# Scheduling in Kronos

▶ UVA Community Health uses Kronos timekeeping for entering and viewing schedules, requesting PTO, and requesting to swap a shift with a co-worker. Most employees find it easiest to use the Kronos desktop application for these functions.

▶ However, the Kronos time clock can also be used to view your schedule, view your time card, clock in when floating to another unit, request a schedule change, and request PTO.

▶ Rember that no matter which application you use to submit PTO, each date must be entered separately, you will need to enter the hours you typically work (07:00 to 19:00 or 19:00 to 0700) and you will need to fill in the duration or length of time requested for each date. Example- enter 12 hours for a full shift.

# Scheduling in Kronos (cont.)

▶ Kronos operates on a 6-week schedule. An easy way to find the calendar for the entire year is by logging into Kronos, click on the Quick Links folder tab (on the right), select the hyperlink Kronos Help and Support, then UVA Community Health Dates of Action Calander-2025.

▶ The dates of action calendar is helpful for many reasons. It not only gives you the schedule periods for the entire year, but also the time frame that PTO requests need to be entered by and shows which holidays fall under each schedule period.

▶ Monday is typically the day that Kronos opens for entering self scheduling dates.

# Navigating Schedules

▶ Generally part-time and full-time employees are asked to sign up for 4 weekend shifts in a 6-week schedule period.

▶ Each unit may have their own way on how staff enter their schedule dates. Some units may even it out on paper before-hand, some may start entering the day it opens. Be sure to check with your leader to find out how self scheduling works on your unit.

▶ Once the self schedule has been open for approximately 2 weeks, it will close to allow leaders time to balance it and publish it.

▶ Collaboration is key! Studies show that nurses who have a say so in their schedule report better work satisfaction.

# Holidays

Ask your leader how your unit staffs for holidays.  Many units combine a minor (typically a summer holiday) and a major (typically a winter holiday) together so that you only work one of each per year. This combination would rotate yearly.

The minor holidays include:

- Memorial Day
- 4th of July
- Labor Day

The major holidays include:

- Thanksgiving
- Christmas
- New Years

# Kronos Mobile App

▶ You may find it helpful to be able to access Kronos on your cellphone (however, this is not required).

1. Under the app store, download UKG Workforce Central.

2. Open the application and use the following link for the server:

https://timekeeper.hscs.virginia.edu/wfc

3. Enter your username and password.

For any issues/questions reach out to the help desk at-

(434) 924-5334