

Workforce TeleStaff Institution Focus/Time Features

Institution Focus

The Institution Focus feature in Workforce TeleStaff™ allows two or more institutions to exist within a single database while keeping each entity's employee, organization, staffing, shift-bidding, and vacation-bidding information separate.

To understand the full benefits of Institution Focus, consider the following scenarios:

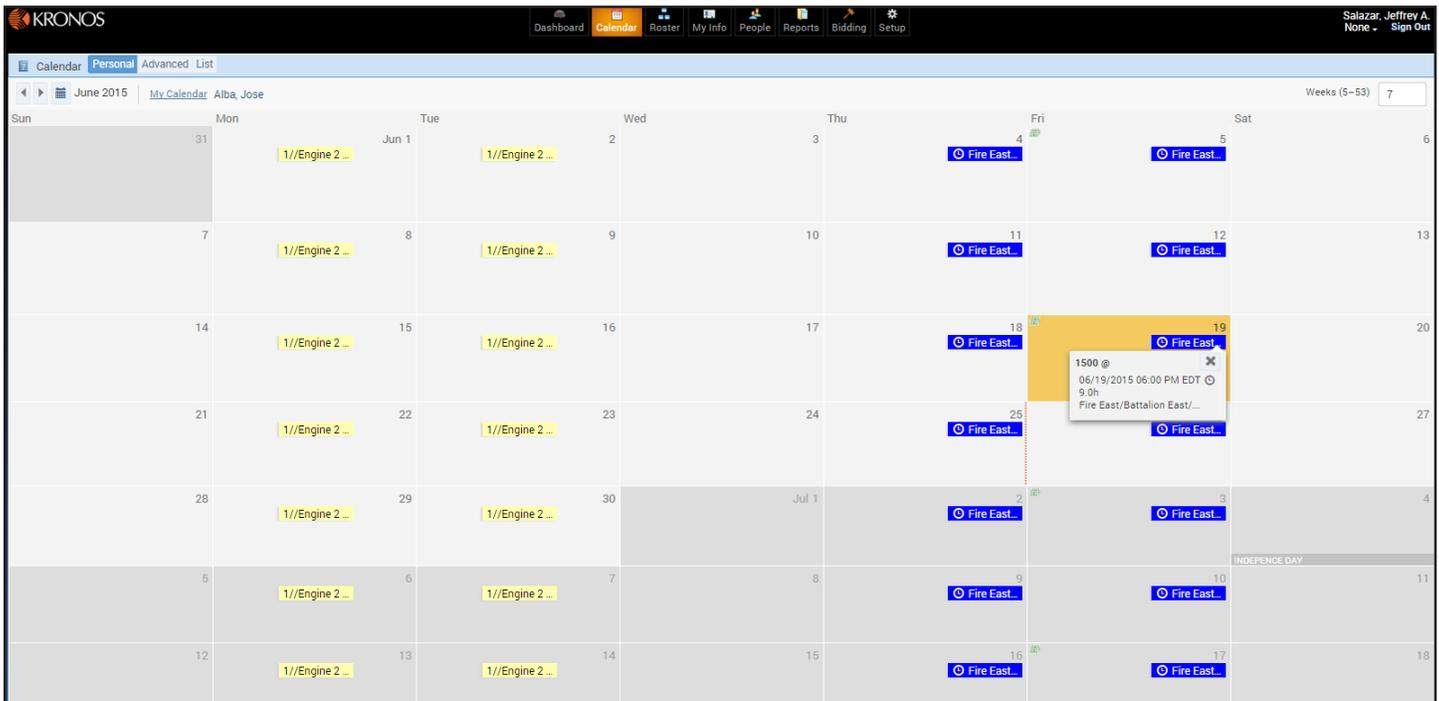
- A city's fire, police, and dispatch departments all having their unique data existing in a single database
- A large correctional agency that may have data from several facilities, such as Intake, Juvenile Care, and Nursing — all existing in a single database

For organizations that schedule or cross-schedule large numbers of personnel, Institution Focus can significantly improve staffing management and efficiency. Administrators can limit users' access and views to specific data.



Key Benefits

- » **ABILITY** for two or more entities or institutions to exist within a single database
- » **ALLOWS** each institution in a single database to use its own time zone
- » **SUPPORTS** common international date format DD/MM/YYYY



Additionally, Institution Focus supports organizations that schedule or cross-schedule personnel working across different time zones.



Institution Time

With the Institution Time feature in Workforce TeleStaff, authorized users can identify a time zone for each institution in a Workforce TeleStaff database. The system recognizes each resource’s actual time zone according to the institution in which they reside.

Time zones are set using the time zone of the logged-in user’s home institution. If the user is authorized to switch institutions, then times are changed to the time zone of the focus institution. Visual markers clearly distinguish work schedules that are outside of the currently focused institution.

The screenshot displays the 'Institution' configuration page. On the left is a navigation menu with categories: Rules, Roster, Organization, Unit Type, Institution (highlighted), Event Type, Extra Unit, Bidding, and System. The main content area is divided into two columns. The left column contains fields for: Name (Fire East), Abbreviation (FE), Account, External ID, Time Zone (dropdown menu showing '(UTC-05:00) Eastern Time - America/New.'), and a checkbox for 'Apply DST Offset'. The right column contains: 'On Duty Contact Method' (checkbox), 'Fax - Type' (text input), 'Assigned Shifts' (section header with a help icon), 'Shifts' (section header with a search box containing '40 Hour East'), and 'Scheduling' (section header with a help icon).

When setting up time zones the shifts are assigned to institutions. When you set up a shift that starts at a specific time, you simply indicate its time zone. See example above.

For more information about Workforce TeleStaff, please contact Kronos Sales at (800) 225-1561.

Fees may apply.