



Dashboard Overview

Workforce TeleStaff™



The Dashboard provides real-time staffing information and quick links for users to easily access or view relevant information at a glance.

- Online Help**
Select ? to access online help.
- Upcoming Schedule**
Displays a list view of the user's scheduling activities such as working days, overtime, leave exceptions, and sign-ups.
- Calendar** – Displays a calendar view of scheduling activities for each user such as working days, overtime, leave exceptions, sign-ups, and special event work opportunities.
- My Info** – Contains the user's personnel information, including profile and assignment information.
- People** – A personnel list used to manage profiles, assignments, preferences and more.
- Reports** – Run reports for self, and based on configuration, users may have the ability to run reports for others.
- Bidding** – Create and maintain the production schedule for your organization.
- Name**
Identifies user
- Sign Out**
Link to log out of TeleStaff.

KRONOS

Dashboard Calendar Roster My Info People Reports Bidding

Edwards, Howard
Sign Out

My Info

- [Update My Password](#)
- [View My Preferences](#)
- [View Personal History Report](#)
- [View Contact Log](#)

Paybacks

Owes Me

Since 07/24/2019

Barraza, Juan S.
24.00 hours for Exchange Off

I Owe

Since 07/24/2019

Alba, Jose
8.00 hours for Exchange Off

Accruals Report

07/09/2018

Vacation	
Taken	0.00 hours
Planned	12.00 hours
Vested	12.00 hours
Sick	
Taken	24.00 hours
Planned	0.00 hours
Vested	16.00 hours
Comp Time	
Taken	40.00 hours

Upcoming Schedule

07/24/2019 - 08/07/2019

Wednesday, July 24, 2019					
07:00 - 15:00	8.0h	■	1st - 7 am	1/Unit 11/Employee #5	
07:00 - 15:00	8.0h	■	Vacancy	Extra Duty Special Event	
Thursday, July 25, 2019					
07:00 - 15:00	8.0h	■	1st - 7 am	Alba, Jose(EW)	
07:00 - 15:00	8.0h	■	Exchange Off	Alba, Jose(EW)	
07:00 - 15:00	8.0h	■	1st - 7 am	1/Unit 11/Employee #5	
07:00 - 15:00	8.0h	■	Pay Day		
Saturday, July 27, 2019					
Sunday, July 28, 2019					
Monday, July 29, 2019					
07:00 - 15:00	8.0h	■	1st - 7 am	1/Unit 11/Employee #5	
07:00 - 15:00	8.0h	■	Vacation		
Tuesday, July 30, 2019					
07:00 - 15:00	8.0h	■	1st - 7 am	1/Unit 11/Employee #5	
Wednesday, July 31, 2019					
07:00 - 15:00	8.0h	■	1st - 7 am	1/Unit 11/Employee #5	
Thursday, August 01, 2019					
07:00 - 15:00	8.0h	■	1st - 7 am	1/Unit 11/Employee #5	
Friday, August 02, 2019					
07:00 - 15:00	8.0h	■	1st - 7 am	1/Unit 11/Employee #5	

Requests

07/24/2019 - 08/07/2019

- 0 Requests Approved
- 1 Requests Pending
- 1 Request Denied

[View Details](#)

[View My Personal Calendar](#)

Featured Vacancies

07/24/2019 - 08/07/2019

07/24/2019
Extra Duty Special Event
./././Parade/Lead

07/24/2019
Extra Duty Special Event
./././Parade/Employee #2

- Paybacks**
Displays outstanding "who owes me" trade information.
- Featured Vacancies**
Available working opportunities within the Upcoming Schedule time frame.
- My Info Section** - Quick links to frequently visited pages.
 - [Update My Password](#) – Quick link to update password.
 - [View My Preferences](#) – Quick link to your preferences.
 - [View Personal History Report](#) – Provides total hours for each work code record.
 - [View Contact Log](#) – Tracks all contact attempts.
- Requests Panel**
Lists the number of requests in approved, pending and denied status for the listed time frame. Click [View Details](#) for additional information regarding each work code and its status.