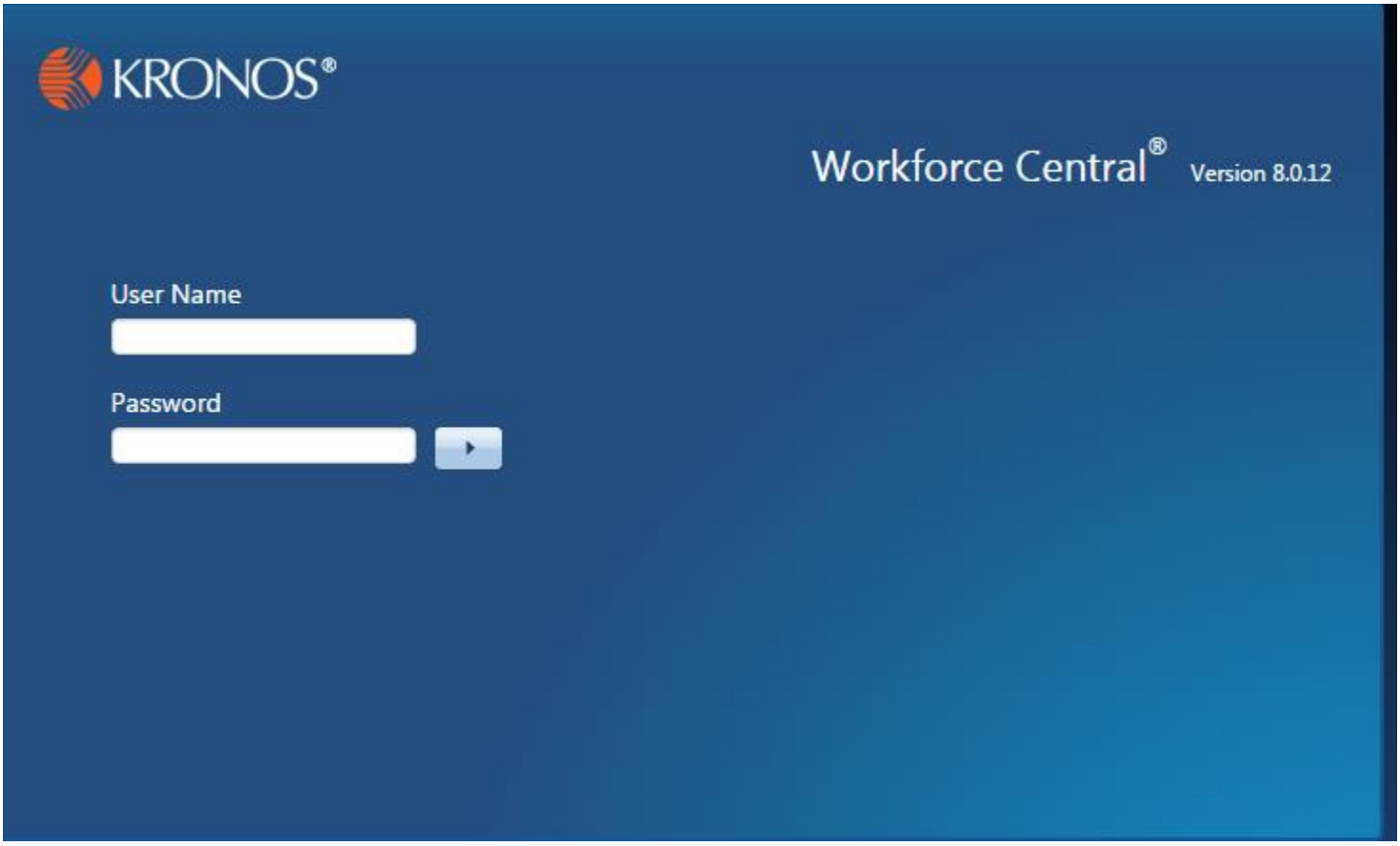
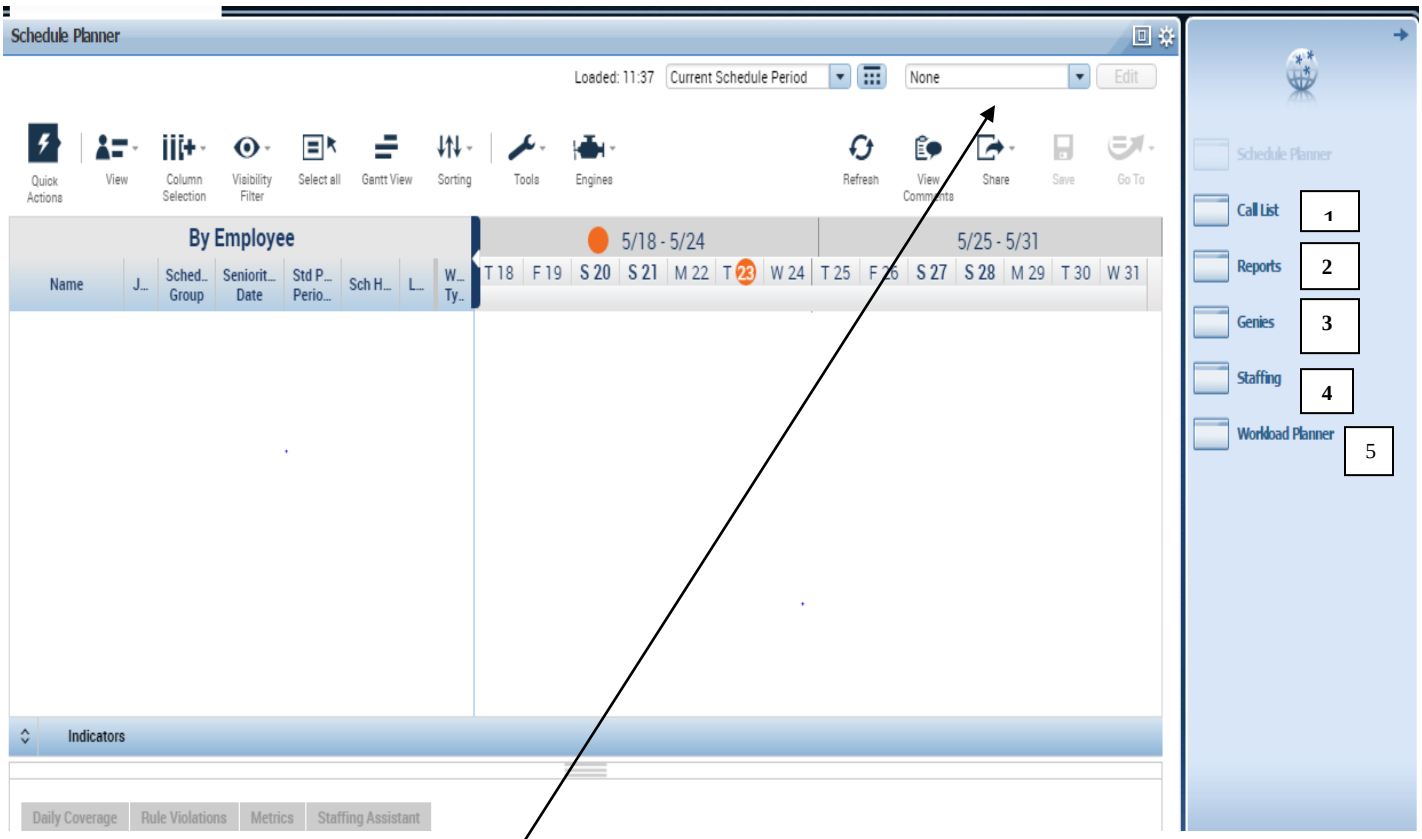
How to log into Kronos

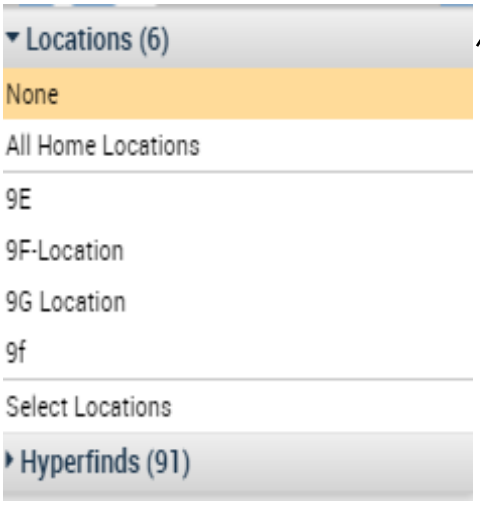
Log in by clicking on the KRONOS icon on the Novell server using Google Chrome



Please note: if your user name or password is not working call IMT at 4-4115

First View





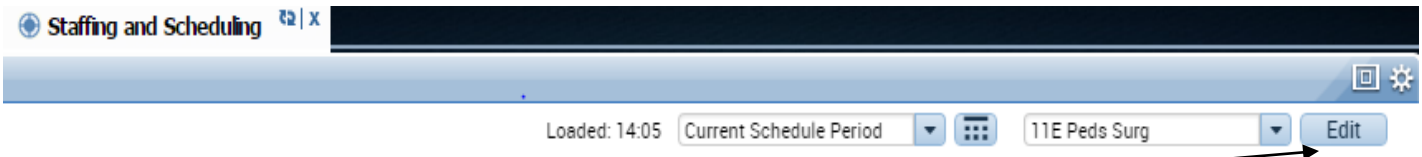
1. Call List - Future Use
2. Reports - Report Tab
3. Genie - Reconcile Timecard
4. Staffing - Future Use
5. Workload Planner -View Only

How to create/delete a Location

Create a Location:

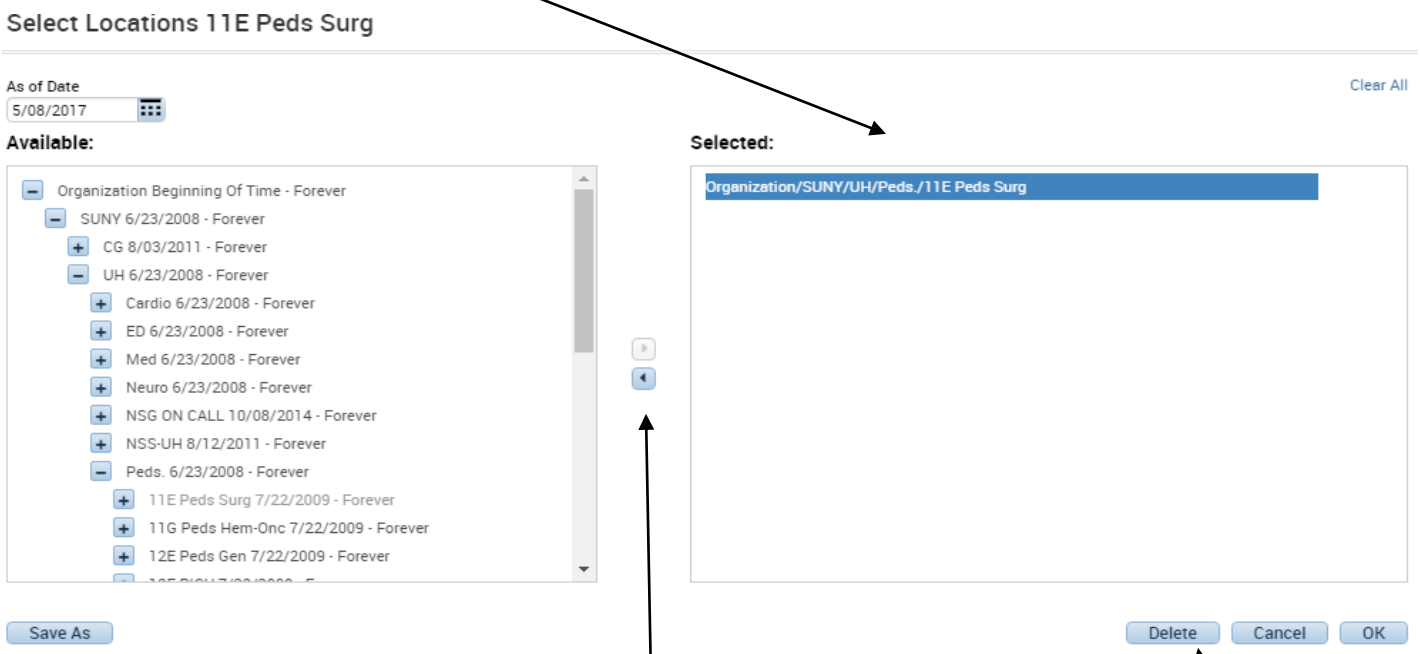
1. Highlight the unit
2. Select arrow
3. Unit is selected
4. Save as: name the unit
5. Select save

Delete a Location:

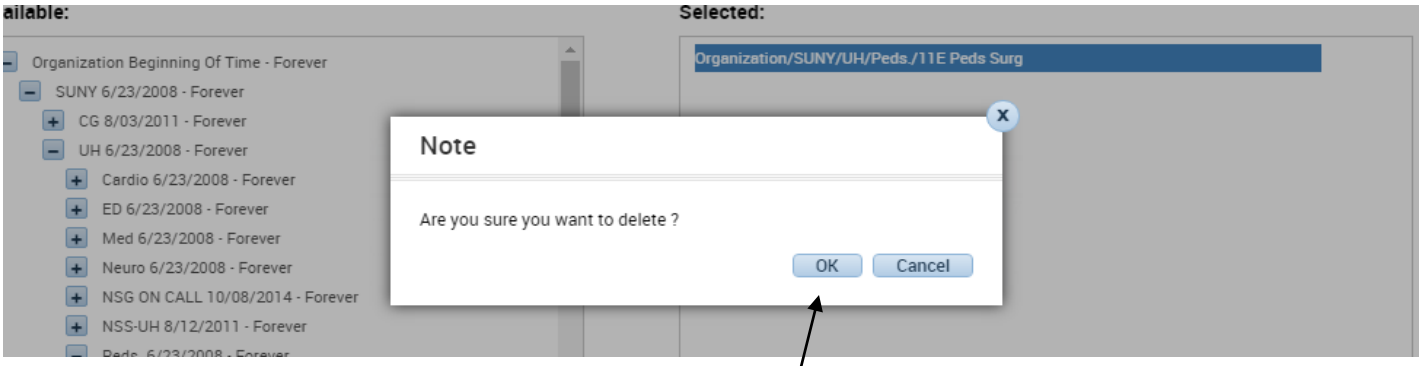


Select Edit

Highlight unit to be deleted

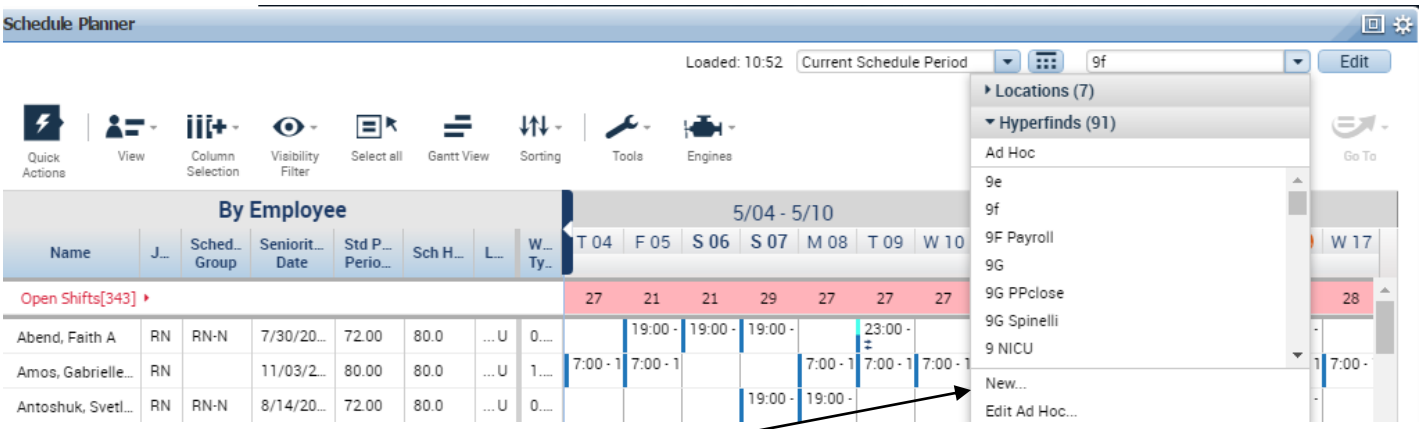


Move the selected unit back to available by clicking on arrow & Select delete

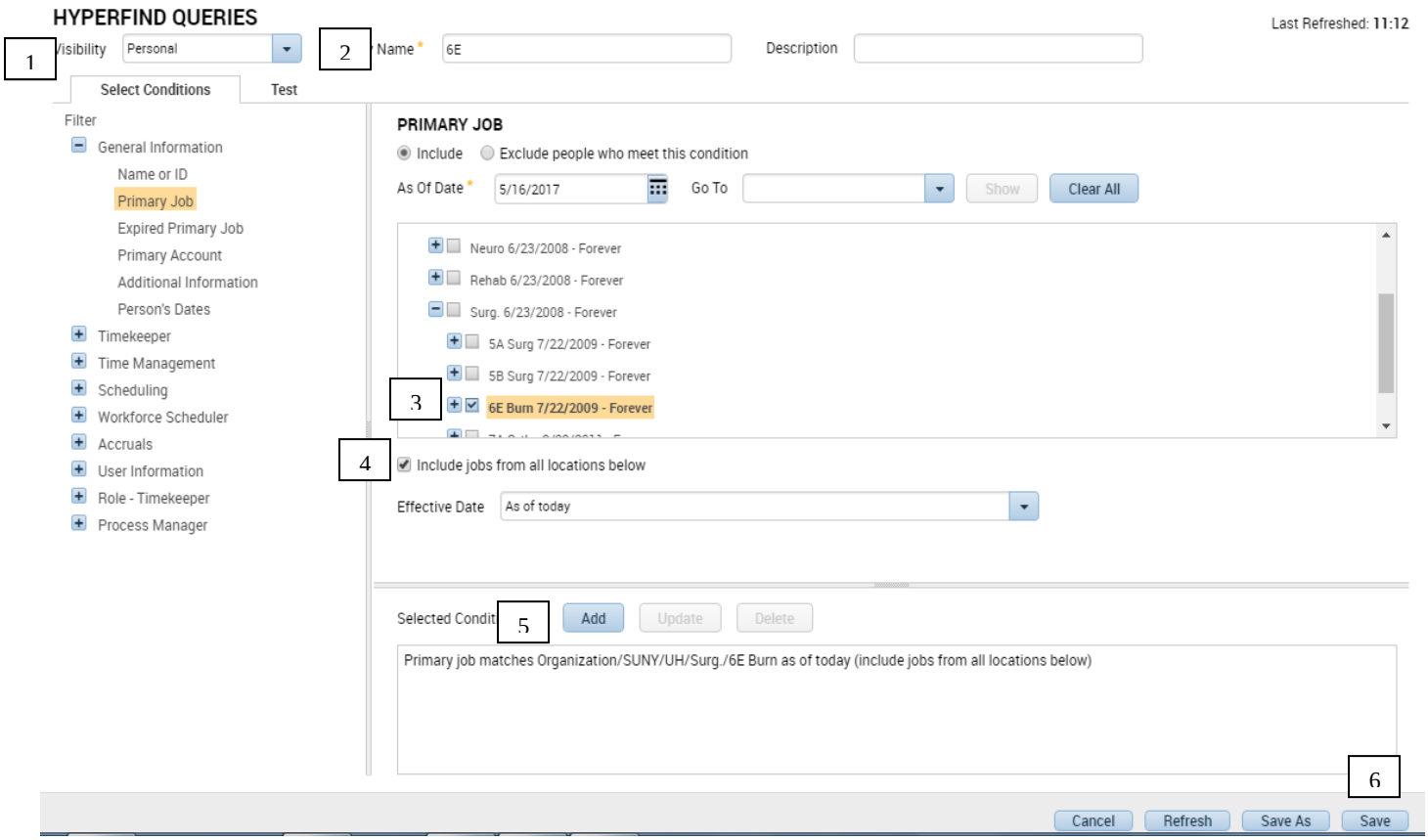


If you are sure you want to delete the location - select OK

How to create a Hyperfind



Select new in drop down box



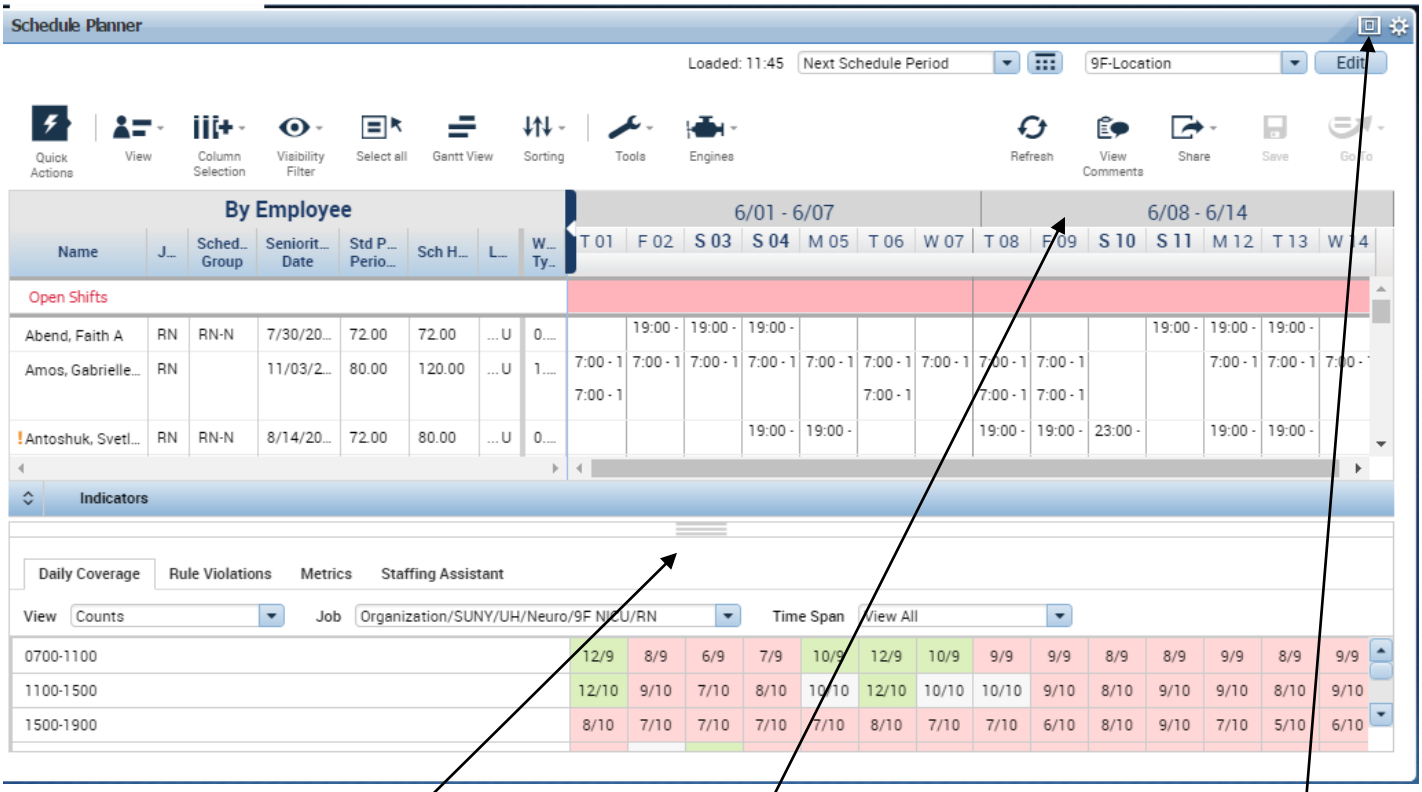
1. Select: Personal
2. Enter Query Name
3. Select: Unit
4. Select: Include Jobs
5. Select: Add
6. Select: Save

Please note: Hyperfinds cannot be deleted

How to view Schedule in two week blocks

Please note: the current schedule shows the entire two week block

When changing to a different pay period or range of dates:

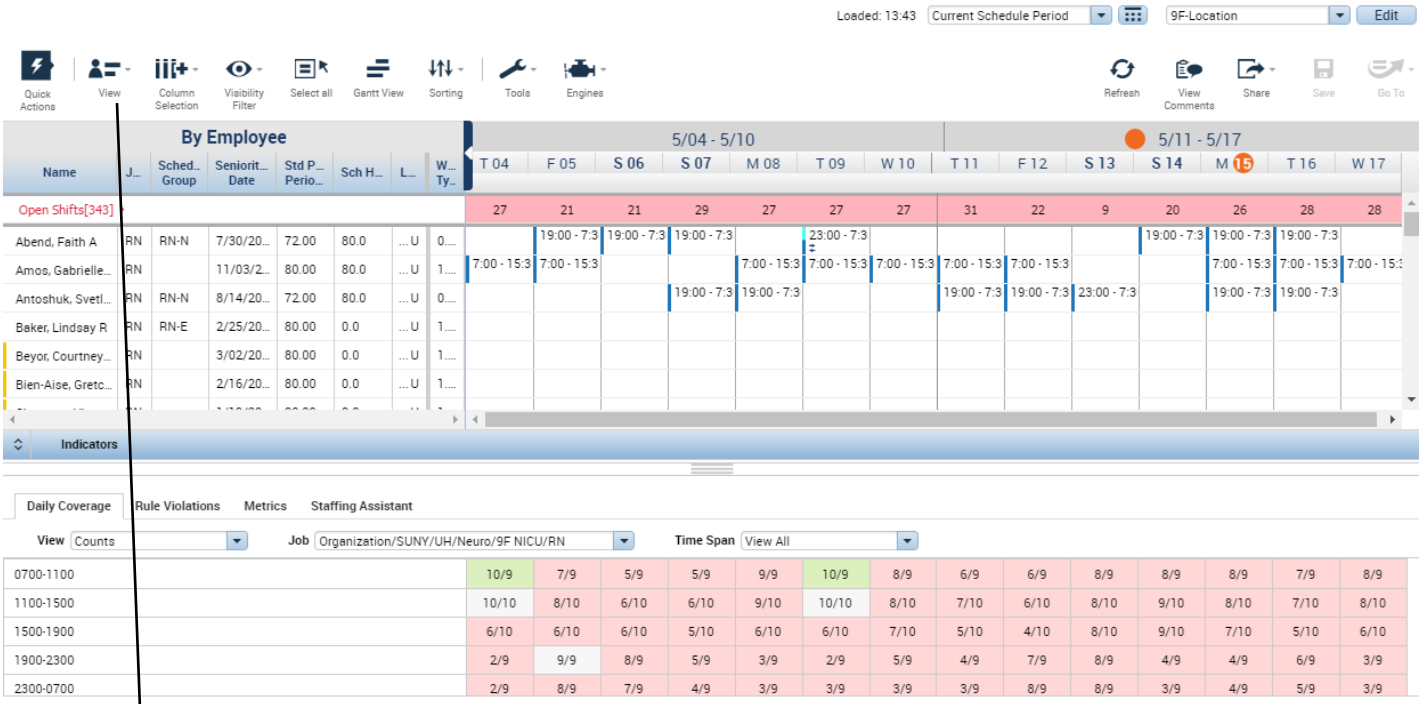


Double click on the second week of the schedule twice to view the two week schedule

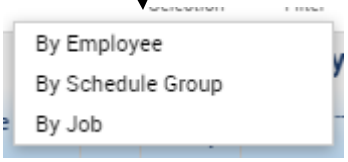
You can use the maximize button for larger view and minimize when needed

If unable to view all the zones in the workload planner, decrease the number of staff to be viewed by moving the slide bar up

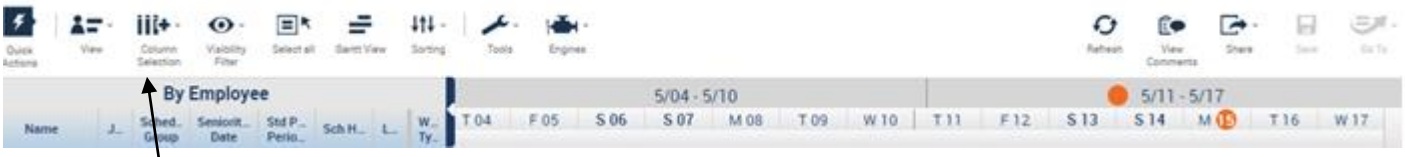
How to view Schedule by Schedule Group



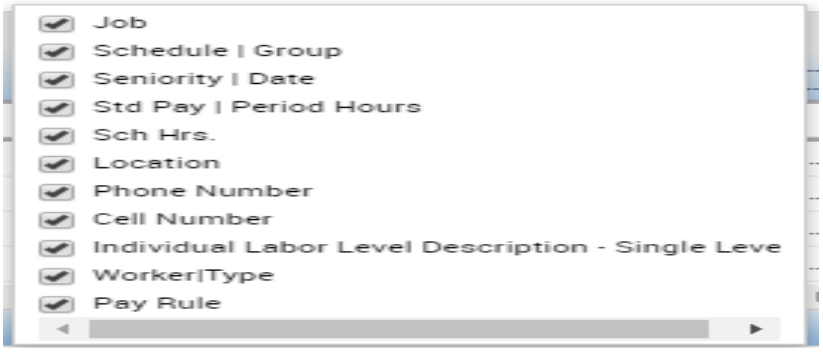
Click on View icon in task bar



How to change view by employee:

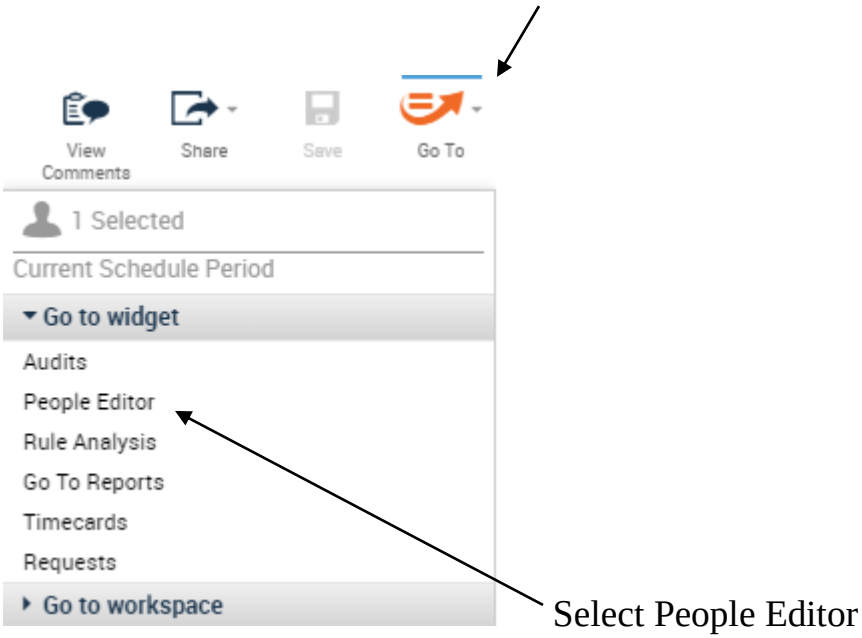


Using Column Selection, columns can be deleted by un-checking to give more landscape to view (this does not save)

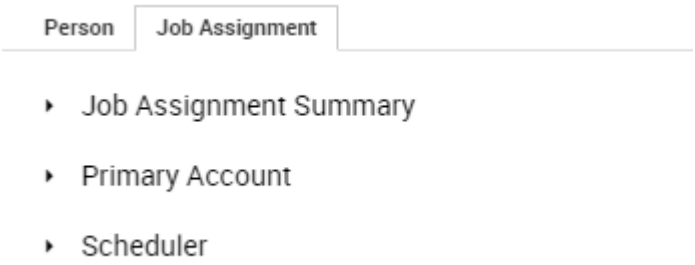


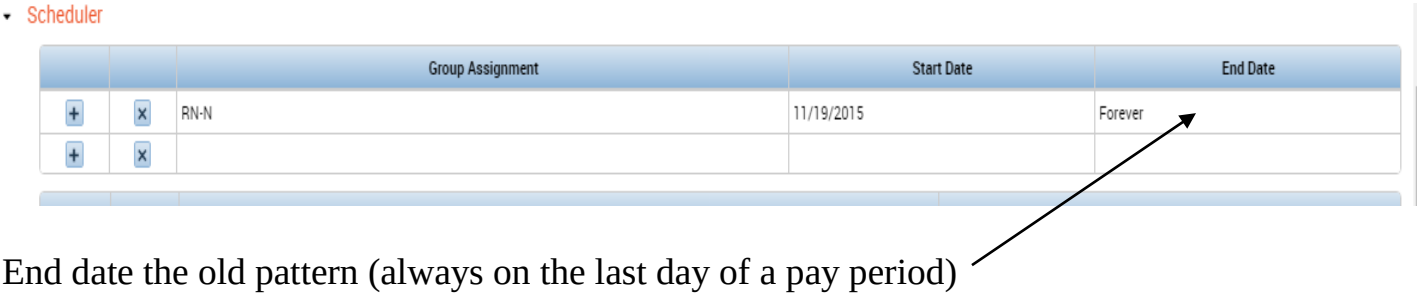
How to assign and remove employee Schedule Group

Highlight person in scheduling by using Go To



Click on Job Assignment Tab and select Scheduler



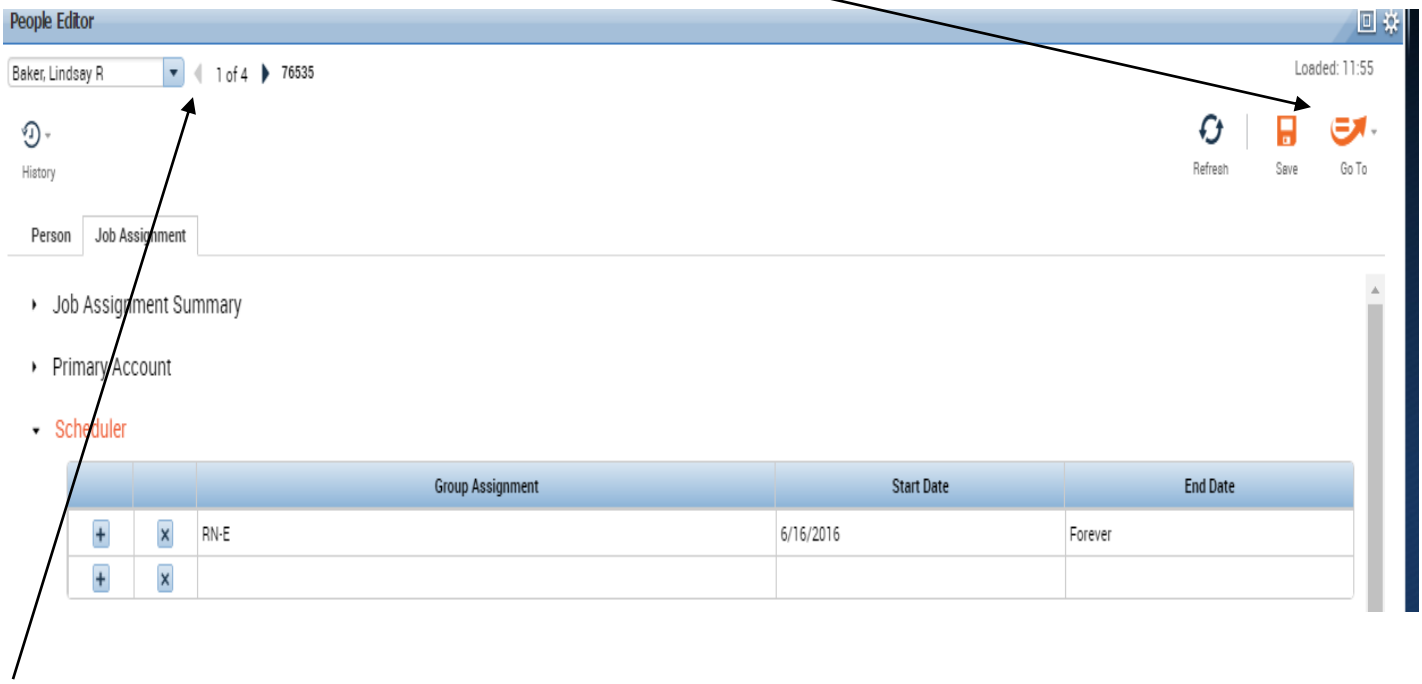


End date the old pattern (always on the last day of a pay period)

Assign New Group that the person should be assigned to in the Group Assignment drop down

How to assign multiple staff to a group:

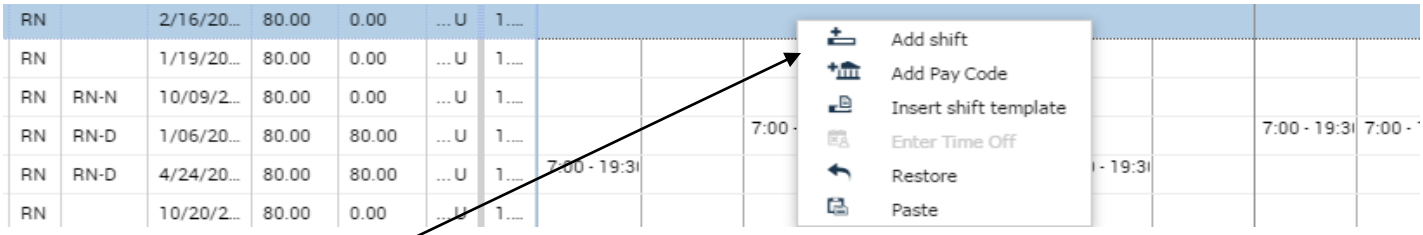
Select multiple staff by holding down the CTRL key highlighting each person to be assigned to the group and using the GO TO – select People Editor



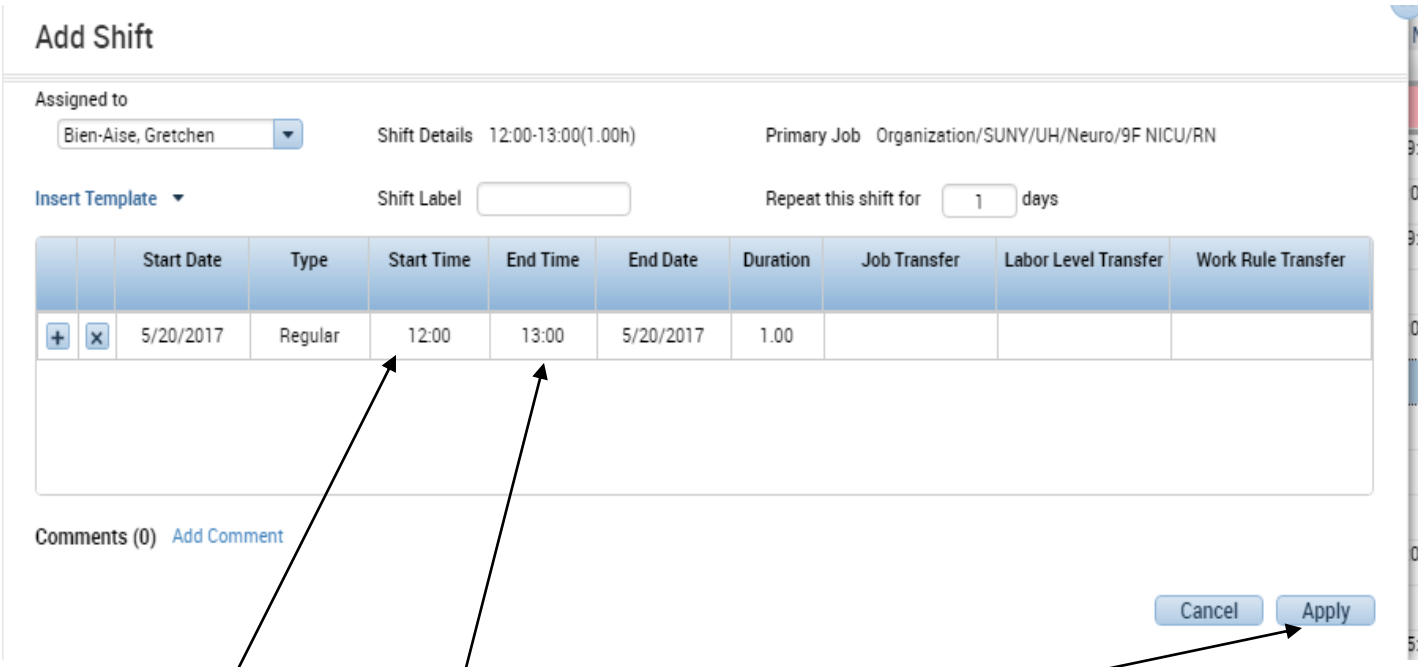
Use the arrow to scroll thru each employee selected to change or add a schedule group

How to enter a Shift

Shift can be typed in for the day OR click on the day and select from drop down



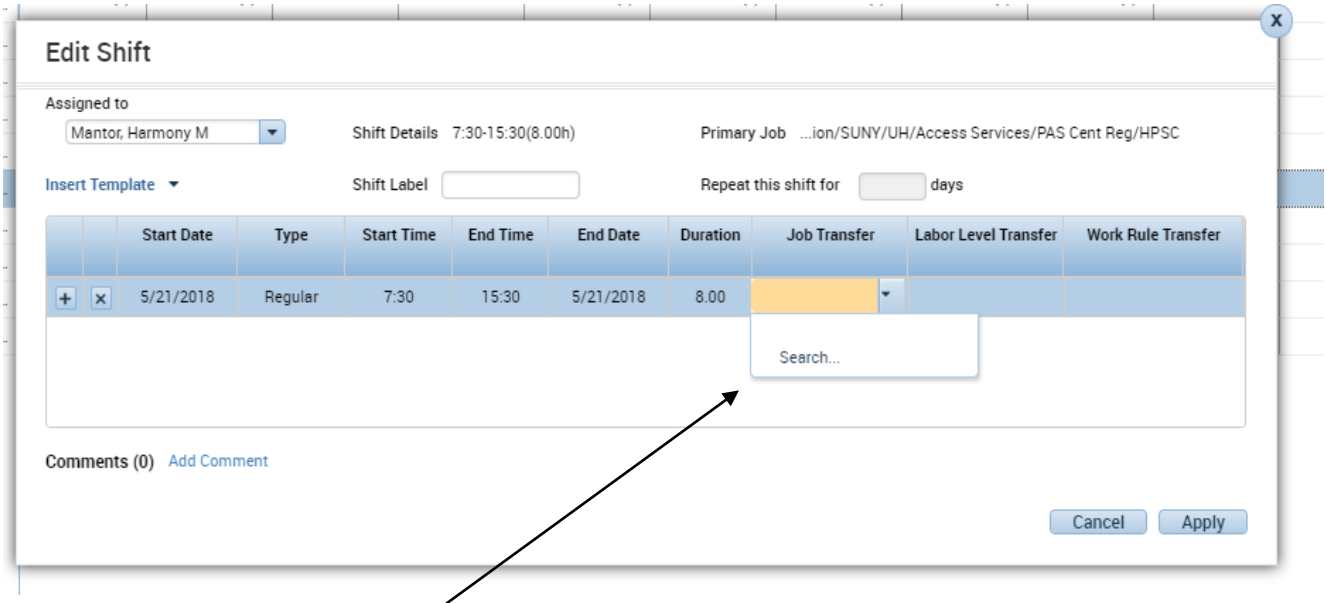
Select Add Shift



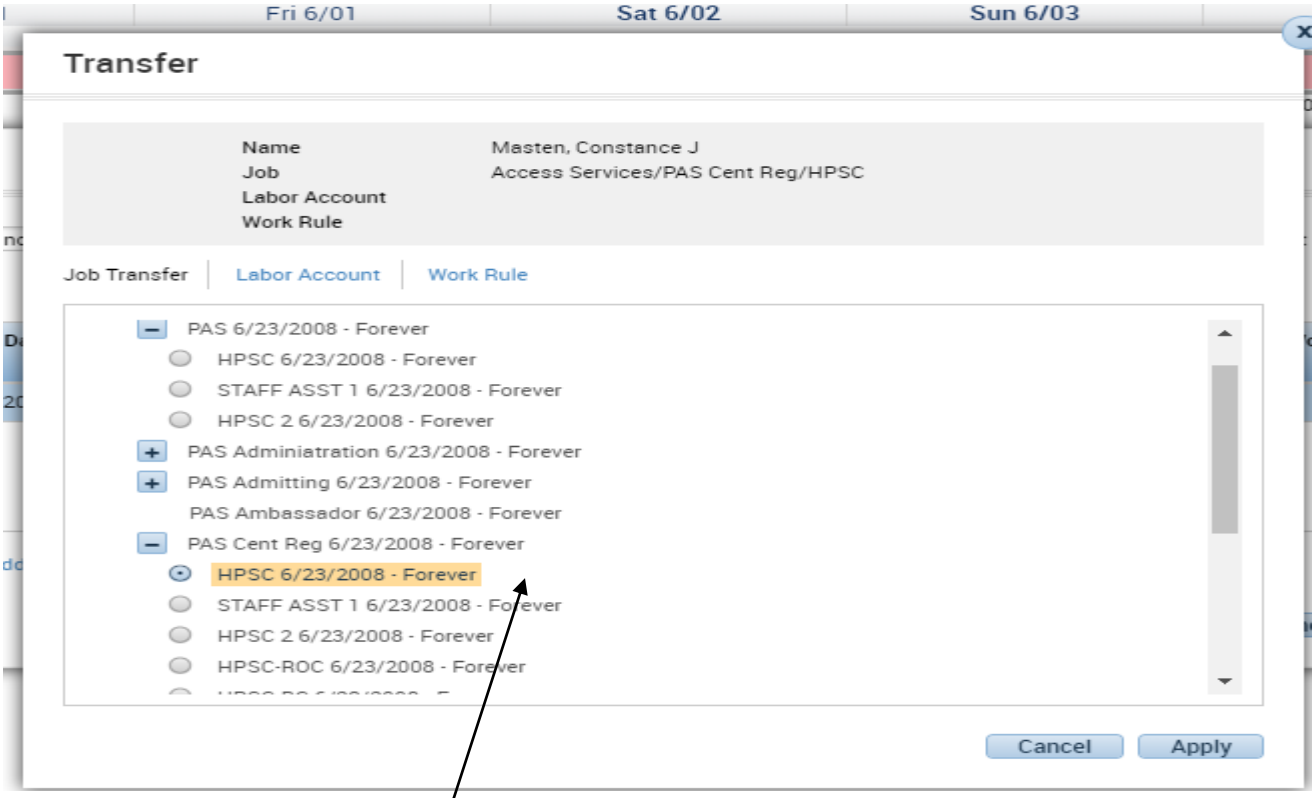
Change start time and end time

Select Apply

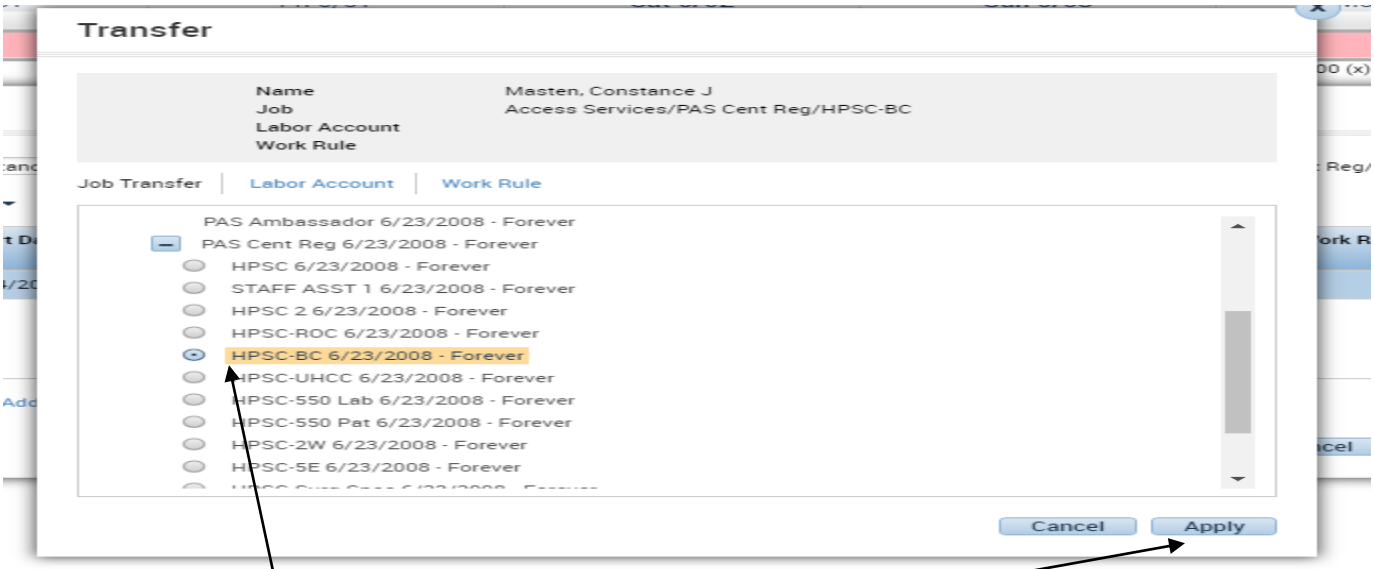
How to Float Staff Within a Department/to Another Department



Click on Search under Job Transfer

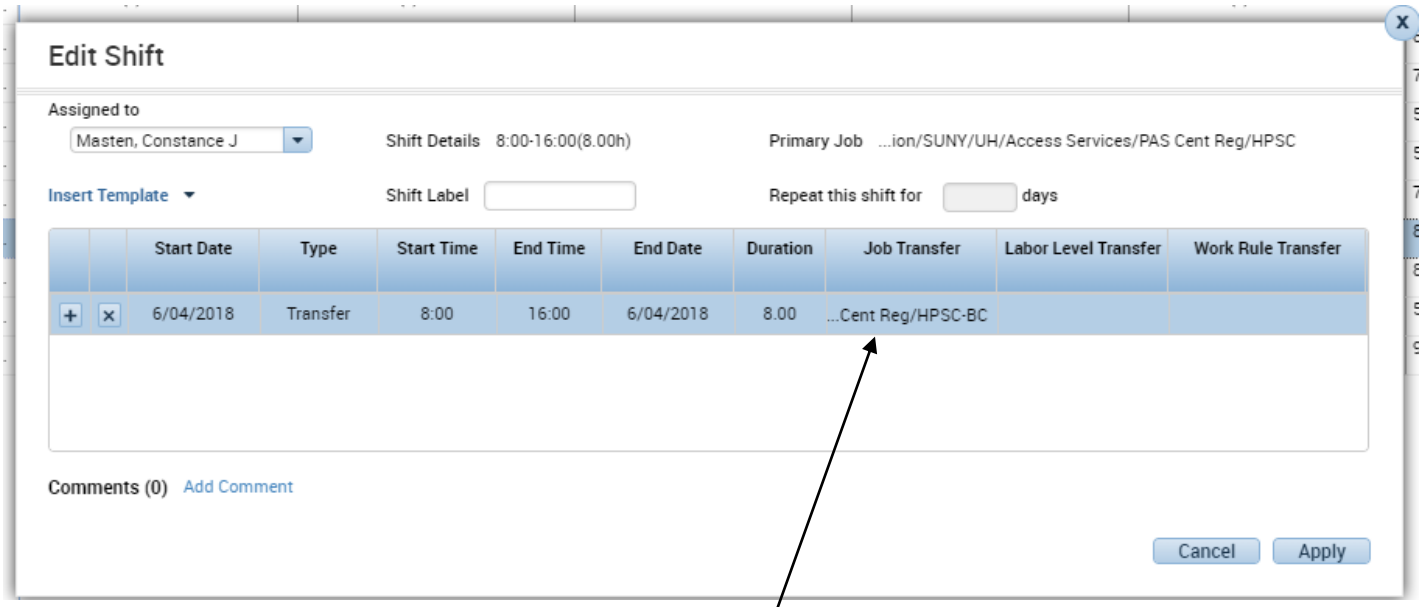


View the Organization Map



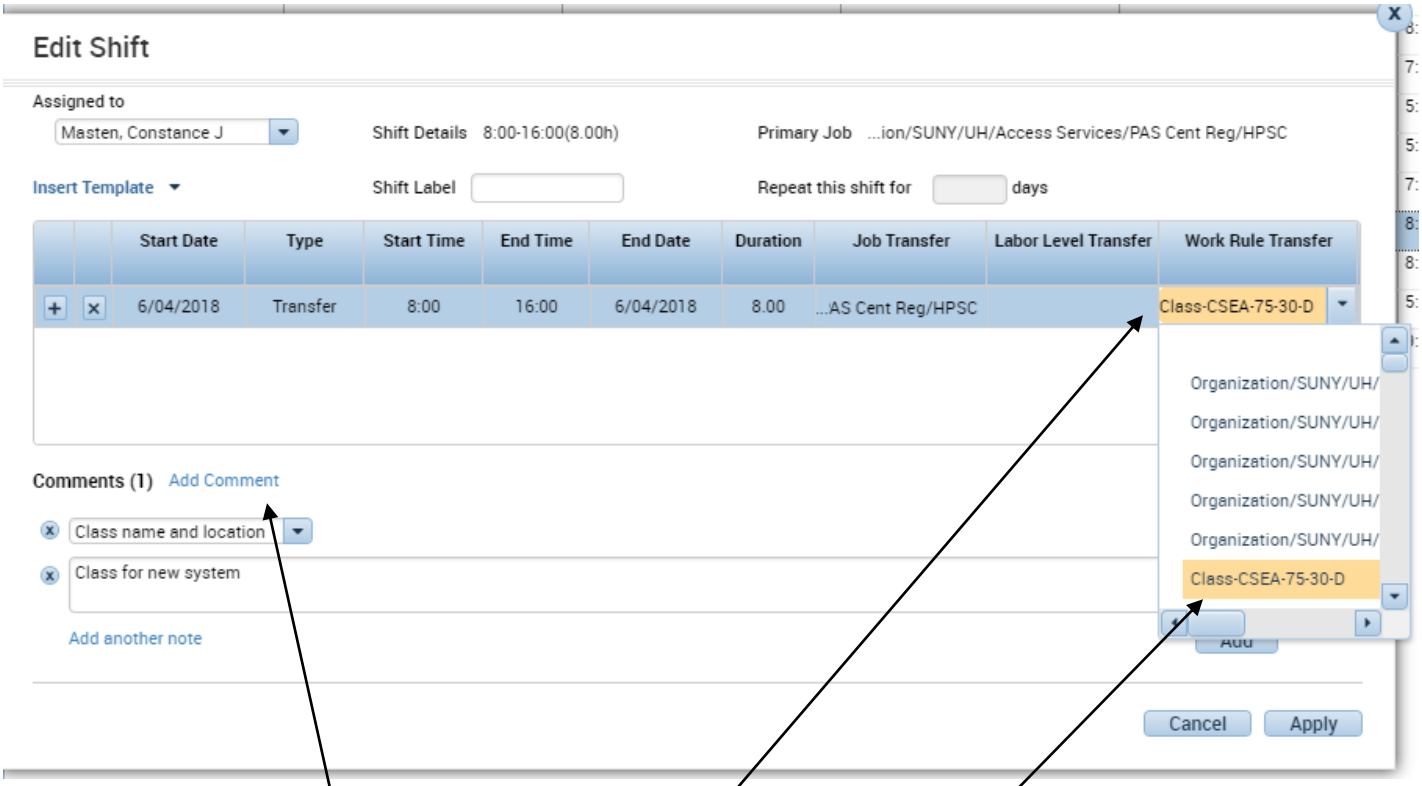
Select department job

Select Apply



Employee has sucessfully been floated into a different job

Employees can also be floated by selecting from Job Transfer Column drop down be assigned a work rule from Work Rule Transfer Column Drop Down



Search the list of work rules

Select the correct work rule

Add a comment

Please note:

Work Rules are to assign a staff member to a person task

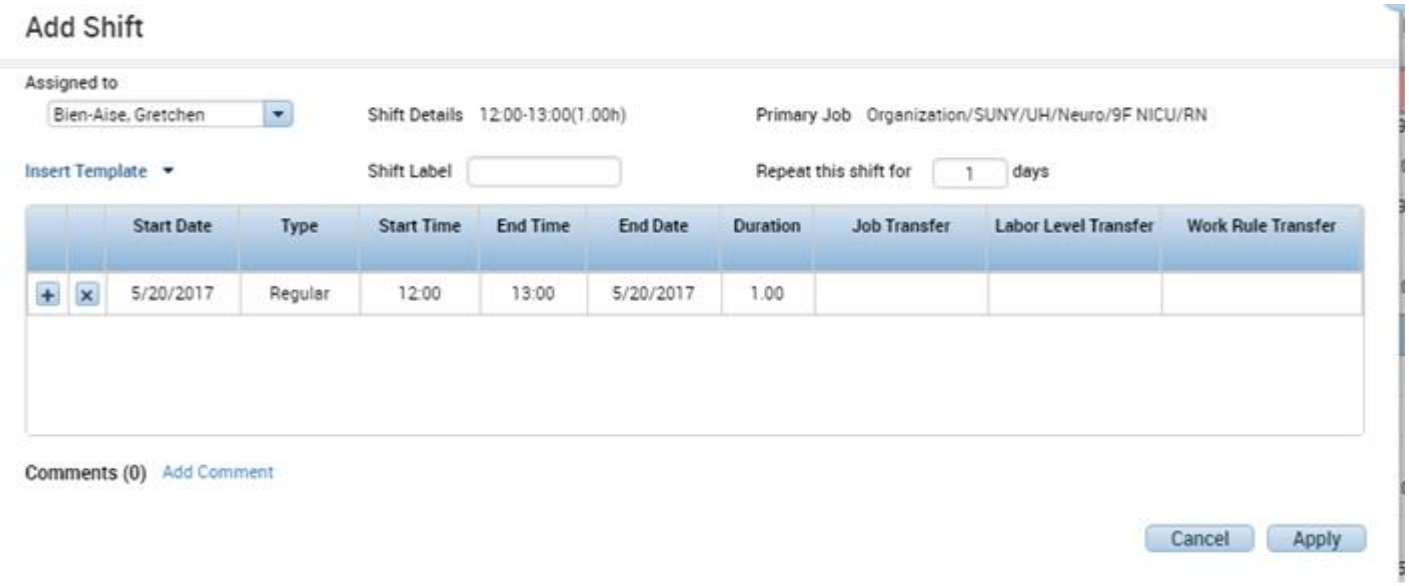
Work Rules are selected by type of assignment and the correct pay rule for the employee

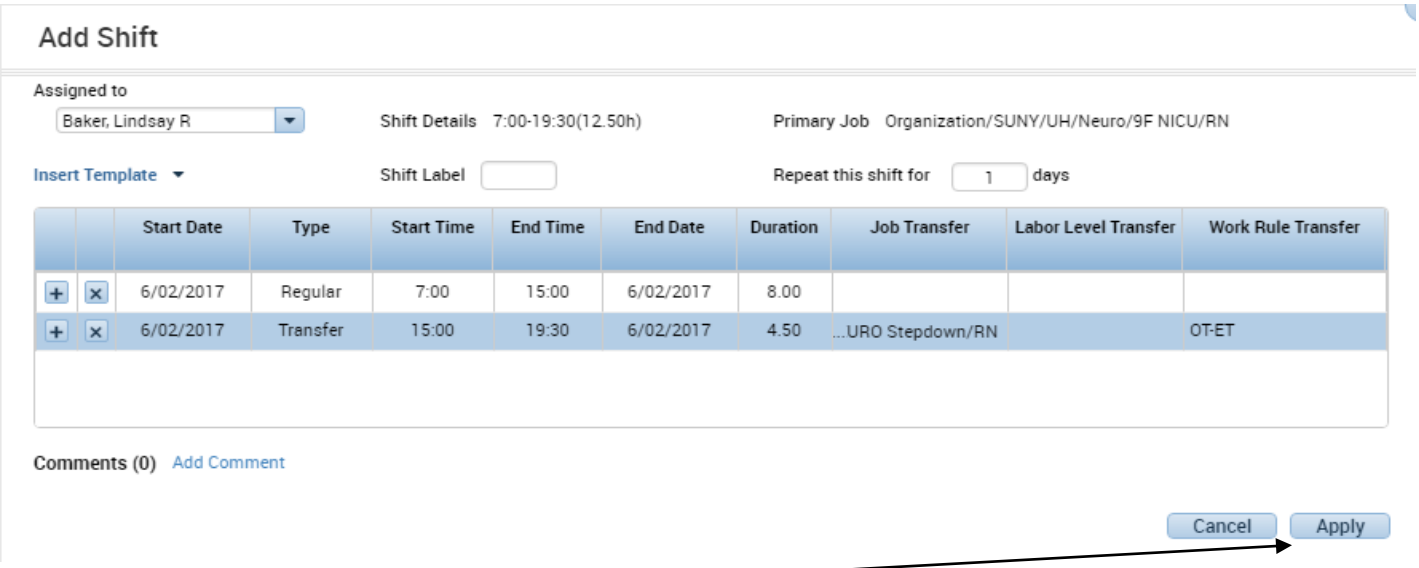
Work Rules that will remove a staff member from your work load planner (direct care) are CLASS, OT-ET CLASS, PPT (Professional Practice time, OT-ET PPR), SGT (Shared Governance, OT-ET SGT)

OT-ET +Pay rule will count in direct care working overtime/extra time

ONC work rule is the staff member is oncall, this converts to ONCALL Pay Code in time card

To edit shift: click on the + and extend the bar

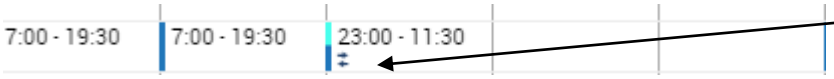




When complete always click on Apply

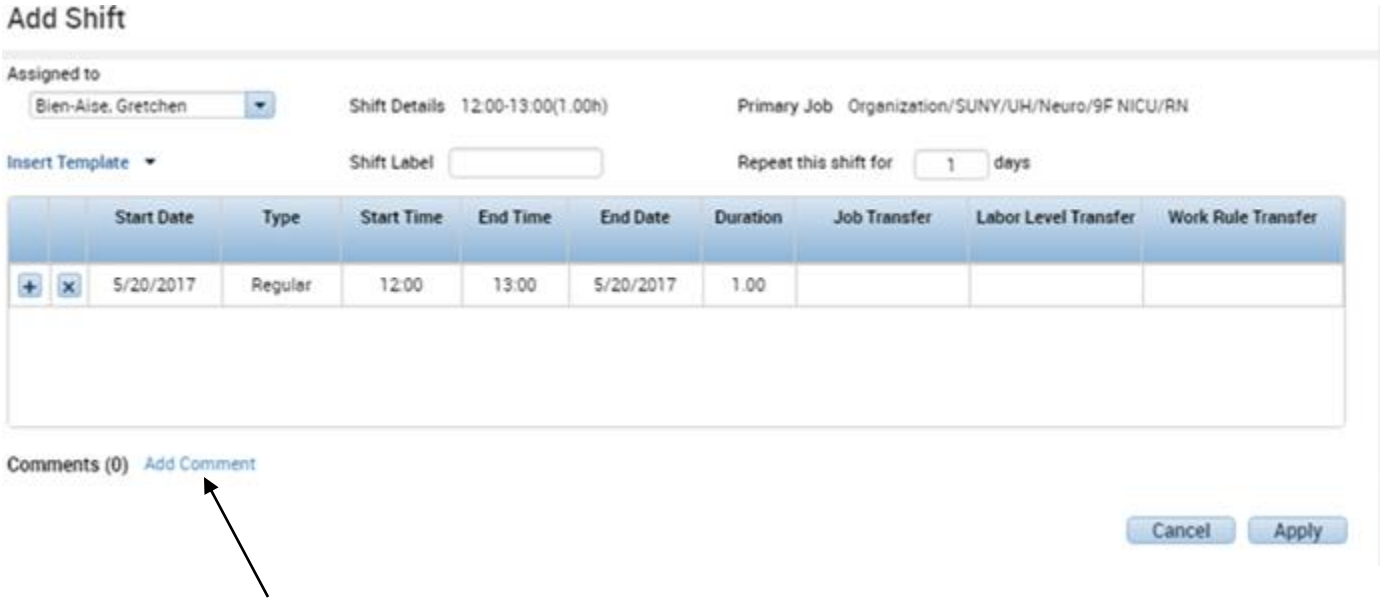
Hover over each shift to view employee job

Schedule view of Job transfers and work rules now show as an arrow with in the cell

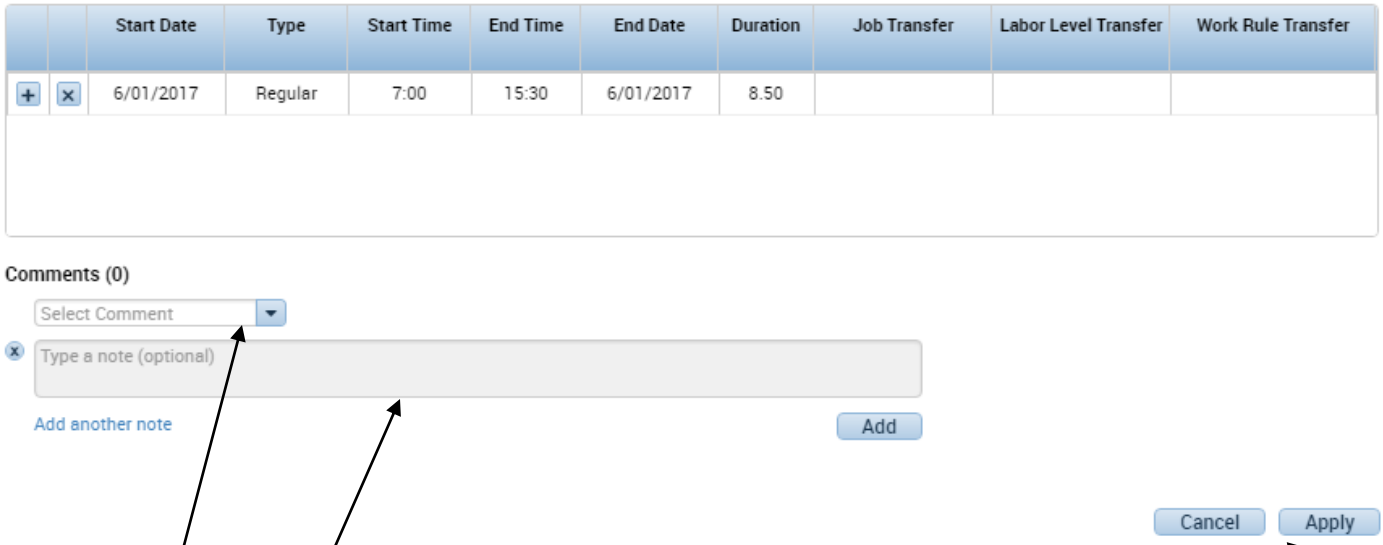


Hover over arrow to view transfers - no “x” next to the shift identifying transfer

How to add Comment or Note



Click on Add Comment



Select comment from drop down

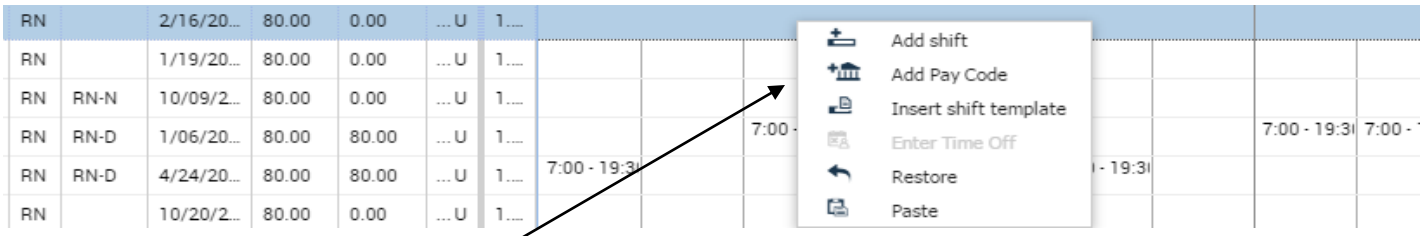
Add note if needed

Select Apply

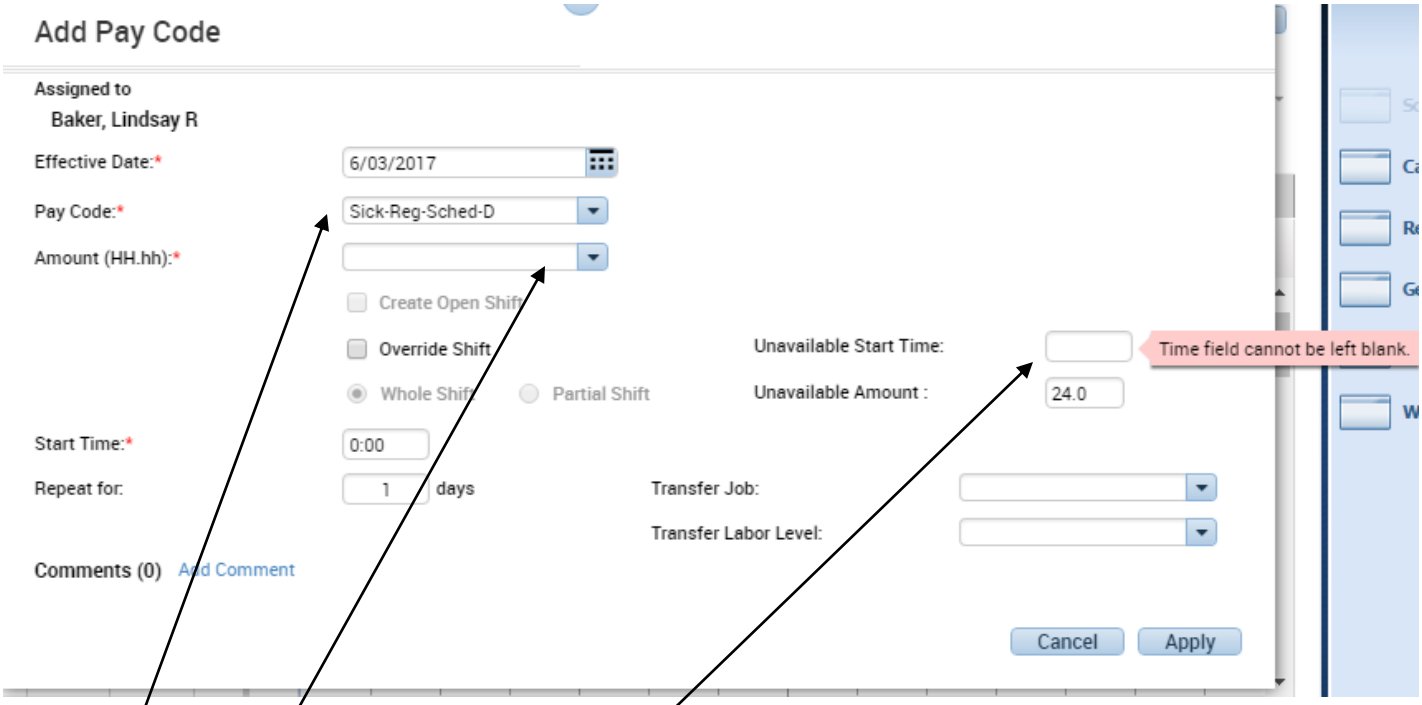
Hover over employee shift will show comment

Please note: only Class Comment and Comments for Shift show on the assignment sheet

How to a Add Pay Code



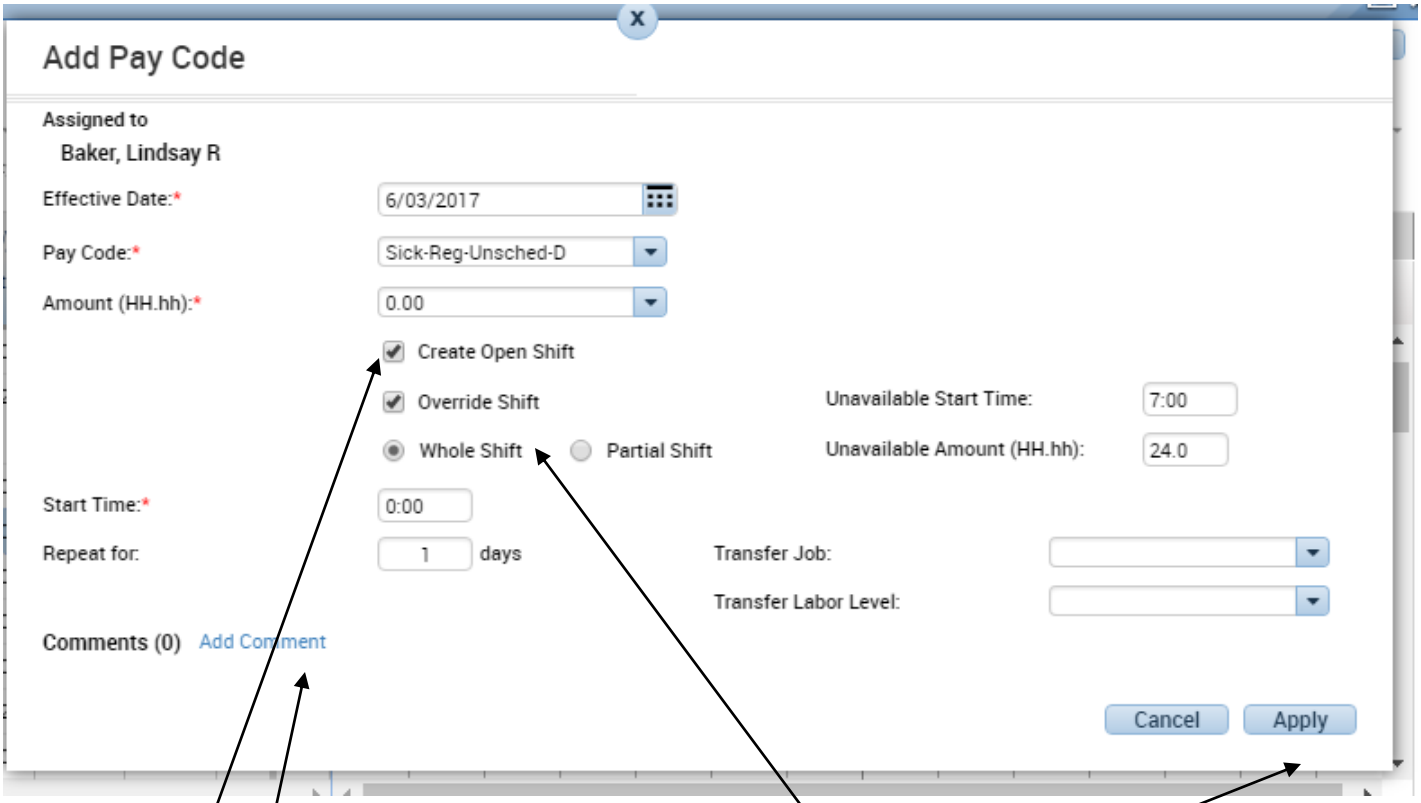
Select Add Pay Code



Select Pay Code to be used from Pay Code drop down

Enter Amount

Enter Unavailable Start Time



Always unclick Create Open Shift

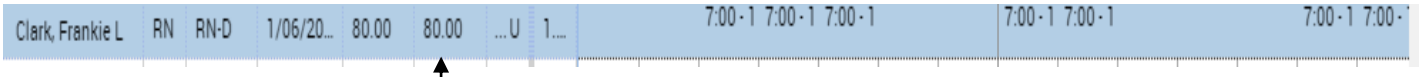
If replacing an entire shift leave Override and Whole Shift selected

Add Comment if needed

Select Apply

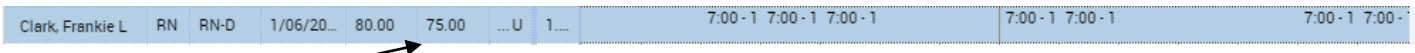
Always remember to Save

How to enter a partial shift pay code:

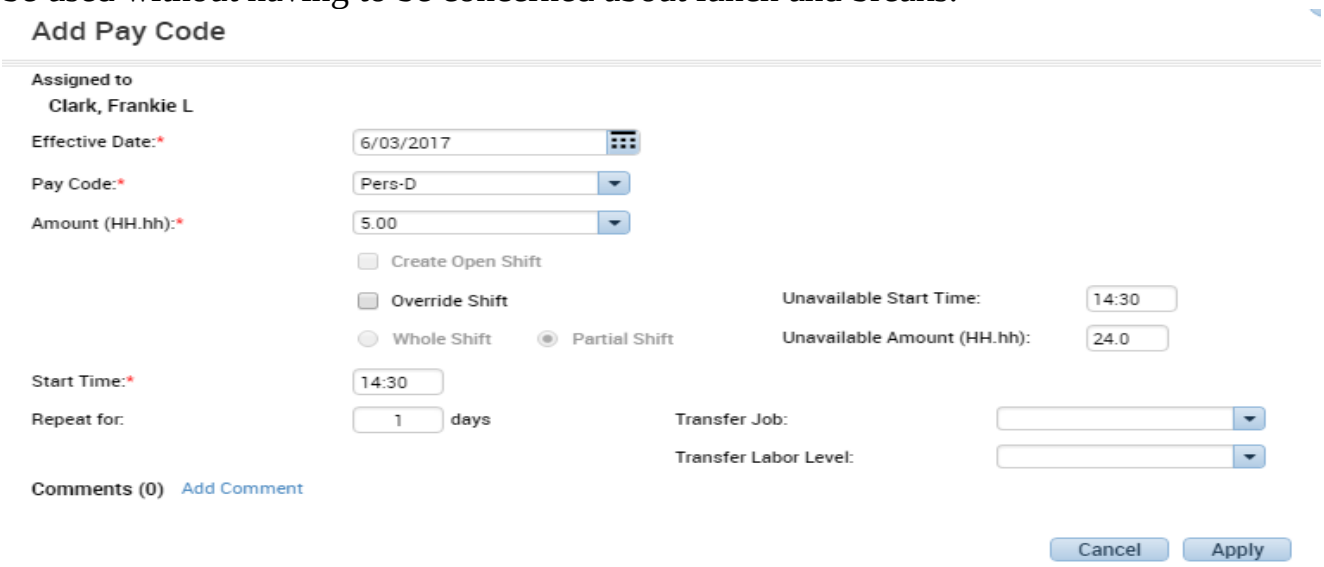


Check the number of scheduled hours

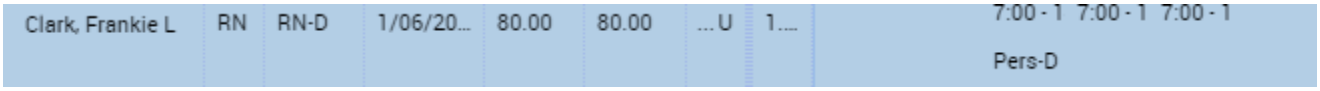
Edit the shift that person is changing



Check the total scheduled hours to identify exactly how many hours of accruals that need to be used without having to be concerned about lunch and breaks.



Enter Pay Code
Enter Amount
Enter Start time and Unavailable Start time
Click Partial Shift
Unclick Create Open Shift, Override Shift and Whole Shift
Select Apply



How to Schedule Holidays on the Actual Holiday

If the person is taking the holiday on the actual holiday enter HOB-D or .HOB E/N based on their pay rule. Holidays are only given for 8 hours. If the person is taking 12 hours on the holiday, enter HOB 8 and add an additional HolcompU D or HolCompU EN 4

If the person is working on the holiday, nothing has to be done by the scheduler: payroll will handle the Holiday worked credit

If the person's normal pass day falls on the holiday and there is no need to use an accrual to meet their total obligation, enter H-Pass 0

When the Clocks Change (Daylight Savings Time)

Spring

- In the spring, clocks are move forward so the Kronos system calculates that the employee only worked 7 or 11 hours of obligation when working the night shift
- Manager will add to the employee's schedule, one hour of obligation
- PEF Employees-Add Pay code WE-Eve-Night-PEF 1.0 hours
- CSEA Employees- Add Pay code Reg-EN 1.0 hours

Fall

- In the fall, clocks are move backward so the Kronos system calculates that the employee worked 9 or 13 hours of obligation when working the night shift.
- Manager will need to make a time card edit to correct the obligation
- Manager will select Daily view at the left hand corner of the time card and then highlight the shift worked on the Saturday of the time change
- Manager will do a right click, select move hours
- PEF Employees- Move Pay code WE-Eve-Night-PEF to Overtime 1 hour
- CSEA Employees-Move Pay code-Reg EN to Overtime 1 hour