API Terminology
PROFILES

- Allows you to group all the job codes that can perform a role into one
- CNI, CNIII, TRVL RN and CTL can all be grouped in the NSE profile
- Can be changed based on the role you are performing for scheduled shift
STATIONS

• A way to limit staff to a role there isn’t a job code for, ie charge nurse

• Stations are created and attached to a profile by an administrator

• The unit scheduler attaches the station to the employee
SCHEDULE GROUP

• Allows you to open multiple departments at one time on the schedule screen
• You must have access to all departments in group to access schedule group
SECONDARY POSITION

• Can be a different job code than primary job. Ie an Administrative Assistant can be a secondary HUC
• Only OT is paid, no shift or staffing incentives
• Employees track time in Duke@Work

ALTERNATE POSITION

• Manually added in API by administrator

• Some examples
  • External Travelers
  • Internal Travelers
  • RRT team members

• IF a secondary employee exists in API, we can add an alt position to put them on the schedule of the secondary department
# ACTIVITY CODES

- Abbreviations of shift times – includes start time, length and shift coverage
- Can be self scheduled
- Can not be added on the time card screen
- Will appear on the TCS if a paycode interface value is added
- Standard codes exist in all inpatient units
- SS System Admins can add new ones
- Examples: 7A, 0800/8, REQOFF, C, DSD/12
Anatomy of an Activity Code

The description does not determine the time calculated for coverage – that is determined by the Start Time, Length, and Lunch Length.

Codes over 4.5 hours will have a lunch calculated and deducted from total scheduled hours, per HR guidelines.

If a Pay Code is entered, that is what will show on the TCS.

Indicators determine things such as
- Productive or nonproductive code
- Absence code (show on Unscheduled ABS report)
- Allowed for Self Scheduling
- Counts towards coverage
**Coverage Period**

- Looks at needs for a specific block of time
- Represents most needed time to re-evaluate staffing needs for census and acuity
- Is important in financial and productivity reporting
- Most Common coverage set is DEEN
  - 7-3, 3-7, 7-11, 11-7
- Surgical and EDs might have DDEEN or DDEENN

**Shift (Activity Codes)**

- The start and end time of a work assignment
- A 7A shift fills a need in the D and E coverage period
- 1100/8 covers .5 of a need in the D coverage period and the E

Most Daily Roster Reports let you choose the Coverage Set you want to see. In patient areas can choose DN0700 if they want to see a roster divided into 12 hour Shifts.
Balancing Grid

• Uses a staffing templated based on your Coverage Set
• Compares your staffing template to your schedule
• How much coverage you need for each profile in each coverage period
• Often used in inpatient areas

Activity Balancing Grid

• Uses a Staffing Template Based on Activity codes (shifts)
• Compares your core staffing template to your schedule
• How much coverage you need for each profile for a specific activity code
• Often used in ambulatory and procedural areas and ED
PAY CODES

- Represent a calendar event on the timecard screen or the schedule screen
- System will refer to paycodes as Calendars
- Can not be self scheduled
- Some can be requested with the Add Calendar button
- If added to the TCS, will appear on the schedule
- If added to the Schedule, will appear on the TCS
- Standard codes exist for all departments
- Corporate Payroll can add new ones (rare)
- Some pay – such as PTOS, FMLST, JURY and STDBY
- Some do not pay – such as SCHED
- Some are entered only by the system or Corporate Payroll – such as PTOCI, REGD, WKND

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<thead>
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<th>Paycode</th>
<th>Description</th>
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<td>FMLSTUS</td>
<td>FAMILY LEAVE</td>
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<td>UNSCHEDULED STB</td>
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<td>JURY</td>
<td>JURY DUTY</td>
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<td>PTOS</td>
<td>PTO SCHEDULED</td>
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<tr>
<td>STDBY</td>
<td>STAND BY</td>
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<tr>
<td>Code</td>
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<td>PTO UNPAID SCHEDULED</td>
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<tr>
<td>PTOUU</td>
<td>PTO UNPAID UNSCHEDULED</td>
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Special Codes

- Can be used to adjust pay (ie, CH, PR)
- Important to be used correctly for reporting
- Added to clockings on the TCS
- Some can be added by employee (ie, ID, OR, SR, CH, PR) at the badge reader, quick badge
- Some can be requested by employee for approval (ie, NL) when logged in
- Most have to be entered on both the IN and OUT – on this list only IP, DT and NL are on one swipe.

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<tr>
<th>CODE</th>
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<td>IP</td>
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<td>OUT OF POSITION PAY</td>
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<td>EC</td>
<td>EMERGENCY CALL BACK</td>
<td>6</td>
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<td>SC</td>
<td>STANDBY CALLED BACK</td>
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<tr>
<td>PF</td>
<td>PTO FILL</td>
<td>10</td>
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<td>B4</td>
<td>BID FOR HEALTH SHIFT (DUKESHIFT)</td>
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<tr>
<td>NL</td>
<td>NO LUNCH</td>
<td>REQUEST IN SYSTEM</td>
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DUKESHIFT ACCESS

Administrator

• Ability to create, award and cancel shifts

Health Care Professional

• Search available shifts
• Request to work

If you have both, when you log in you will be prompted to select

Login

› Login as Administrator
› Login as Health Care Professional
Questions?
Comments?
Ideas for Enhancements?