



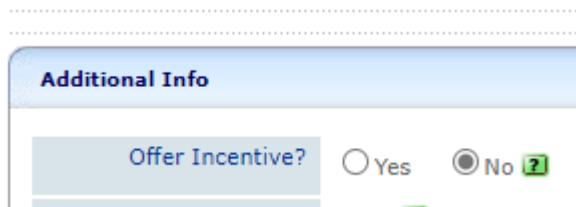
API & Dukeshift: User Group




By:
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DukeShift Change

- At the request of the Staffing Optimization Team, the button to signify that a shift receives Staffing Incentive has been removed from the Create a Shift Screen
- The team felt it was causing confusion for staff who do NOT qualify to receive incentive pay



Additional Info

Offer Incentive? Yes No 

SUPPLEMENTAL STAFFING

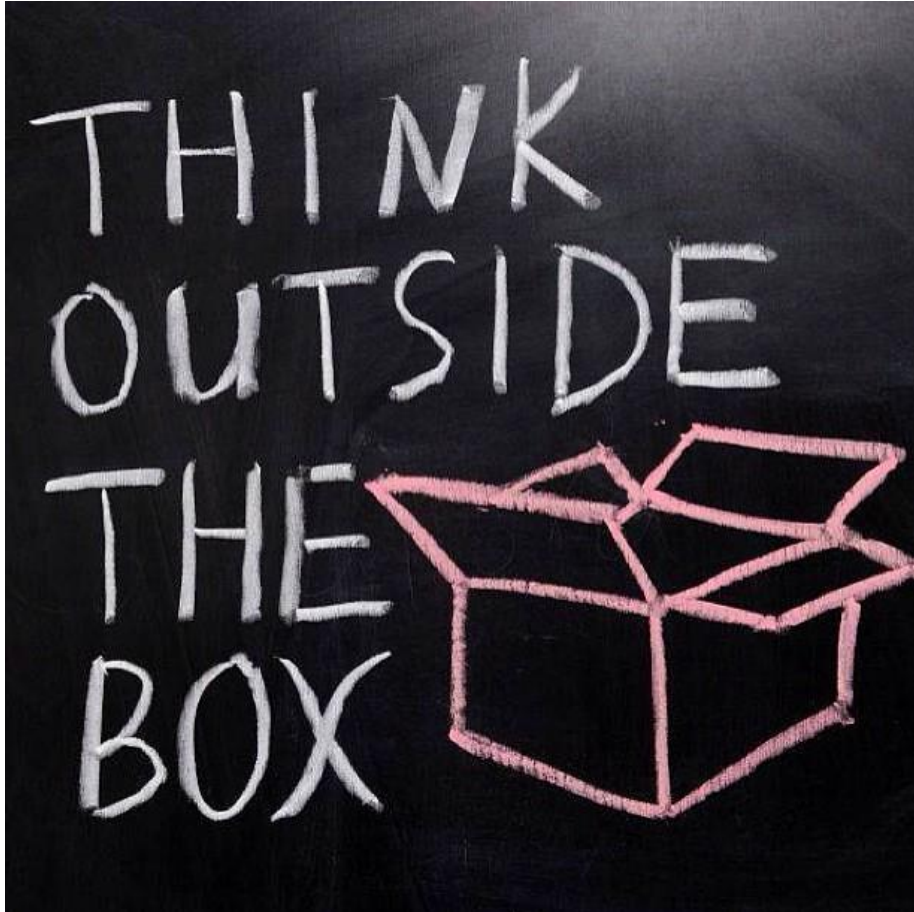


SUPPLEMENTAL STAFF	NURSE UNIT BASED PRN	PART TIME	SECONDARY	INTERNAL TRAVELER	EXTERNAL TRAVLER	DUKESHIFT	FLOAT POOL
Job Code	4231	varies	varies	4231 or 4280	9951 – RN US 9959 –RN International	Varies, but job code must match the job title of the DukeShift	Varies 4270 – CNII, FP 4592 –NCAII/HUC, FP
		Works < .5	Has a primary job elsewhere in Duke Often a different job title, rate of pay may be different between primary and secondary job	Employee can only do 2 contracts between Nov 8, 2021 and May 8, 2022 Then option to return to a permanent position Managed by Central Staffing Office	Works for an agency for a set contract length. In API they reside in Facility 8, with the department number matching the assigned department	Means of volunteering to pick up extra for home unit or unit where they could normally be floated to	Hired in Duke Clinical Staffing Department
Work Commitment	96hrs/8weeks	To their FTE	None	13 weeks as .9 FTE	13 weeks as a .9 or 1.0 FTE Guaranteed hrs, do not place oncall or give off International – 3 year contract	Once shift is awarded, failure to work counts as a callout occurrence.	At least a .5 FTE
Benefits	None Eligible for shift premiums 1000 hours/year gets retirement	<.5 NONE .5-.74 PTO at same rate as full time 1000 hours/year gets retirement	Based on primary job Only overtime for secondary shifts. No holiday pay. No shift premiums.	None OT and shift premiums.	None OT per contract (International have some PTO)	Based on primary job.	Based on FTE Eligible for pay premiums
Time Card	API, PRN Mgr	API, Dept Mgr	Duke@Work, Secondary Mgr	API, approved by assigned dept manager	Assigned Dept Mgr API to SAP reverse invoicing	API, entered as a float Home manager approves the time	DCSD Mgr
Scheduling	PRN Mgr	Dept Mgr	Secondary Mgr	Assigned department	Mgr of Assigned area	Interface with DukeShift to API	DCSD Mgr
Performance Review	PRN Mgr	Dept Mgr	Secondary Mgr	Assigned Department	Mgr of Assigned area w Duke Clinical Staffing Dept. provide feedback to vendor	Home Manager Home manager handles competencies, performance issues related to DukeShifts.	DCSD mgr with input from departments

How Many Hours Should the Staff Be Scheduled?

FTE	Year	8 Weeks	Each Week
1.0	2080	320	40 (or 36/48)
.9	1872	288	36
.75	1560	240	30 (or 36/34)
.6	1248	192	24
.3	624	96	12
.1	208	32	4

API Can Help Monitor Commitment Hours



What something is Called vs What something really IS

FMLA Worked Hours Report

To validate the hours worked for the past 12 months. Common use it to see if an employee has worked enough hours to qualify for FMLA. Can also be run for an 8 week period to validate if PRNs are working to their commitment, if staff are working to their FTE.

TA access needed, but don't need SS

API Can Help Monitor Commitment Hours

- The Scheduled Hours Column on the Schedule Screen totals scheduled direct time and approved PTO time

ED

And

STDBY

not counted

0.60000	24/24/24/24/24/24/24/24
0.75000	24/36/24/36/24/36/24/36
0.90000	36/36/36/36/36/36/36/36

Need SS Access

Secondary Staff

- A separate hire, often a different job code than primary job
- Rate of pay is determined by RR based on experience in the secondary job code
- Only OT is paid, no shift premiums or holiday pay
- Employees need a secondary position in iforms and track time on a secondary time card in Duke@Work
- If they are not PDC and exist in API, an alternate position can be added to have them show on secondary department schedule
- Secondary manager is responsible for time card accuracy, job performance, attendance tracking, license and competency upkeep for the secondary job

INTEGRITY



SAFETY



How to Track Floated Staff to My Department

Time and Attendance

Supervisor Charge Back Non-Home Detail Report



Scheduling

Roster Reports

On Schedule Screen

On Current Staffing Overview Screen

TA Supervisor Charge Back Non-Home Detail

- Reports named ‘Supervisor’ mean you only see data on staff whose time cards you can edit or approve
- In this sample 6CT can see who floated to them
- These are all float pool NAs (dept 1301)
- Total hours paid to floated staff are at the end of the report

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This report shows charges to organization units by non home employees from 11/15/2021 through 11/21/2021.

Facility: 1 - Duke Hospital **API Dept: 2425 - DCT 6 A/B GENSURG/TRANSP** Home: Facility: 1 API Dept: 1301

961195 : Home: Facility: 1 API Dept: 1301

Clockings Summary

	Date	Time	Special Codes	Job Class	Lunch	Total	REGD
In	TU	11/16/2021					
		06:58	SR	4274	0.50	12.80	12.30
Out		11/16/2021					
		19:47	SR	4274			
						Total	12.30

536640 : Home: Facility: 1 API Dept: 1301

Clockings Summary

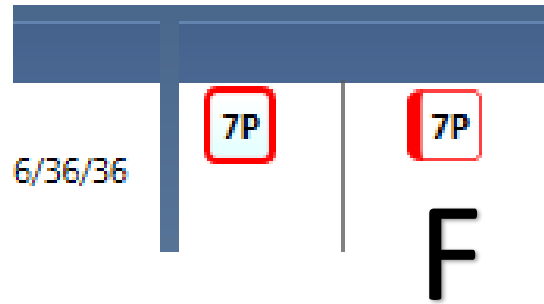
	Date	Time	Special Codes	Job Class	Lunch	Total	REGD	WKND
In	SA	11/20/2021						
		18:58		4274	0.50	12.50	12.00	12.00
Out		11/21/2021						
		07:25		4274				
						Total	12.00	12.00

1040067 - J : Home: Facility: 1 API Dept: 1301

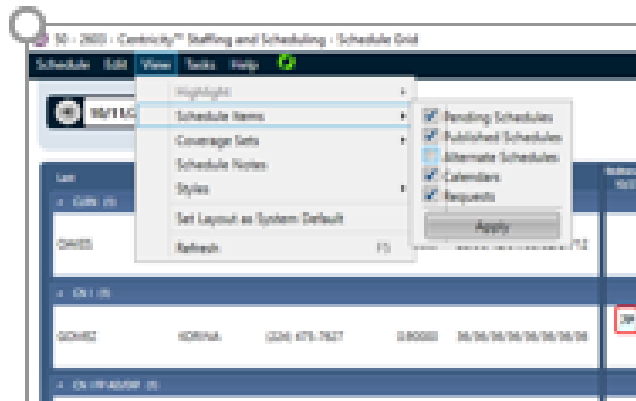
Clockings Summary

	Date	Time	Special Codes	Job Class	Lunch	Total	REGD
In	TU	11/16/2021					
		11:08	SR	4007	0.50	0.80	0.30
Out		11/16/2021					
		11:53	SR	4007			
In	TU	11/16/2021					
		12:26	SR	4007	0.00	0.20	0.20
Out		11/16/2021					
		12:34	SR	4007			
In	TU	11/16/2021					
		14:18	SR	4007	0.00	0.80	0.80
Out		11/16/2021					
		15:06	SR	4007			
In	TU	11/16/2021					
		17:13	SR	4007	0.00	0.60	0.60
Out		11/16/2021					
		17:48	SR	4007			
						Total	1.90

SS – Schedule Screen/CSO Screen



To hide shifts not being worked on your department, go to View>Schedule Items>and Uncheck Alternate Schedules



On Current Staffing Overview Screen, anyone not from your home department will have an F

<input type="checkbox"/>	HILL, NAOMI (F)	7A
<input type="checkbox"/>	HYLTON, IMANI	7A
<input type="checkbox"/>	JENKINS, SARAH	7A
<input type="checkbox"/>	JOYNER, MARY	7A

Note, this includes travelers, because their home is in facility 8 and your facility is 1, 50, 60, etc.

SS – Roster Reports

- Daily Roster
 - By Shift
 - By Unit
 - By List
- Today's Daily Roster

- 7 Day Roster
- 4 Day Roster
 - Not enough space to show F

	[REDACTED]	R	1-NURB-7DCT
	[REDACTED]		1- RES 7DCT
F	HILL, NAOMI		1- NSE 7DCT
	[REDACTED]		1- NCA 7DCT
	[REDACTED]		1- HUC 7DCT

What The Roster Symbols Mean

The following symbols may be displayed to the left of an employee name:

*	Indicates that the activity code displayed crosses into/from another coverage period.
F	Employee whose home labor distribution is not the same as the selected distribution, scheduled for a productive Activity Code in the selected distribution.
N	Employee whose home labor distribution is the same as the selected distribution, scheduled for a non-productive Activity Code in the selected distribution.
FN	Employee whose home labor distribution is not the same as the selected distribution, scheduled for a non-productive Activity Code in the selected distribution.
A	Employees whose home labor distribution is the same as the selected distribution, scheduled for a productive Activity Code in a different distribution.
AN	Employees whose home labor distribution is the same as the selected distribution, scheduled for a non-productive Activity Code in a different distribution.
S	Employees whose schedule was originally entered as a Self Scheduling entry.
()	Start time in parenthesis = schedule started on previous day and carried over into current day. End time in parenthesis = schedule starts on current day and carries over into next day.

- * if you are scheduled for 12 hours part of your shift is in the Day coverage period and part is in Eve1. Use the Coverage set parameter to run the report for DN, vs the default DEEN.
- F – floated (or a contractor)
- N – non productive
- A – alternate – working but in a different department – many reports have a prompt to show these shifts as ~ or –
- S – self scheduled, but I’ve actually not seen this on a report, have you?
- (0700) – shift started at 1900 on Day 1 and ended at 0700 on the following day.

Where Did My Staff Work that DukeShift?

Duke Shift Non-Home Unit Report

In this example I ran the report to see where staff from 9100 picked up DukeShifts.

Can help with payroll if they did not float correctly – you can see the department number where they picked up the DS.

Indicates Required Field

Filters

Shift Start Date: 11/01/2021 Shift End Date: 11/30/2021

Facility: Duke University Hospital Position Type: - All Position Types -

Unit: 2456 9100/DCT 10B ONC

Sort By: Shift Date

Run Report Printable Version Export to Excel Export Tab Delimited

Duke Health Tuesday, November 23, 2021

Shift ID	Position Type	Health Care Professional	Facility Name	Unit Name	Shift Date/Time
Nov 05, 2021					
ShiftID	Nurse	SKYLAR EMERY	Duke University Hospital	2453 MEDICAL UNIT - 2300	11/5/2021 7:00 PM (12.50 hours)
ShiftPrivateComments					
ShiftID	Nurse	CHERYL PARKER	Duke University Hospital	2453 MEDICAL UNIT - 2300	11/5/2021 7:00 PM (12.50 hours)
ShiftPrivateComments					
Nov 12, 2021					
ShiftID	Nurse	CHERYL PARKER	Duke University Hospital	2453 MEDICAL UNIT - 2300	11/12/2021 7:00 PM (12.50 hours)
ShiftPrivateComments					
Nov 19, 2021					
ShiftID	Nurse	CHERYL PARKER	Duke University Hospital	2453 MEDICAL UNIT - 2300	11/19/2021 7:00 PM (12.50 hours)
ShiftPrivateComments					
Nov 26, 2021					
ShiftID	Health Unit Coordinator	ANGELA MOORE	Duke University Hospital	2453 MEDICAL UNIT - 2300	11/26/2021 7:00 AM (12.50 hours)
ShiftPrivateComments					
				Total Hours:	62.5
				Count:	5

Weekend Option



- Staff are required to work a shift on two different days during the weekend. Any hours worked (assuming the majority hour rule) are eligible while permanently assigned for weekend option premium.
- Premiums for weekend option incorporate both shift and weekend premiums.
- Staff eligible for this premium are permanently assigned to the weekend.
- The position must be associated with a pre-approved job family.
- Within each pre-approved job family, the business need for a Weekend Option position is determined by department and entity leadership.
- [Health System Pay Structure & Processes | Human Resources \(duke.edu\)](#)

Weekend Option – Clinical Nurses

- The weekend option for clinical nurse staff is defined as first shift Saturday (7 a.m. Saturday) through 7:30 a.m. Monday.
- Clinical Nurse Weekend Option premium is a flat rate in addition to shift differential and Clinical Nurse Weekend premium amounts.
- Staff must work a minimum of two (2) hours per continuous shift within the weekend window to be eligible for the weekend premium.

Weekend Option -- other positions

- The weekend for weekend option for staff is defined as second shift Friday (3 p.m. Friday) through third shift Sunday (7 a.m. Monday).

API – Seeing WEO information

Nurse job codes have their WEO hours broken out in the API hours distribution section with the CNWON (clinical nurse weekend option nights) pay code.

CNWDD (clinical nurse weekend differential) is the weekend differential paid hours

Non nurses do not have a separate pay code in API, it is calculated in SAP only.

	Mo	Tu	We	Th	Fr	Sa	Su	Totals
CNWON						11.90	12.10	24.00
CNWDD					12.40	11.90	12.10	36.40

API – Identify who is WEO

Open the TCS

Go to Labor Distributions (lower left)

Look at the Status Code

Anything other than HP is a WEO employee

Changes to WEO status occur via iforms

▼ Labor Distributions	
▼ Code - Home - Primary Home	
Facility: 1	Approved Hours: 80.00
API Dept: 1301	Full Time Equivalent: 01.00
Position Code: 11301 NAI_HUC	Daily Hours: 12.00
Job Class Code: 4274	Payroll Group Code: DHP9
Pay Group Code: 1	Union Code: NU
Effective Date: 08/21/2017	Status Code: HJ
Employee Category Code: H	Grade Code: 01
Employee Class Code: 01	

From the Staffing Policy

C. Scheduling: refer also to unit/department scheduling policies

1. Managers and/or Directors are responsible for preparing a cost-effective time schedule that staffs their unit/department for anticipated/budgeted census levels and patient care needs
2. Time schedules will be planned for a minimum of 8 weeks and posted at least 2 weeks prior to start date. Posted schedules will meet budgeted staffing plan. Schedules that do not meet budgeted staffing plans will be reviewed with COD or ACNO and staffing coordinator prior to posting.
3. The work schedule begins at 0700 on Monday and continues via a 14 day cycle
4. Staff should not be scheduled to work (does not include on-call) greater than 12 consecutive hours, double back, more than 60 hours in a 7 day time period, more than four consecutive 12-hour shifts or seven consecutive 8-hour shifts.
5. Staff are expected to rotate to off-shifts, weekends, and holidays as unit/department needs demand
 - a. Evening, night, and weekend option shifts consideration based on need
 - b. WEO needs will be computed annually and assume staff .75 FTE or greater work a minimum of 312 weekend hours each year (1 of 4 weekends)

Calculate Weekend Option

- Numbers you need to know
 - Total FTEs at .75 or higher FTE
 - WE staff required (from template)
 - Shift hours*2 (12*2=24 or 8*2=16)
 - Number of weeks in a year = 52
 - WE requirement (312 hours a year = 26 for 12 hours shifts, 39 for 8 hour shifts)
- To determine
 - Total hours of weekend coverage needed per year
 - Total hours covered by minimum WE requirement

Calculate Weekend Option

- A. Calculate total number of weekend hours to cover in a year (use staffing pattern)
- B. Determine weekend hours covered by FTEs
 - 🌐 (total FTE x weekends required x # shifts per weekend x shift length)
- C. $A - B =$ hours needed to be covered via WEO
- D. Determine total hours one weekend option person works in a year
- E. $C \div D =$ Total WEO staff needed



I will email an
Excel
Spreadsheet that
will Calculate
WEO for you

27	Weekend Option Formula				
28					
29	Please Enter Information in Gray Cells				
30	Shift Description	# of Shifts			
31	# of shifts for 1 weekday: Monday through Friday 7a -7p	10			
32	# of shifts for 1 weekday night: Monday through Friday 7p -7a	9			
33	# of shifts for one weekend day: Saturday or Sunday 7a-7p	9			
34	# of shifts for one weekend night: Saturday or Sunday 7p-7a	8			
35	Total Shifts Per Weekday	19			
36	Total Shifts per Weekend Day	17			
37					
38	Length of shift	12			
39	Weekend hours required per week	6	(24 hours of weekend work per 4 weeks per FTE)		
40	Weekend hours unaccounted for with ee's	18	(assuming 2 twelve hour shifts per weekend)		
41					
42					
43	Assuming Staff work 12 hour shifts and work every 4th weekend				
44	Assuming WEO staff would work 12 hour shifts				
45	# shifts for 1 24 hour period M-F	19			
46	# of shifts 1 24 hour period S or S	17			
47	Total Hours per week	1548			
48	FTE Required	38.7			
49	Weekend Hours Needed	408			
50	Weekend Hours Worked by All Staff	232			
51	Weekend Hours Availbale for WEO Staff	176			
52	# of WEO positions for this department	10			