

Using DukeShift to Sign up to work

Web Address: dukebid4health.com

You can access dukebid4health.com from any computer, any web browser – including tablets and phones.

You do not have to be on the Duke Intranet, but there is a link on the intranet page.

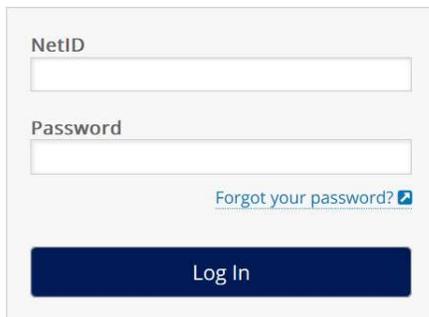
Log in: use your NETID and NETID password



You are on the correct Duke login page if the above begins with: <https://shib.oit.duke.edu>.

NetID

Current students, faculty, staff, sponsored guests

A login form with two input fields: "NetID" and "Password". Below the "Password" field is a link that says "Forgot your password?" with a small icon. At the bottom of the form is a dark blue button labeled "Log In".

User Agreement: On your first log in you will be asked to agree to the DukeShift User Agreement in order to move forward. You can also find a copy of that user agreement here:

<https://finance.duke.edu/sites/default/files/DukeShift%20UserAgreement%20March%202021.pdf>

HOME SCREEN

- Click on the **Personal information** button to update your email and phone number. You must add an email address if you want to receive emails from the system.
- **Open Shifts** is where you will go to look for shifts. You can filter to search a specific department.
- **Shifts/Contracts I'm Requesting** will list shifts you have volunteered to work, but they have yet to be awarded to you. If you want to revoke your offer, you go here to do it.
 - Caution – once a shift is awarded it will show up under **Shifts/Contracts Awarded**
 - Awarded shifts under **Shifts/Contract Awarded** can not be revoked in the system – you will have to notify the shift contact or the department directly
- **Shifts/Contract I Lost** are shifts you volunteered for, but they were awarded to someone else

Home My Shifts Search My Messages My Profile My Calendar

Home

My Shifts ?

- » [Open Shifts](#) << find shifts here
- » [Open Contracts](#)
- » [Shifts/Contracts I'm Requesting](#) (2)
- » [Shifts/Contracts I'm Watching](#) (0)
- » [Shifts/Contracts Awarded](#) (1)
- » [Shifts/Contracts Not Awarded](#) (0)

My Profile

- » [Personal Information](#)
- » [Professional Profile](#)

Links ?

[Search](#)

My Messages

[Inbox](#) New (221)

[Sent](#)

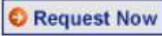
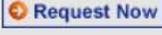
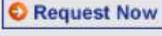
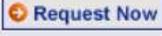
OPEN SHIFTS BUTTON

Here is where you can click the + on the left side to filter down to specific facilities or departments.

Open Shifts : Duke Health (System)

Select a Health System from the below tree menu to view Shifts you qualify for. You may view Shifts at 3 levels: health system, facility or individual unit.

- Duke Raleigh Hospital
 - Duke Regional Hospital
 - Duke University Hospital
 - 1015 Sleep Disorders Clinic
 - 1056 PREKIDNEY LIVING DONATION
 - 1097 SHORT STAY UNIT
 - 1134 Heart Communication Center
 - 1160 PEDS PCICU

Position	Health Facility Name	Request	Submissions	Shift Date	Status	Time Left	Shift ID#
Nurse	Duke Health Duke Raleigh Hospital / 6090 4TH FLOOR NURSING		0	3/28/2020 7:00 AM Sat-12 hrs.		3/25/2020 7:30 PM ET 8 hrs.	5909288
Nurse	Duke Health Duke Raleigh Hospital / 6090 4TH FLOOR NURSING		0	3/28/2020 7:00 AM Sat-12 hrs.		3/25/2020 7:30 PM ET 8 hrs.	5909289
Nurse	Duke Health Duke Raleigh Hospital / 6090 4TH FLOOR NURSING		0	3/29/2020 7:00 PM Sun-12 hrs.		3/26/2020 7:30 AM ET 20 hrs.	5909545
Nurse	Duke Health Duke Raleigh Hospital / 6090 4TH FLOOR NURSING		0	3/29/2020 7:00 PM Sun-12 hrs.		3/26/2020 7:30 AM ET 20 hrs.	5909546
Nurse	Duke Health Duke Raleigh Hospital / 6090 4TH FLOOR NURSING		0	3/29/2020 7:00 PM Sun-12 hrs.		3/26/2020 7:30 AM ET 20 hrs.	5909547
Nurse	Duke Health Duke Raleigh Hospital / 6090 4TH FLOOR NURSING		0	3/29/2020 7:00 PM Sun-12 hrs.		3/26/2020 7:30 AM ET 20 hrs.	5909548
Nurse	Duke Health Duke Raleigh Hospital / 6090 4TH FLOOR NURSING		0	3/30/2020 7:00 AM Mon-12 hrs.		3/27/2020 7:30 PM ET 56 hrs.	6204263
Nurse	Duke Health Duke Raleigh Hospital / 6090 4TH FLOOR NURSING		0	3/30/2020 7:00 AM Mon-12 hrs.		3/27/2020 7:30 PM ET 56 hrs.	6204266

The **Position** column will list the job needing to be performed, such as Nurse, NCA, Monitor Tech. What you see here depends on how the unit manager created the shift – if they limited it to a certain group, only the group will see the shifts. It is your responsibility to be sure you request to work only in job codes you are qualified for. Click on the blue bar with the column header, Position, and the shifts will sort reverse alphabetically by position. Click again and they will return to an alphabetical sort.

The **Health Facility Name** will list the Facility that matches the department where the shift was created.



If you want to volunteer to work the shift, click on  in the **Request** column.

The **Submissions** column will let you know how many other people have volunteered for this same shift.

The **Shift Date** will tell you the date and time of the shift. Click on the blue bar with the column header, Shift Date, and the dates will sort in reverse chronological order. Click again, and they will resort to chronological order

Status on this screen will be the green O for Open for requests.

Time Left tells you how much longer this shift will be available to accept volunteers.

Shift ID is the number assigned to this shift in the database. It can be helpful at times if you want to ask the shift contact about a specific shift.

Again, to Volunteer to work the shift, click on





When you click you will see a screen such as the one that follows.

Shift Details

[<<-Back to Open Shifts](#)

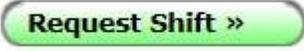
[Add to Watch List](#)

[Message Admin](#)

Shift ID#:	6219285
Signup Starts:	3/22/2020 3:48 PM EST
Time Left:	0 Days / 5 Hours / 35 Minutes
Shift Date:	Monday, March 23, 2020 11:00 PM
End Time:	Tuesday, March 24, 2020 7:30 AM - 8 hrs.
Position:	DN CLINSCREEN (Nurse)
Region:	Raleigh/Durham
Health Care System:	Duke Health
Facility:	Training Facility »Click here for location/driving directions.
Unit:	Training Unit (Adult Med/Surg)

Overtime? [?](#) *You must check this box if winning this shift will put you in overtime.*

[Request Shift »](#)



The final step is click

THE SEARCH TAB

The search tab will allow you to narrow a search even further – such as by a date range, by a specific day of the week, by shift, by position type.

When using this tab, it is most helpful to choose a position type as part of your search.

Search

Shift Search By Criteria

My Approved Health Care Systems: [?](#)

Start Date: [?](#) End Date: [?](#)

Shift Day: Sun Mon Tues Wed Thur Fri Sat [?](#)

Shift Time: Day Evening Night [?](#)

Health Care System: [?](#)

Health Care Facility: [?](#)

Health Care Unit: [?](#)

Position Type: **Available Position Types**

- Health Unit Coordinator
- LABS
- Medical Assistant
- Monitor Technician
- Non-Clinical
- Nursing Care Assistant**
- OB Tech
- Occupational Therapist II

Chosen Position Types

- Nurse**

Save Criteria? [?](#)

[Search Shift](#)

ACCEPTING A SHIFT AWARD

The shift administrator will be monitoring the offers to work. If they want you to work the shift, you will have THREE ways of knowing. IF your email is correct on your profile (see page 1), you will receive an email letting you know the shift has been awarded to you. If you are not receiving emails, verify your email address is correct on your profile. Also, check your Junk folder – sometimes they show up there.

Next, the Shifts Requesting and the Shifts/Contract Awarded buttons will keep track of your shift statuses.

You will not receive a notice for shifts you are not awarded, but they will appear under the Shifts/Contracts Not Awarded link.

Finally, you can see your shift award emails by opening your Inbox under My Messages or clicking on your My Messages Tab. Unread messages will be **RED**.

The screenshot displays a user interface with a top navigation bar containing tabs: Home, My Shifts, Search, My Messages, My Profile, and My Calendar. The 'My Messages' tab is circled in red. Below the navigation bar, the 'Home' section is visible, featuring a 'My Shifts' widget with links to 'Open Shifts', 'Open Contracts', and various shift statuses. To the right is a 'My Profile' widget with links to 'Personal Information' and 'Professional Profile'. At the bottom, there is a 'Links' widget with a search button and a 'My Messages' widget. The 'My Messages' widget shows 'Inbox' and 'Sent' folders, with 'New (220)' messages in red text, which is also circled in red.

Home My Shifts Search My Messages My Profile My Calendar

Inbox | Sent Messages

Home > Messages - Inbox

Messages - Inbox

Messages are deleted from the system after 90 days.

First < 1 2 3 4 5 > Last

Select All Select Entire Inbox Unselect All

Delete	From	Subject
<input type="checkbox"/>	JULIA BAMBACH	Shift AWARD Offer: Thursday, March 26, 2020 - Duke Health

When you open the message or email, you will have two options:

[ACCEPT OFFER NOW](#) to work this shift.

[DECLINE OFFER NOW](#) to reject this request.

Click the ACCEPT OFFER NOW button and the shift is yours. It will now show up under Shifts/Contracts Awarded. You are not actually awarded the shift until you respond with the ACCEPT OFFER NOW.

✕

This site says...

Congratulations! You have successfully been awarded Shift ID 6219361!

OK



Click the DECLINE OFFER NOW and the shift will be reopened to be awarded to someone else. Thus, if you can not work the shift, please DECLINE as soon as possible so the shift can be filled by someone else. If you do not respond within 72 hours, the shift award will be retracted and reopened for other staff to offer to work.

MY CALENDAR TAB

Click on the My Calendar Tab to get a monthly view of your committed shifts. Click on the info to get more details on the shift.

My Calendar

Day	Week	Month	List	Search	Export	Print
« March 2020 »						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

DUKESHIFT and API

Most (but not all) departments have chosen to have shifts awarded in DukeShift interface with the API schedule. This means that your shift will appear in both DukeShift and API.

- If it is a regular shift award, the interface will use a DS activity on the schedule
 - DSD/12, DSE/8, DSN/12 are some examples
 - If a matching code is not found, DS will be used with brackets to indicate you need to hover/open to see shift details
 - System assumes if the employee logged in, the employee is picking up the shift themselves
- If it is a direct assignment AND the employee is in the float pool, PRN, or a contractor
 - Will use a regular code, such as 7A, 7P, 0800/8
 - GSA = no matching activity code found
 - The system identifies float pool, PRN and contractor staff by job code. Not all float pool staff have a special float pool job code and they will be treated as a regular shift award
 - The system assumes if a float pool scheduler logged in, the person is being assigned a regular working shift (not an extra) and will mark the shift filled by based on Job Code of the employee

