

# Workforce TeleStaff 6.1

## What's New?

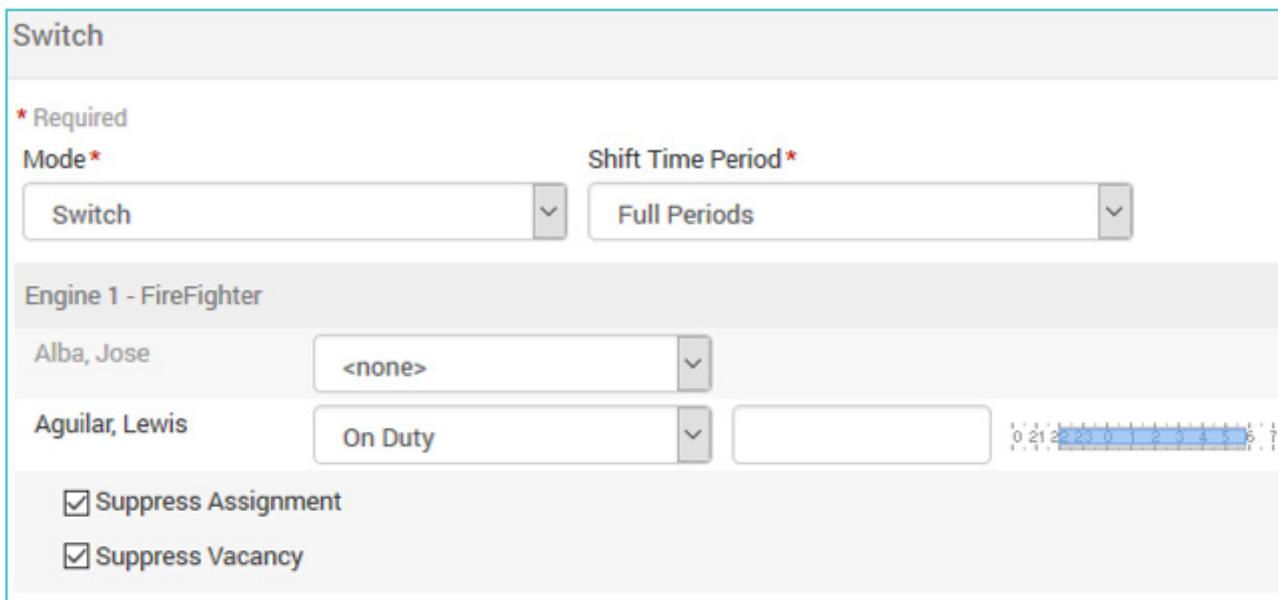
Workforce TeleStaff™ 6.1 delivers enhancements that make it easier for you and your workforce to perform your jobs. Stronger functionality enables managers to more easily adjust shift times, manage fluctuating leave limits, and more efficiently deploy and copy units and events. Workforce TeleStaff also has been translated into Canadian French, making the solution easily accessible to users in this language.

### Adjust shift times with new flexible times feature

Now there's an even better way to adjust assignment shift times. Using the Flexible Times feature, users can:

- Change and automatically suppress scheduled hours known as shift assignments
- Simplify the staffing steps for unassigned, scheduled, and unscheduled groups of employees
- Quickly and easily nudge shift assignment hours forward or back, assign people to a position with varying times, and switch people to positions outside scheduled hours in a single transaction

Additionally, when Fill By Rules or Auto-Assign are configured to return and staff on-duty personnel, the Flexible Times feature factors whether any unallocated shift assignment hours should automatically suppress. The Suppress Assignment and Suppress Vacancy check boxes are available using Add, Edit, Edit without Rules, List Target, Drag and Staff, Work Code, and Switch, as shown in the image below.



This added feature introduces a new security permission, Roster Switch with Rules, designed to perform an issues check when using the Switch feature shown above.



## Key Benefits

- » **EASILY MODIFIES SHIFT HOURS** to reflect changing scheduling needs
- » **ACCOMMODATES DYNAMIC LEAVE LIMITS**, with leave numbers set daily
- » **SPREADS A UNIT OR EVENT** across multiple days
- » **AVAILABLE IN CANADIAN FRENCH** for users preferring this language



## Take advantage of daily dynamic leave limits improvements

Organizations with fluctuating leave limits can now set how many people can take leave on any given day. Count thresholds and limit business logic rules can be configured in the Setup Leave Threshold area. Staffing or scheduling supervisors can control these leave exception counts on the Threshold Calendar as needed. The Threshold Calendar is used to manage leave exception levels and automatic work code approvals for work code exceptions where daily counts are volatile.

The screenshot shows the 'Threshold' configuration screen. At the top, there are tabs for 'Personal', 'Advanced', 'List', and 'Threshold'. Below the tabs is a navigation bar with a calendar icon, the month 'January 2017', and buttons for 'Edit', 'Copy', '- Reset', and 'Lock'. A dropdown menu is set to 'Everyday Unit' and a text box contains the number '7'. The main area is a calendar grid with columns for days of the week (Sun to Sat) and rows for dates. Each cell in the grid contains the word 'Threshold' and a numerical value '3'. The dates shown are 25-31 for the first row, Jan 1-7 for the second row, and 8-14 for the third row.

New authority permissions:

- **Calendar:** Leave Threshold Override — grants full access to the Leave Threshold Calendar area.
- **Setup:** Leave Threshold — grants full access to the Leave Threshold configuration area in Setup. A new dynamic leave limit issue type has been added to work with the new Dynamic Thresholds feature, in addition to a redesigned Dynamic Issues page that gives configuration users a method to link a set of work codes to a dynamic issue rather than doing this one by one in the Codes area.

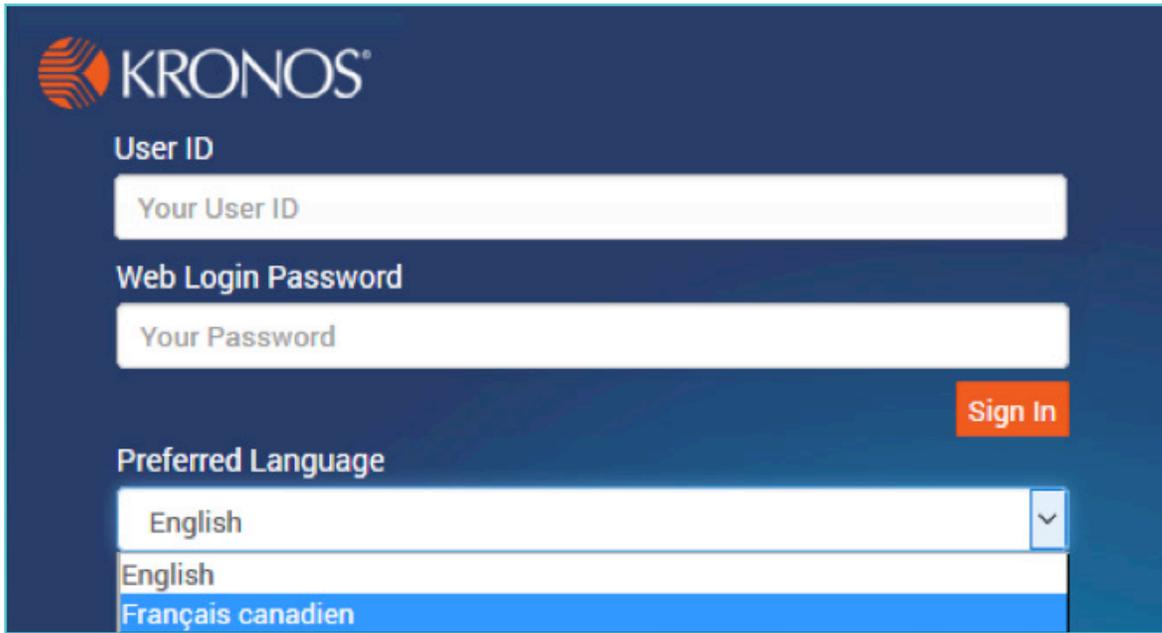
## Deploy, copy, or split a unit or event across multiple days

Unit Deploy and Copy Unit features have been enhanced to enable users to deploy or copy a unit or event across consecutive or nonconsecutive days.

Split Unit Deployed units and events with a duration longer than 24 hours can now be split using the shift definitions supplied. This feature allows organizations to qualify personnel for an event that spans more than 24 hours and then split the event to create multiple assignments for personnel. The feature is mainly used to qualify personnel for overnight projects when the same resource is assigned to a series of linked events.

## Now available in Canadian French

Speakers of Canadian French can now use Workforce TeleStaff in their native language. Preferences can be set in either English or Canadian French and at global, institution, and user levels.



The screenshot shows the Workforce TeleStaff login page. At the top left is the KRONOS logo. Below it are two input fields: 'User ID' with the placeholder text 'Your User ID' and 'Web Login Password' with the placeholder text 'Your Password'. To the right of the password field is an orange 'Sign In' button. Below these fields is a 'Preferred Language' dropdown menu. The current selection is 'English', and the dropdown is open, showing two options: 'English' and 'Français canadien', with 'Français canadien' highlighted in blue.

## About Workforce TeleStaff

The Workforce TeleStaff solution is a complete, automated scheduling and notification solution that uses intelligent, rules-based automation to create schedules that align employee qualifications, certifications, availability, and even work and time-off preferences with anticipated staffing requirements — all while adhering to organization, union, and HR rules and policies. The result? Staffing demands are met with schedules that balance the needs of both the organization and the employee, ensuring optimal coverage by staffing the right people in the right place at the right time.