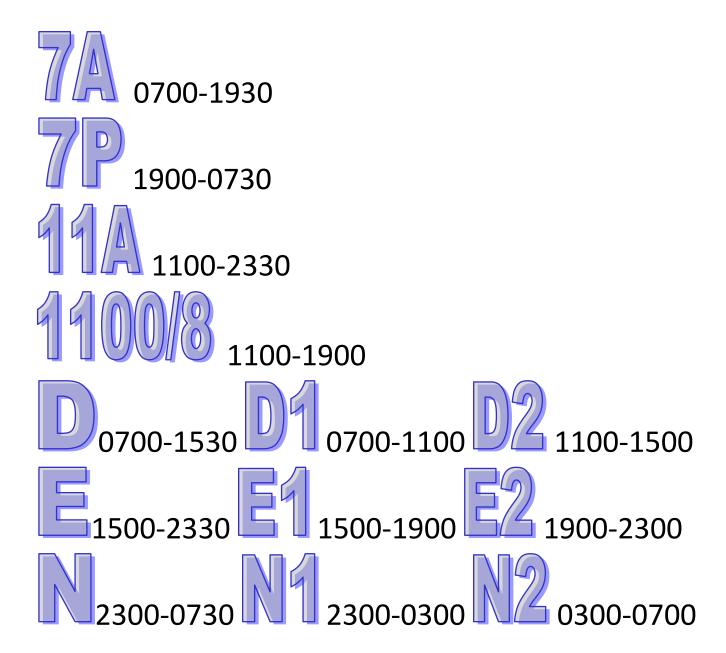
Common Schedule Codes



Do not change start time on codes in API for tardy staff.

Common Schedule Maintenance Codes

Enter start time and number of hours Remove lunch value

Cancel (schedule) Use PTOS if they want PTO – best if the employee puts in the request in API themselves.

Oncall (calendar)

Employee callout (calendar)

Non Benefitted staff (AGY or PRN) callout (schedule)

Reminder: If you need to add multiple codes on the same day, right click a little to the RIGHT of the existing code and choose Add New Code.

Add New Code may be grayed out if you right click directly on the existing code.

Reminder: The ABS codes from the old ActiveStaffer are no more — use PTOU (calendar) for call outs. If it is NON-benefitted staff, such as agency or PRN, use ABS. Only staff in a manager role (scheduling) or supervisor/editor role (time and attendance) will have access to FMLA codes. If staff needs FMLA remind them to go online and enter a Calendar request for someone in the appropriate role to approve.