Enhanced Kronos V8 Clinical Trainer HANDBOOK
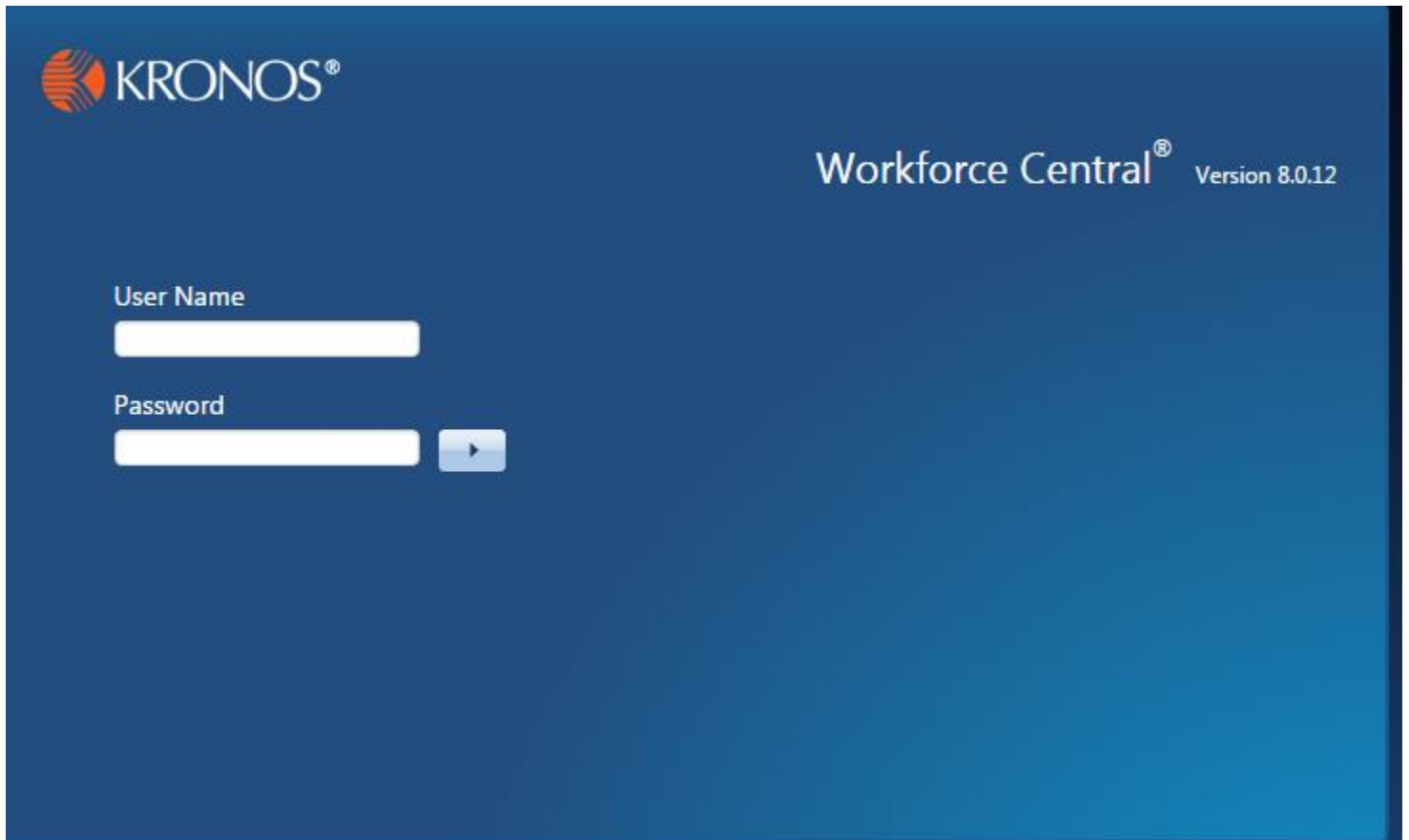
Clinical Trainer Information

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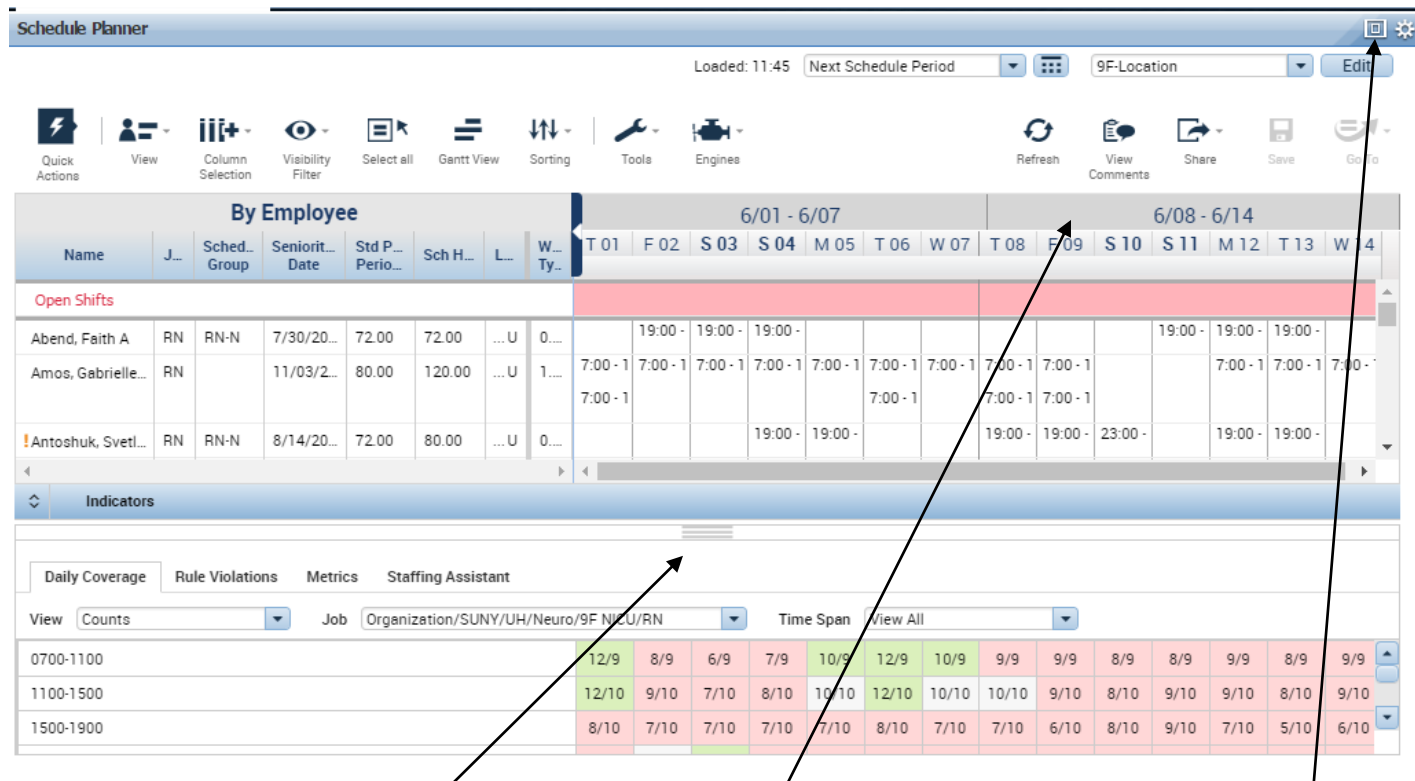
Double click on the second week of the schedule twice to view the two week schedule

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
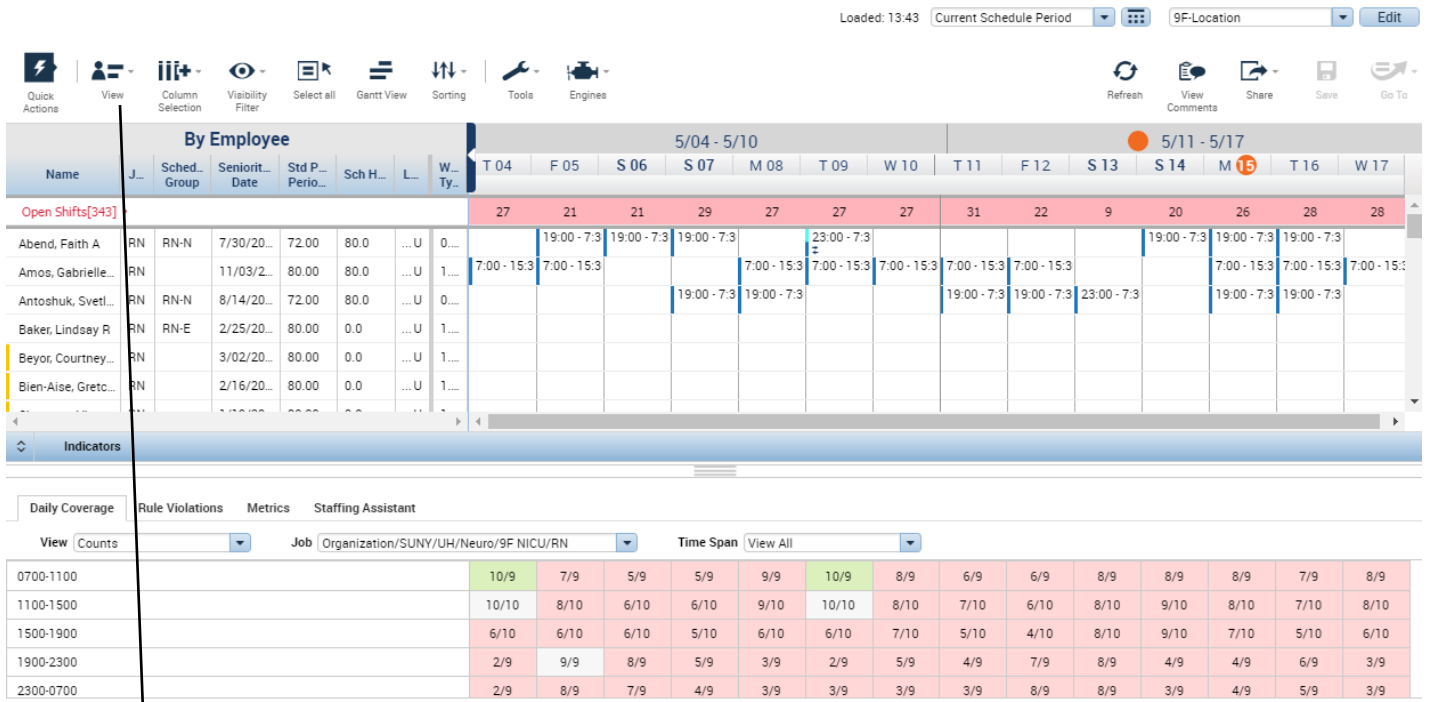
Click on View icon in task bar

By Employee

By Schedule Group

By Job
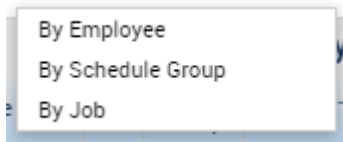
How to change view by employee:
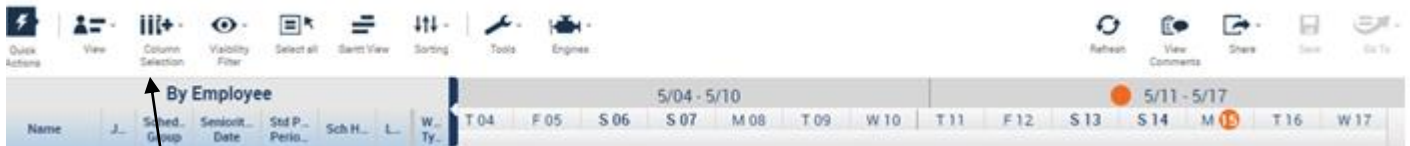
Using Column Selection, columns can be deleted by un-checking to give more landscape to view (this does not save)

☑ Job
☑ Schedule | Group
☑ Seniority | Date
☑ Std Pay | Period Hours
☑ Sch Hrs.
☑ Location
☑ Phone Number
☑ Cell Number
☑ Individual Labor Level Description - Single Leve
☑ Worker|Type
☑ Pay Rule
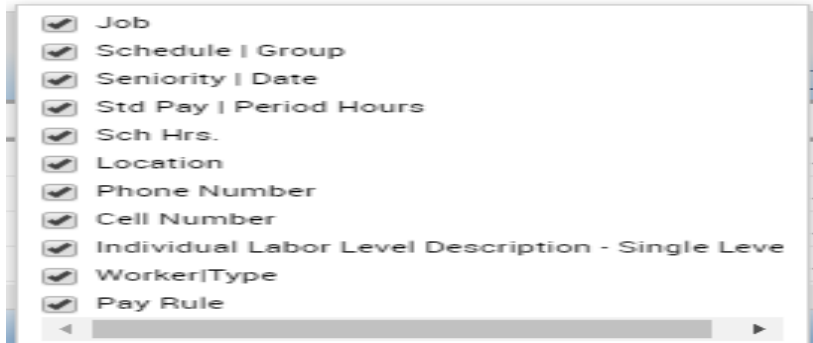
How to assign and remove employee Schedule Group

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Highlight person in scheduling by using Go To

Select People Editor

Click on Job Assignment Tab and select Scheduler
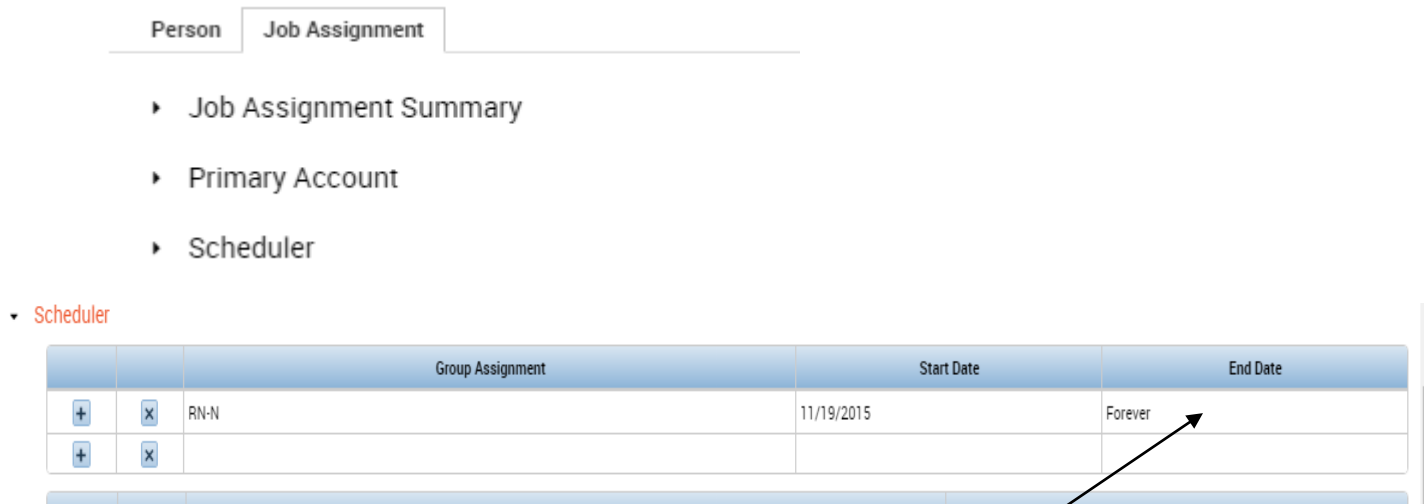
End date the old pattern (always on the last day of a pay period)

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

Click on Search under Job Transfer

View the Organization Map

Transfer

Name	Masten, Constance J
Job	Access Services/PAS Cent Reg/HPSC-BC
Labor Account	
Work Rule	

Job Transfer | Labor Account | Work Rule

- PAS Ambassador 6/23/2008 - Forever
- — PAS Cent Reg 6/23/2008 - Forever
  - ○ HPSC 6/23/2008 - Forever
  - ○ STAFF ASST 1 6/23/2008 - Forever
  - ○ HPSC 2 6/23/2008 - Forever
  - ○ HPSC-ROC 6/23/2008 - Forever
  - ⊙ HPSC-BC 6/23/2008 - Forever
  - ○ HPSC-UHCC 6/23/2008 - Forever
  - ○ HPSC-550 Lab 6/23/2008 - Forever
  - ○ HPSC-550 Pat 6/23/2008 - Forever
  - ○ HPSC-2W 6/23/2008 - Forever
  - ○ HPSC-5E 6/23/2008 - Forever

Cancel   Apply

Select department job

Select Apply

Edit Shift

Assigned to
Masten, Constance J ▾   Shift Details 8:00-16:00(8.00h)   Primary Job ...ion/SUNY/UH/Access Services/PAS Cent Reg/HPSC

Insert Template ▾   Shift Label [   ]   Repeat this shift for [   ] days

		Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+	x	6/04/2018	Transfer	8:00	16:00	6/04/2018	8.00	...Cent Reg/HPSC-BC		

Comments (0) Add Comment

Cancel   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

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Edit Shift

Assigned to
Masten, Constance J ▼   Shift Details 8:00-16:00(8.00h)   Primary Job ...ion/SUNY/UH/Access Services/PAS Cent Reg/HPSC

Insert Template ▼   Shift Label [   ]   Repeat this shift for [   ] days

		Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+	x	6/04/2018	Transfer	8:00	16:00	6/04/2018	8.00	...AS Cent Reg/HPSC		Class-CSEA-75-30-D ▼

Dropdown list:
Organization/SUNY/UH/
Organization/SUNY/UH/
Organization/SUNY/UH/
Organization/SUNY/UH/
Organization/SUNY/UH/
Class-CSEA-75-30-D

Comments (1) Add Comment

ⓧ [Class name and location] ▼
ⓧ Class for new system

Add another note

Add

Cancel   Apply

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

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Add Shift

Assigned to

Bien-Aise, Gretchen ▾   Shift Details 12:00-13:00(1.00h)   Primary Job Organization/SUNY/UH/Neuro/9F NICU/RN

Insert Template ▾   Shift Label [   ]   Repeat this shift for [1] days

		Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+	×	5/20/2017	Regular	12:00	13:00	5/20/2017	1.00			

Comments (0) Add Comment

Cancel   Apply

Add Shift

Assigned to

Baker, Lindsay R ▾   Shift Details 7:00-19:30(12.50h)   Primary Job Organization/SUNY/UH/Neuro/9F NICU/RN

Insert Template ▾   Shift Label [   ]   Repeat this shift for [1] days

		Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+	×	6/02/2017	Regular	7:00	15:00	6/02/2017	8.00			
+	×	6/02/2017	Transfer	15:00	19:30	6/02/2017	4.50	...URO Stepdown/RN		OT-ET

Comments (0) Add Comment

Cancel   Apply

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

7:00 - 19:30   7:00 - 19:30   23:00 - 11:30

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

How to add Comment or Note

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Add Shift

Assigned to
Bien-Aise, Gretchen ▼   Shift Details 12:00-13:00(1.00h)   Primary Job Organization/SUNY/UH/Neuro/9F NICU/RN

Insert Template ▼   Shift Label [   ]   Repeat this shift for [1] days

		Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+	✕	5/20/2017	Regular	12:00	13:00	5/20/2017	1.00			

Comments (0) Add Comment

Cancel   Apply

Click on Add Comment

		Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+	✕	6/01/2017	Regular	7:00	15:30	6/01/2017	8.50			

Comments (0)

Select Comment ▼

✕ [Type a note (optional)   ]

Add another note   Add

Cancel   Apply

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

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RN		2/16/20...	80.00	0.00	...U	1....
RN		1/19/20...	80.00	0.00	...U	1....
RN	RN-N	10/09/2...	80.00	0.00	...U	1....
RN	RN-D	1/06/20...	80.00	80.00	...U	1....
RN	RN-D	4/24/20...	80.00	80.00	...U	1....
RN		10/20/2...	80.00	0.00	...U	1....

Add shift
Add Pay Code
Insert shift template
Enter Time Off
Restore
Paste

7:00 -
7:00 - 19:3   7:00 -
7:00 - 19:3   - 19:3

Select Add Pay Code

Add Pay Code

Assigned to
Baker, Lindsay R

Effective Date:*   6/03/2017

Pay Code:*   Sick-Reg-Sched-D

Amount (HH.hh):*

☐ Create Open Shift

☐ Override Shift   Unavailable Start Time: Time field cannot be left blank.

◉ Whole Shift ○ Partial Shift   Unavailable Amount :   24.0

Start Time:*   0:00

Repeat for: 1   days   Transfer Job:

Transfer Labor Level:

Comments (0) Add Comment

Cancel   Apply

Select Pay Code to be used from Pay Code drop down

Enter Amount

Enter Unavailable Start Time

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Add Pay Code

Assigned to
Baker, Lindsay R

Effective Date:*   6/03/2017

Pay Code:*   Sick-Reg-Unsched-D

Amount (HH.hh):*   0.00

☑ Create Open Shift

☑ Override Shift   Unavailable Start Time: 7:00

◉ Whole Shift   ○ Partial Shift   Unavailable Amount (HH.hh):   24.0

Start Time:*   0:00

Repeat for: 1   days   Transfer Job:

                                        Transfer Labor Level:

Comments (0)   Add Comment

Cancel   Apply

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

Refresh   View Comments   Share   Save   Go To

How to enter a partial shift pay code:

| Clark, Frankie L | RN | RN-D | 1/06/20... | 80.00 | 80.00 | ...U | 1... | | 7:00-1 7:00-1 7:00-1 | 7:00-1 7:00-1 | 7:00-1 7:00- |

Check the number of scheduled hours

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Edit the shift that person is changing

Edit Shift

Assigned to
Clark, Frankie L ▼   Shift Details 7:00-19:30(12.50h)   Primary Job Organization/SUNY/UH/Neuro/9F NICU/RN

Insert Template ▼   Shift Label [   ]   Repeat this shift for [   ] days

		Start Date	Type	Start Time	End Time	End Date	Duration	Job Transfer	Labor Level Transfer	Work Rule Transfer
+	x	6/03/2017	Regular	7:00	14:30	6/03/2017	7.50			

| Clark, Frankie L | RN | RN-D | 1/06/20... | 80.00 | 75.00 | ...U | 1.... | | 7:00 - 1 7:00 - 1 7:00 - 1 | 7:00 - 1 7:00 - 1 | 7:00 - 1 7:00 - |

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.

Add Pay Code

Assigned to
Clark, Frankie L

Effective Date:*   [6/03/2017] ⊞

Pay Code:*   [Pers-D ▼]

Amount (HH.hh):*   [5.00 ▼]

☐ Create Open Shift

☐ Override Shift   Unavailable Start Time: [14:30]

○ Whole Shift ● Partial Shift   Unavailable Amount (HH.hh): [24.0]

Start Time:*   [14:30]

Repeat for: [1] days   Transfer Job: [▼]

                                          Transfer Labor Level: [▼]

Comments (0) Add Comment

[Cancel] [Apply]

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

| Clark, Frankie L | RN | RN-D | 1/06/20... | 80.00 | 80.00 | ...U | 1.... | 7:00 - 1 7:00 - 1 7:00 - 1 |
| | | | | | | | | Pers-D |

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