

Common Schedule Codes

7A 0700-1930

7P 1900-0730

11A 1100-2330

1100/8 1100-1900

D 0700-1530 **D1** 0700-1100 **D2** 1100-1500

E 1500-2330 **E1** 1500-1900 **E2** 1900-2300

N 2300-0730 **N1** 2300-0300 **N2** 0300-0700

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

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

STDBY Oncall (calendar)

PTOU Employee callout (calendar) **ABS**

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.