

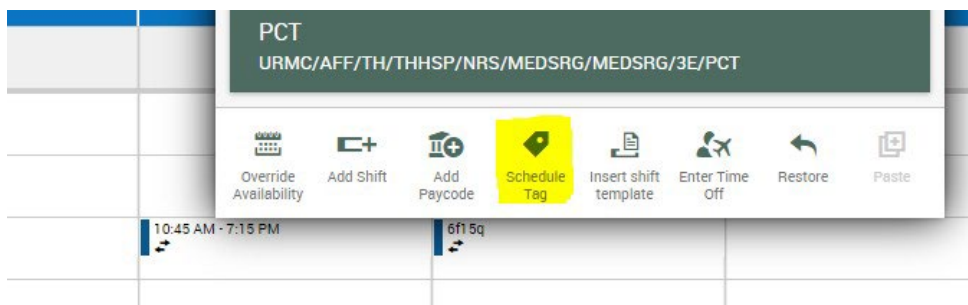


## Low Census

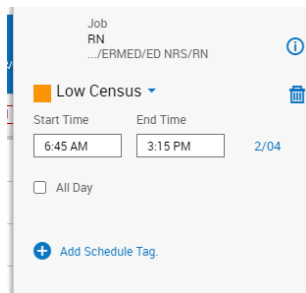
### Documenting and Finding Low Census in UKG Scheduling

#### Use Schedule Tags

- Right-click on the date of low census
- Click in the white space to get the menu with the “schedule tag” option



- Enter the appropriate time of low census
- Enter PTO, if needed



#### Finding Low Census Information

In addition to being on the schedule (see image below)...

...there is also a report for Low Census tags:

Click **Reports > Custom Reports > Employee with Schedule Tags > Low Census**



▼ Custom Reports
Daily Staffing Sheet - Location
Daily Staffing by Shift - Employee
Employee Scheduled Shifts
Employees with Schedule Tag
Employees with Schedule Tag
Low Census

Select the appropriate timeframe and hyper-find, by Department **NRS 3E** or **NRS 3W** etc. or all **NRS MED SURG**