

# API Tips and Tricks for Staff

Julia Bambach

Tiffany McNeill

[apiresourcegroup@duke.edu](mailto:apiresourcegroup@duke.edu)

# 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



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



#### 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
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- 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
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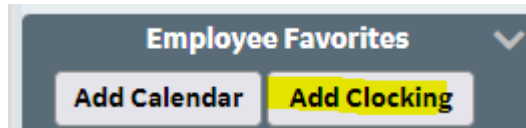
# Autogenerated Swipes and SITTER

- 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

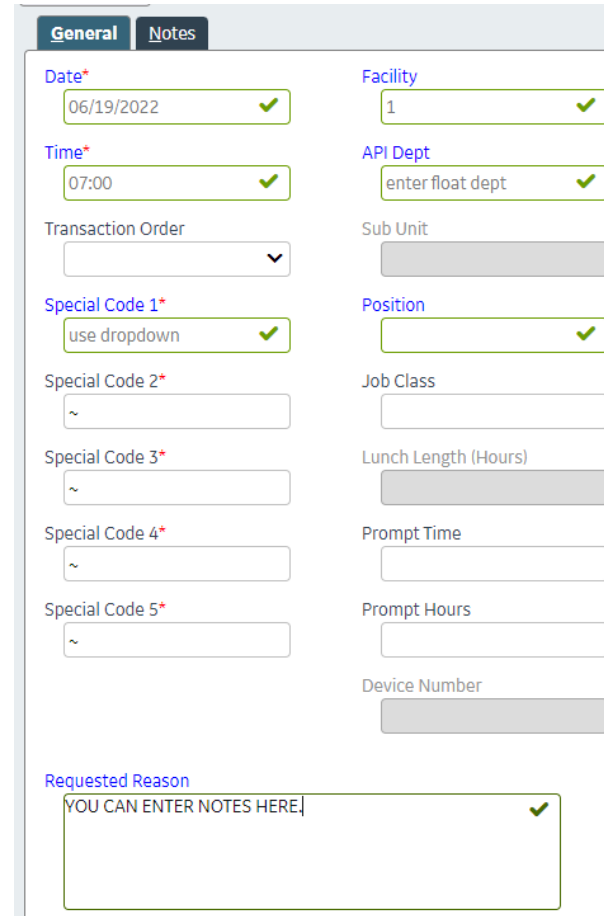
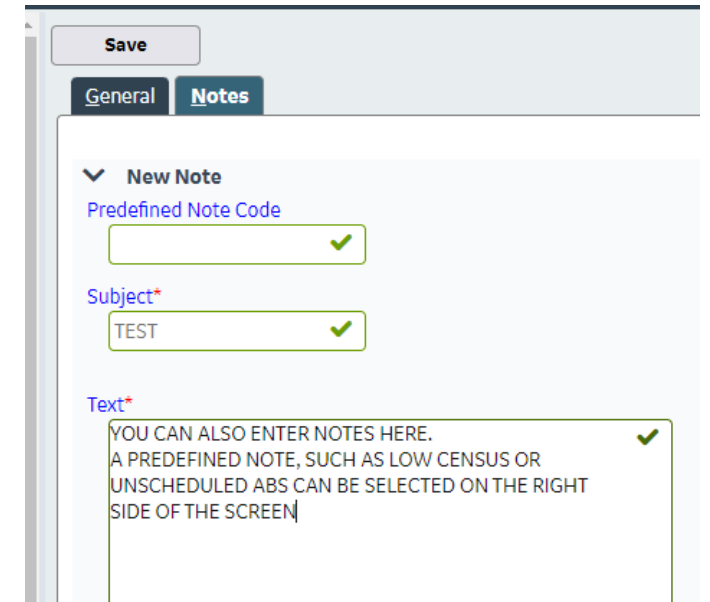


# How to add a missing swipe

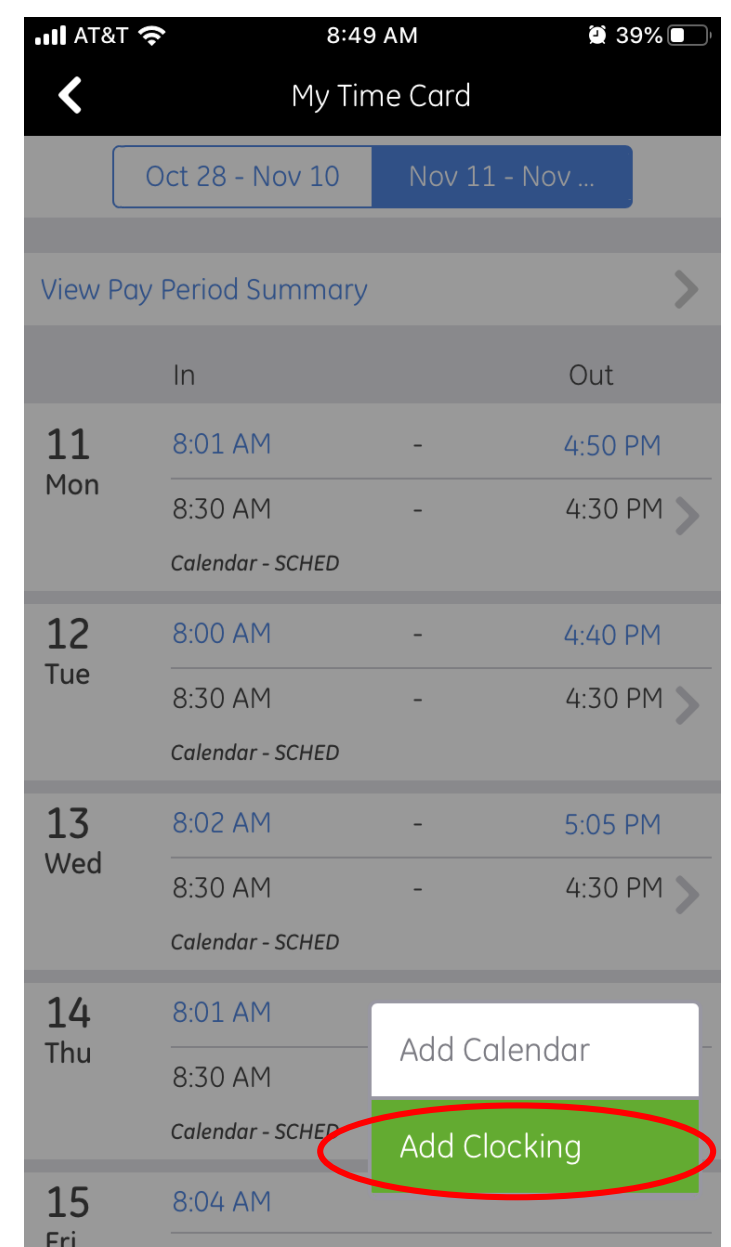
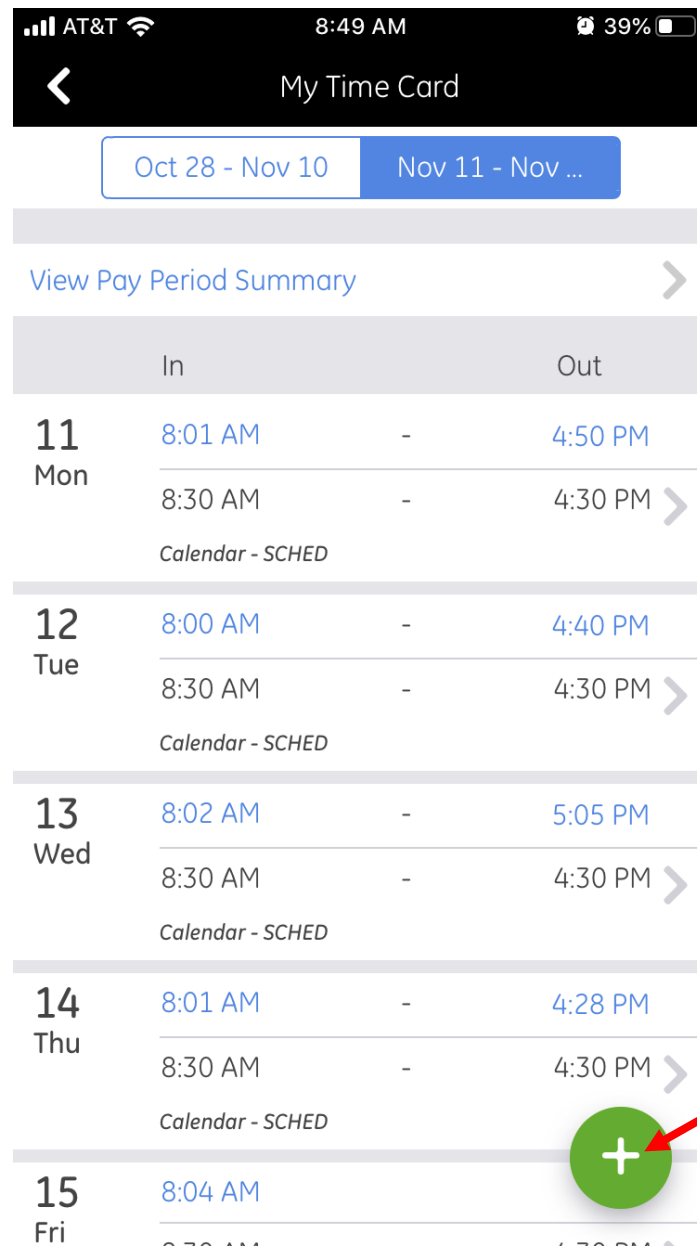
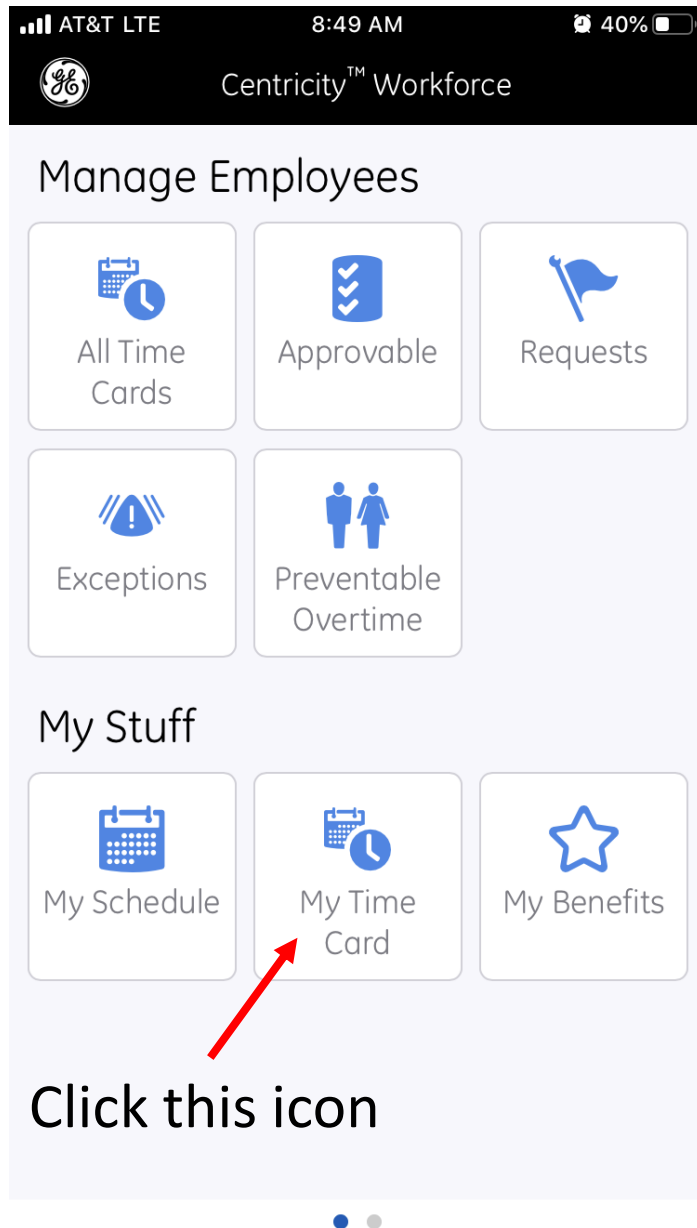
- Open API
- Click on ADD CLOCKING



- Fill in the form
  - Date and Time are required in military time
  - Can also add Special code
  - Can also change the default department number

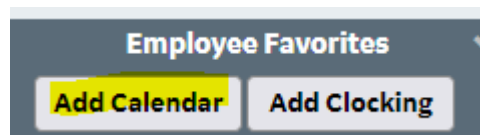
A screenshot of the 'General' tab of a clocking form. The form is divided into two columns. The left column contains fields for Date\* (06/19/2022), Time\* (07:00), Transaction Order (dropdown), Special Code 1\* (use dropdown), Special Code 2\* (~), Special Code 3\* (~), Special Code 4\* (~), Special Code 5\* (~), and Requested Reason (YOU CAN ENTER NOTES HERE.). The right column contains fields for Facility (1), API Dept (enter float dept), Sub Unit (empty), Position (empty), Job Class (empty), Lunch Length (Hours) (empty), Prompt Time (empty), Prompt Hours (empty), and Device Number (empty). Each field has a green checkmark indicating it is valid.A screenshot of the 'Notes' tab of the clocking form. It features a 'Save' button at the top. Below it, there is a 'New Note' section with a 'Predefined Note Code' (empty) and a 'Subject\*' (TEST). At the bottom, there is a 'Text\*' field containing the text 'YOU CAN ALSO ENTER NOTES HERE. A PREDEFINED NOTE, SUCH AS LOW CENSUS OR UNSCHEDULED ABS CAN BE SELECTED ON THE RIGHT SIDE OF THE SCREEN'. Each field has a green checkmark.

# Mobile App – Add Clocking Request

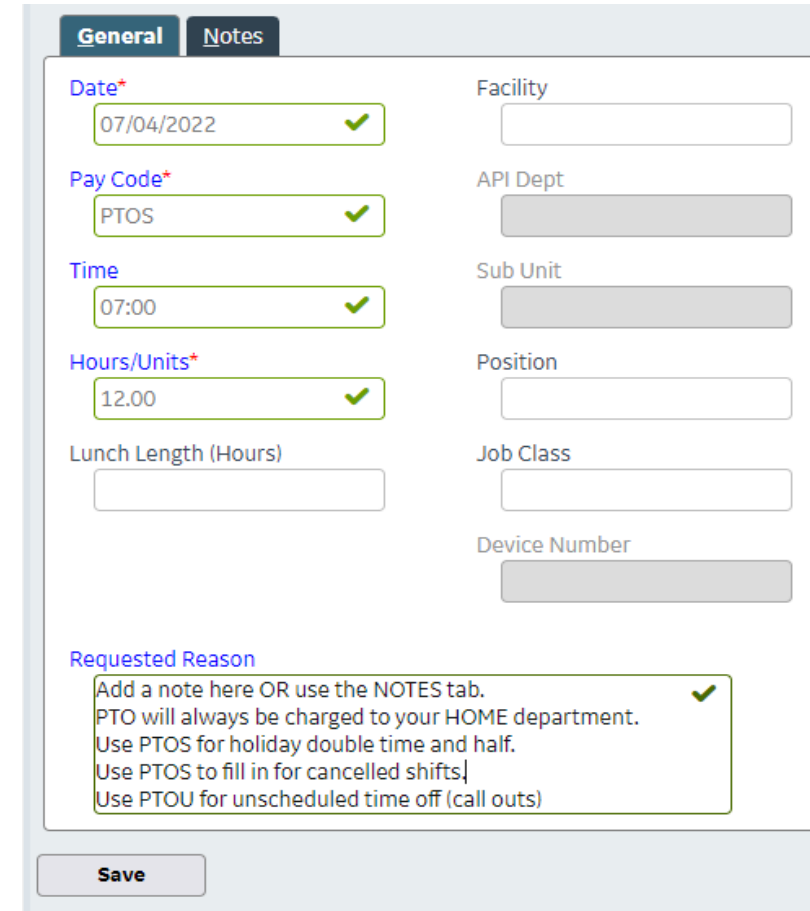


# How To Request PTO in API

- Open API
- Click Add Calendar
  - PTO
  - FML
  - STDBY
  - JURY

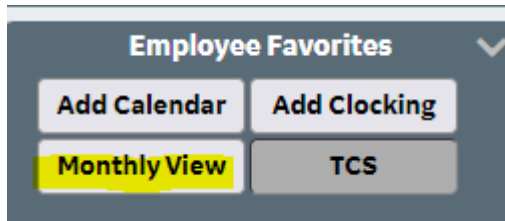


- Fill out the form
- MOBILE APP – same directions as clocking, except choose Add Calendar

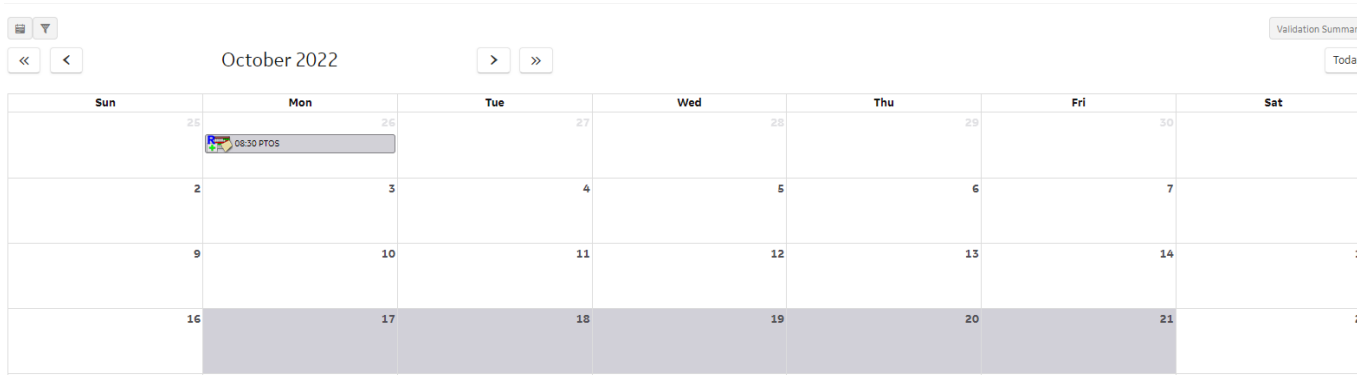
A screenshot of the PTO request form in the API system. The form has two tabs: 'General' (selected) and 'Notes'. It contains several input fields with green checkmarks indicating successful validation: 'Date\*' (07/04/2022), 'Pay Code\*' (PTOS), 'Time' (07:00), and 'Hours/Units\*' (12.00). There are also empty input fields for 'Facility', 'API Dept', 'Sub Unit', 'Position', 'Job Class', and 'Device Number'. A 'Lunch Length (Hours)' field is also present. At the bottom, there is a 'Requested Reason' section with a text area containing instructions: 'Add a note here OR use the NOTES tab. PTO will always be charged to your HOME department. Use PTOS for holiday double time and half. Use PTOS to fill in for cancelled shifts. Use PTOU for unscheduled time off (call outs)'. A 'Save' button is located at the bottom right.

# How to Request Multiple Days of PTO

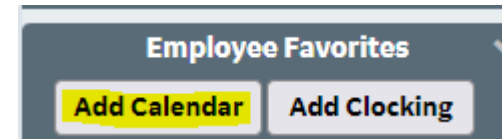
- Open API
- Click Monthly View



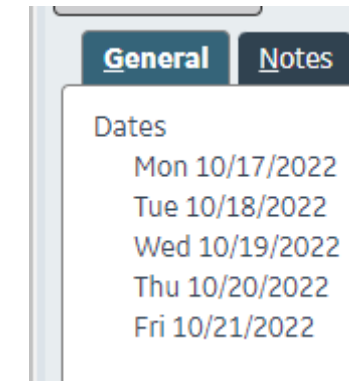
- Use the arrows to move to the month, then click on the days you want off



- 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

The screenshot shows a web form for requesting PTO. It has two tabs at the top: 'General' (selected) and 'Notes'. The form is divided into several sections:

- Dates:** A list of dates from Monday, 10/17/2022 to Friday, 10/21/2022.
- Pay Code\*:** A dropdown menu with 'PTOS' selected, indicated by a green checkmark.
- Time:** A dropdown menu with '07:00' selected, indicated by a green checkmark.
- Hours/Units\*:** A text input field with '8.00' entered, highlighted in yellow, and a green checkmark.
- Lunch Length (Hours):** An empty text input field.
- Requested Reason:** A text input field with 'BEACH WEEK' entered, indicated by a green checkmark.

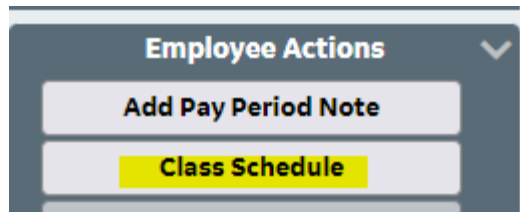
# On the MOBILE APP – Request Multiple DAYs

- 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.

The screenshot shows the 'Non-Duty Request' form in a mobile app. At the top is a dark blue header with the text 'Non-Duty Request'. Below it is a teal button labeled 'Calendar'. The form contains several sections: a 'Review benefit balance' link with a right arrow; an 'Add Dates \*' section with a teal plus icon; a list of three dates: 'Jun 29, 2022', 'Jun 28, 2022', and 'Jun 27, 2022', each with a dark blue circle containing a white 'x' to its right; a 'Start Time \*' field set to '00:00'; an 'Hours \*' field with a text input containing '12'; a 'Pay Code \*' field set to 'PTOS' with a right arrow; a 'Comments' field with the text 'beach week' and a character count '245 characters left'; and at the bottom, two buttons: 'Save' and 'Cancel'.

# 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)

Enter your class enrollment search criteria:






Course Code EDS732 ✓	Instructor(s) <input type="text"/>
Description <input type="text"/>	Affiliation HEALTH SYSTEM
Start Date Range Begin 06/22/2022	Facility <input type="text"/> ✓
Start Date Range End <input type="text"/>	Filled <input type="text"/> ▼
Status <input type="text"/> ▼	Class Group Code <input type="text"/>
Enrollment Status <input type="text"/> ✓ ▼	
Classroom(s) <input type="text"/>	

Search

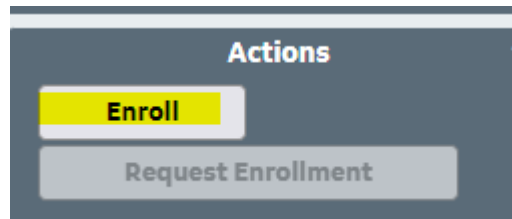
# How to sign up for a class in API

- Chose the class from the list and open the folder

5 items were found.

	<input type="checkbox"/>	Course^	Description	Class Group	Date
	<input type="checkbox"/>	EDS732	API Staffing and Scheduling for Managers/Schedulers		07/20/2022
	<input checked="" type="checkbox"/>	EDS732	API Staffing and Scheduling for Managers/Schedulers		08/17/2022
	<input type="checkbox"/>	EDS732	API Staffing and Scheduling for Managers/Schedulers		09/21/2022
	<input type="checkbox"/>	EDS732	API Staffing and Scheduling for Managers/Schedulers		10/19/2022
	<input type="checkbox"/>	EDS732	API Staffing and Scheduling for Managers/Schedulers		11/16/2022

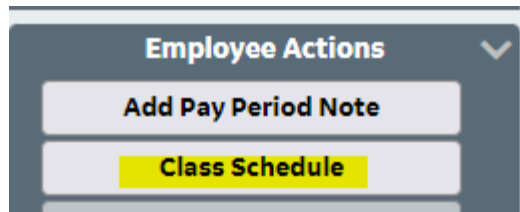
- Click the enroll button





# 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

Enter your class enrollment search criteria:

Course Code	Instructor(s)
<input type="text" value="EDS732"/>	<input type="text"/>
Description	Affiliation
<input type="text"/>	<input type="text" value="HEALTH SYSTEM"/>
Start Date Range Begin	Facility
<input type="text" value="06/22/2022"/>	<input type="text" value="60"/>
Start Date Range End	Filled
<input type="text"/>	<input type="text" value="v"/>
Status	Class Group Code
<input type="text" value="v"/>	<input type="text"/>
Enrollment Status	
<input type="text" value="Enrolled"/>	
Classroom(s)	
<input type="text"/>	
<input type="button" value="Search"/>	

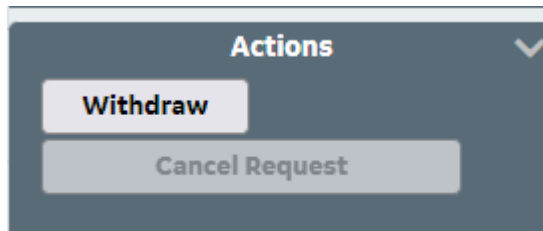
# How to UnEnroll

- Open the class you want to cancel

1 item was found.

<input type="checkbox"/>	Course^	Description	Class Group	Date	Start Time	End Time	Status	Enrollment Status
<input type="checkbox"/>	EDS732	API Staffing and Scheduling for Managers/Schedulers		08/17/2022	08:00	10:00	Posted	✓

- Click Withdraw



- 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>