API Tips and Tricks for Staff

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Topics

- Special Codes
  - How to enter the DukeShift special code at the badge reader
  - What is ID time and how to enter it
- How to float at the badge reader
- How to add a request for a missing swipe in API
- How to request PTO in API
- How to sign up for classes in API
- What hours are eligible for holiday pay

The badge reader – Special Codes

- When you swipe in you get prompts
- The first prompt is for Special Codes and you can enter up to 4
  - DS special code is 12
  - SR special code is 14
  - Charge Nurse is 19
  - Preceptor is 20
  - ID special code is 2
    - Staff meetings
    - Skills day
    - Inservices
    - CEPD classes
    - Evaluations
    - Committee work
- MOST SPECIAL CODES go on BOTH IN and OUT

- SWIPE
- At the prompt enter the special code
- PRESS ENTER ONCE if adding a second special code
- Press ENTER TWICE to move to the next prompt

- Note, if not using a special code, press enter once to move to the next swipe

The badge reader – FLOAT DEPARTMENT

- SWIPE
- The first prompt is special code
  - If no special code, press enter once
  - If you enter a special code, press enter TWICE to move to next prompt
  - Enter the 4 digit API number of the float department
  - PRESS ENTER to move to next prompt (facility)
  - PRESS ENTER again to finish

WATCH OUT!

Entering dept code
In first prompt
Creates a time card error
And home dept will be charged

1. Swipe badge (magnetic strip faces right)

2. Enter special code if needed. (See Special Codes Chart)

   "Hot Keys" Available:

   F1 = OR   F3 = PTO Fill

3. You MUST Press ENTER ↵ after using a Special Code.

4. Repeat Process for second Special Code or Press ENTER ↵

To Float Hours to Non-Home Department

5. Enter 4 digit department   ENTER ↵

To Float Hours to Non-Home Facility

6. select the facility and then hit ENTER ↵

   ■ DUH = 1

   ■ DRH = 50

   ■ DRAH = 60

Please check your TIME in API after every shift
https://time.oit.duke.edu
5700 API Code = 2437

Time and Attendance

PRESENT BADGE
11/18/2013 22 06

ⒶAPI
HEALTHCARE

Special Codes Chart		
Reader Input	**Clocking**	**Description**
02	Both In & Out	Indirect Time
03	Both In & Out	Orientation
07	Both In & Out	Stand By Called-back
10	Out Only	PTO Fill
12	Both In & Out	DukeShift
14	Both In & Out	Patient Attendant
19	Both In & Out	Charge Nurse
20	Both In & Out	Preceptor

Mid Shift Changes

- Every role you perform needs its own IN and OUT.
- If you are floated mid-shift use the AUTOGENERATED SWIPE to your advantage
- You can do the same for switching to SITTER – use special code 14.

Autogenerated Swipes and Floats

- Swipe One – IN

IN	b - 739	Wed 08/18/2021	07:34	~ ~ ~ ~	2177

- Swipe Two – Do Not swipe out of your department– just leave and go to new location and SWIPE IN, entering the float department #

OUT	b - 739^	Wed 08/18/2021	12:14	~ ~ ~ ~	2177
IN	b - 739	Wed 08/18/2021	12:14	~ ~ ~ ~	2425

System assumes you need an OUT for your dept. and ^autogenerates it

- Swipe OUT at end of the day, entering the float dept #

OUT	b - 739	Wed 08/18/2021	12:41	~ ~ ~ ~	2425

Autogenerated Swipes and SITTER

- Swipe One – IN

- Swipe Two – Do Not swipe out– just SWIPE IN WITH A SPECIAL CODE FOR SR

  System assumes you need an OUT without the special code and ^autogenerates it

- Swipe OUT at end of the day (or time as a SR) with the SR special code
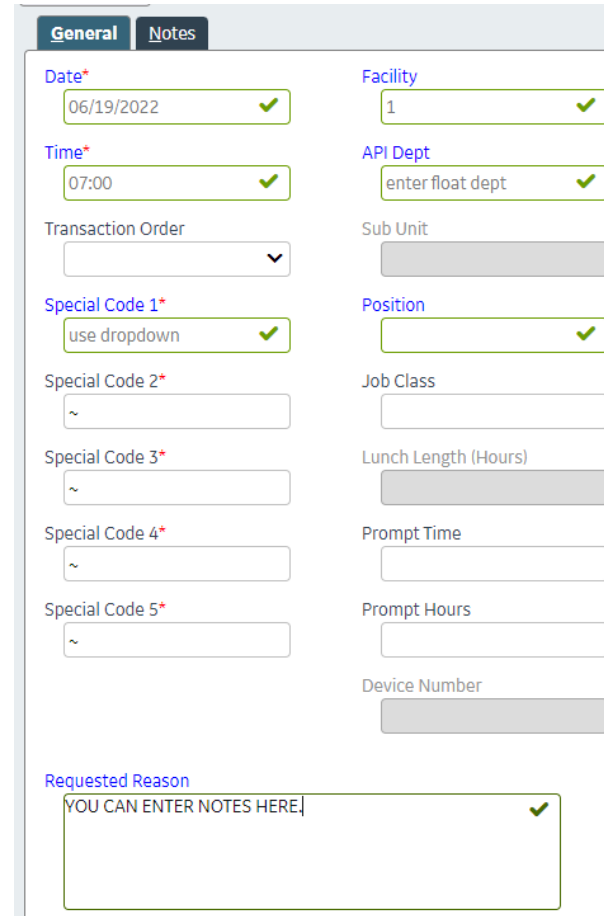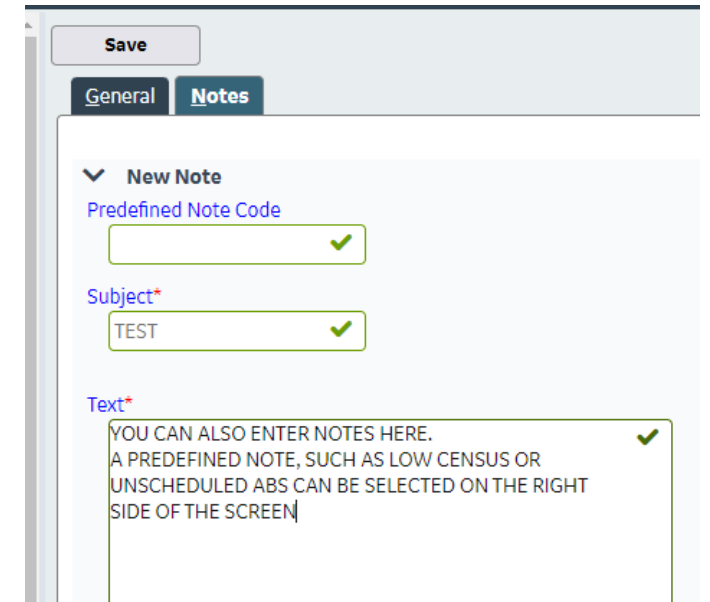
How to add a missing swipe

- Open API
- Click on ADD CLOCKING
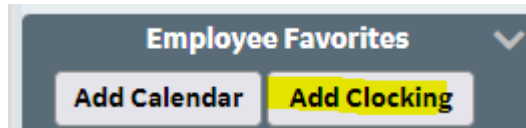
- Fill in the form
  - Date and Time are required in military time
  - Can also add Special code
  - Can also change the default department number

Mobile App – Add Clocking Request

Click this icon

Add Calendar
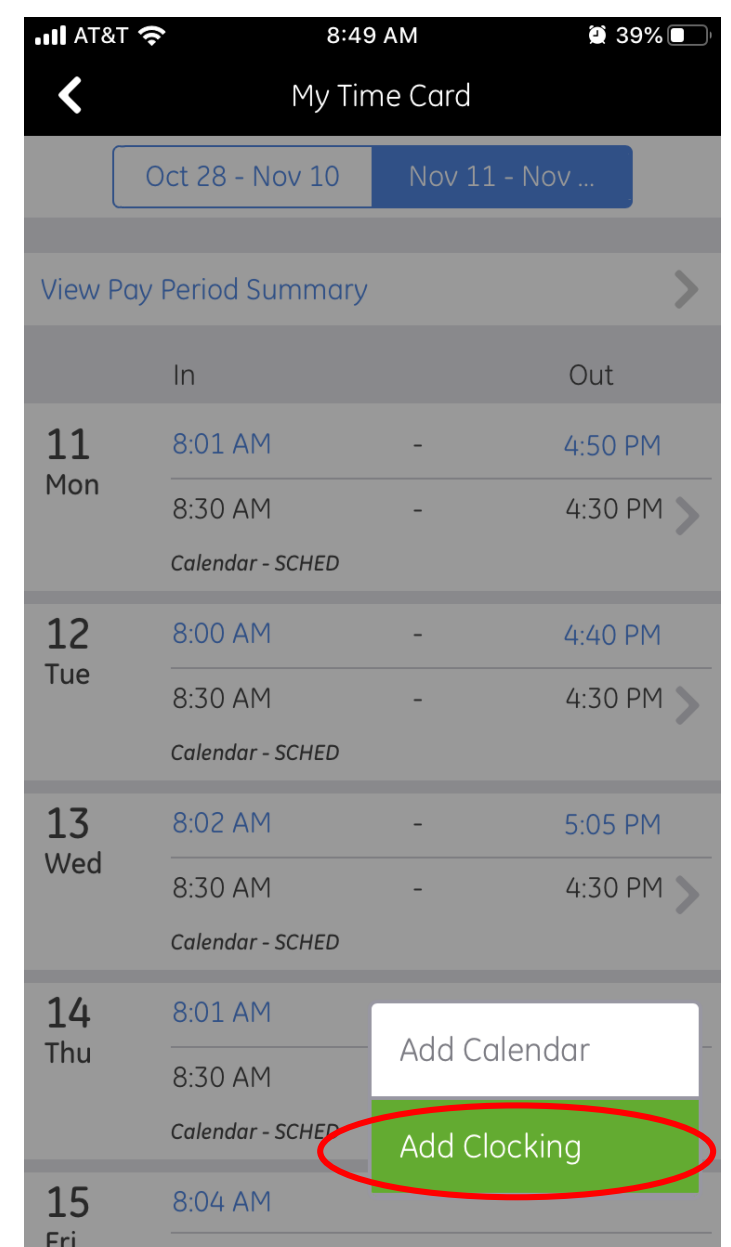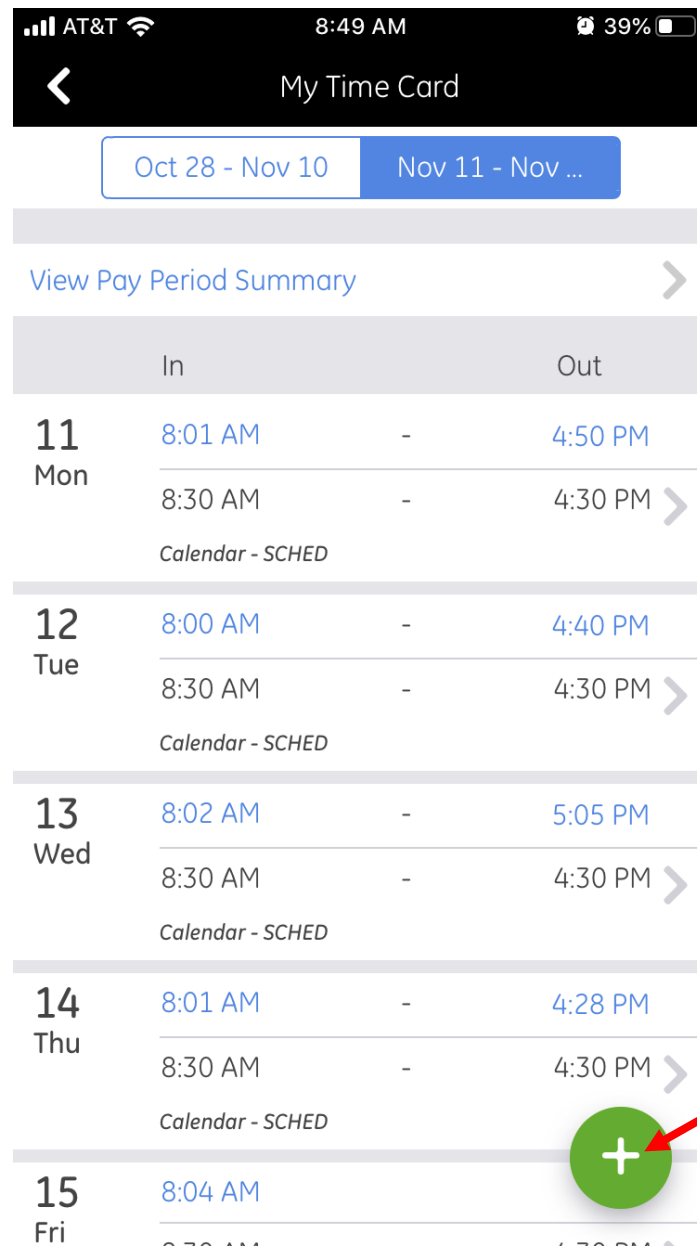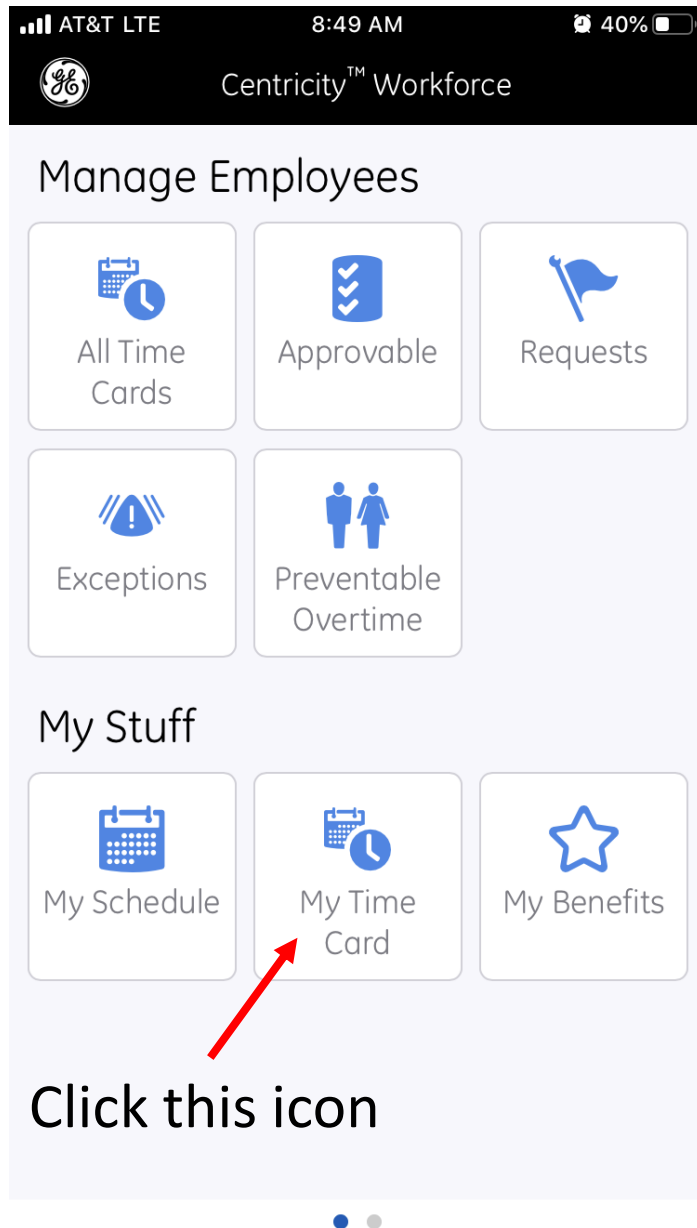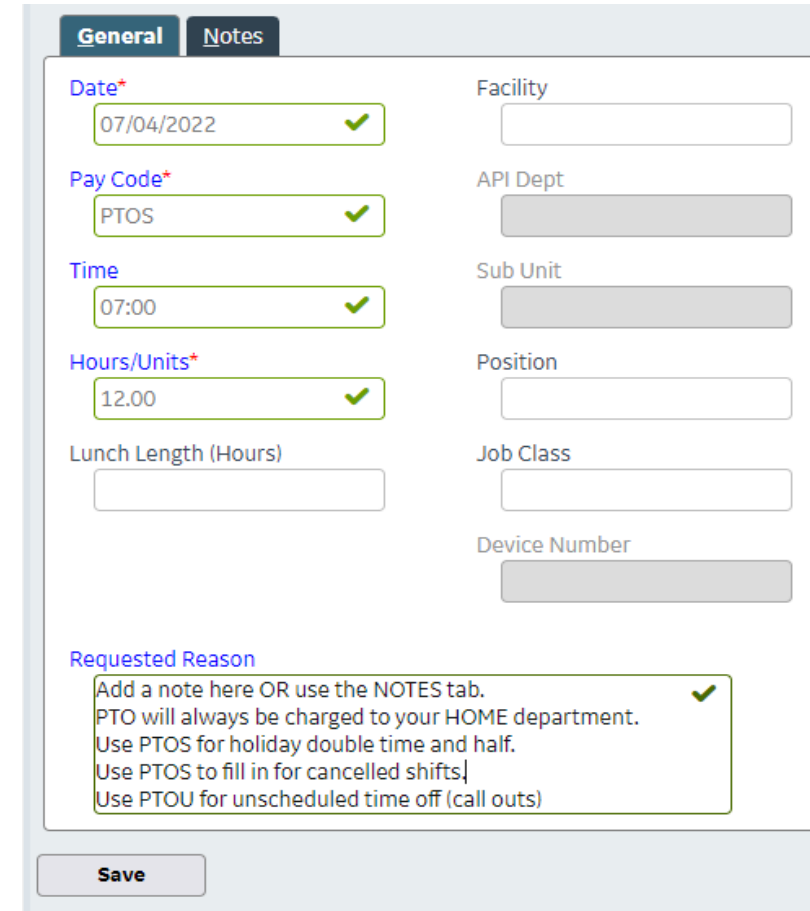
Add Clocking

How To Request PTO in API

- Open API
- Click Add Calendar
  - PTO
  - FML
  - STDBY
  - JURY
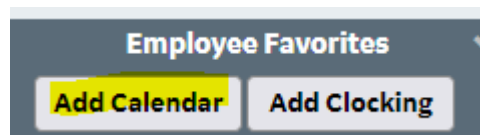
- Fill out the form
- MOBILE APP – same directions as clocking, except choose Add Calendar
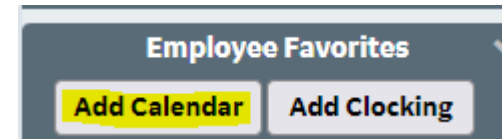
How to Request Multiple Days of PTO

- Open API

- Click Monthly View
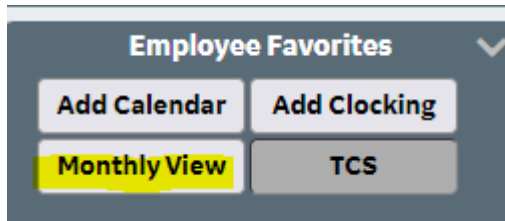
- Use the arrows to move to the month, then click on the days you want off
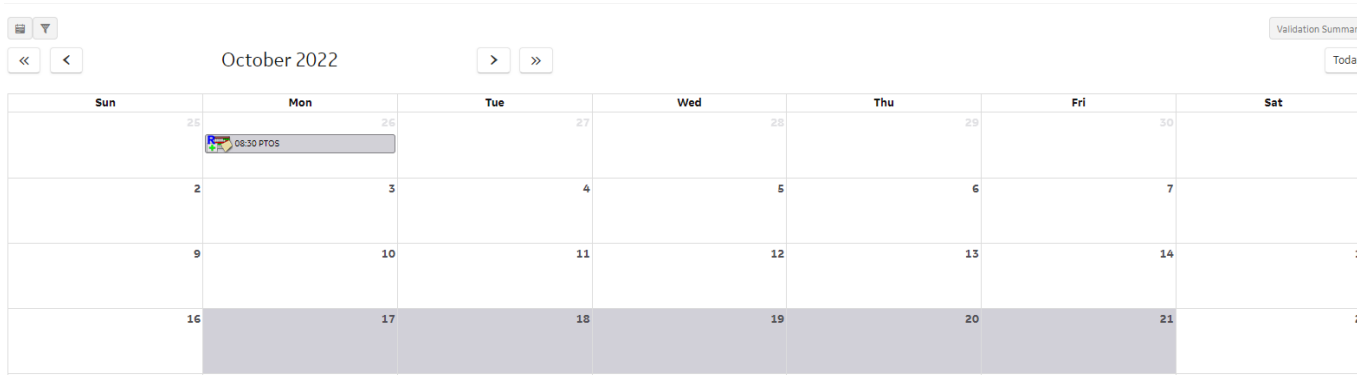
- Then click Add Calendar

- All the date selected will list
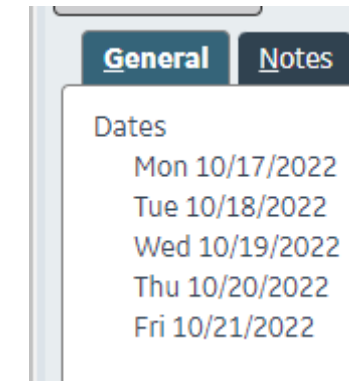
How to Request Multiple Days of PTO

- Fill in the Form
- The Hours/Units should be the number of hours off in ONE DAY and not the full time frame
- You can enter a reason
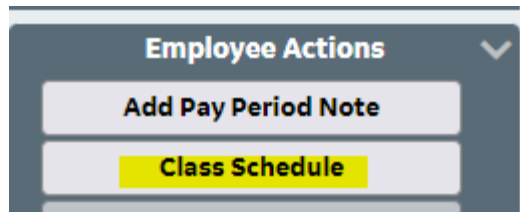- You can enter notes
- Save

On the MOBILE APP – Request Multiple DAYs

- Instead of Selecting My Time Card and an individual date select Request Non-Duty

- Click on the date (defaults to today) to open a calendar to select start date

- After that use the Add Dates + to add additional dates.

How to Sign Up for Class In API

- Open API

- Click Class Schedule

- Know your course code

- Best results – leave Enrollment Status and Facility Blank (they default filled in)

How to sign up for a class in API

- Chose the class from the list and open the folder

		Course ∧	Description	Class Group	Date
📁	☐	EDS732	API Staffing and Scheduling for Managers/Schedulers		07/20/2022
📁	☑	EDS732	API Staffing and Scheduling for Managers/Schedulers		08/17/2022
📁	☐	EDS732	API Staffing and Scheduling for Managers/Schedulers		09/21/2022
📁	☐	EDS732	API Staffing and Scheduling for Managers/Schedulers		10/19/2022
📁	☐	EDS732	API Staffing and Scheduling for Managers/Schedulers		11/16/2022

- Click the enroll button

Actions

Enroll

Request Enrollment
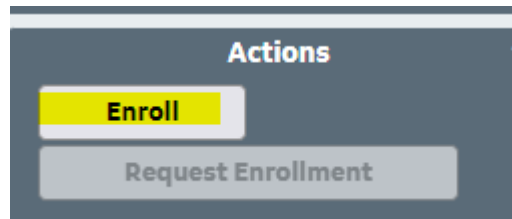
How to UnEnroll

- Open API

- Click Class Schedule
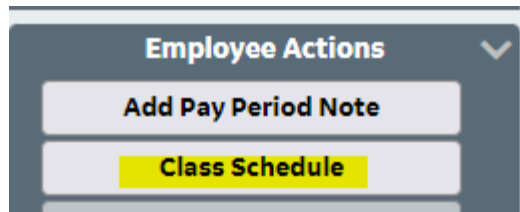

- Know your course code – search by Course Code but this time leave Enrolled in the Status field

- Search

How to UnEnroll

- Open the class you want to cancel

1 item was found.

		Course ∧	Description	Class Group	Date	Start Time	End Time	Status	Enrollment Status
📁	☐	EDS732	API Staffing and Scheduling for Managers/Schedulers		08/17/2022	08:00	10:00	Posted	✔

- Click Withdraw

Actions ⌄

Withdraw

Cancel Request
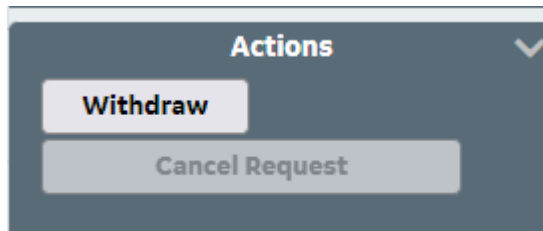
- Any issues with EdTrack, contact CEPD
- No EdTrack functionality on the mobile app

Holiday Pay

- This is an HR topic, not an API topic
- HR defines the holiday and the hours the holiday starts and stops for pay purposes
- Health System Pay Structure & Processes | Human Resources (duke.edu)
- The holiday is 11p prior to the holiday to 10:59p on the actual holiday
- The premium pay is based on the majority of hours – so if the majority hours worked fall in the holiday time frame, they get time and a half for the entire shift.
- Pay is calculated in SAP, not API
- Questions on pay and paychecks should be directed to your payroll representative

- EXAMPLE
- If you work 7p on Sunday night and get off at 7a on Monday morning, 8 of the 12 (or the majority) are in the holiday period.
- If you want double time, use **PTOS** for 12 (or how ever many hours are in your shift) hours for the same time that you are working
- You have to have the PTO hours to cover it, because they will be deducted from their bank.
- The double pay comes from using the PTO.

Directions for Using the Mobile APP

- Training | Administrative Systems | Duke

- https://finance.duke.edu/systems/work/api/training