API & Dukeshift: User Group

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DukeShift no longer ETP or ITP Tracker

- December 4 = end date for DS as system tracking ETPs and ITPs
  - ETPs and ITPs tracked in Lotus Connect, a Vaya system
  - The Performance Services Contract Labor dashboard still in place
  - Managers now have access to the Contract Labor dashboard
  - [Contract Labor Detail Dashboard](#)

- Notifications regarding contract assignments will no longer come from b4h
Welcome Casey Williams

https://psweb.duhs.duke.edu/PSWEB/Report?id=003566

If you need access, complete request form or email Casey directly.
Casey did a screen share of the Dashboard.
Question on the Dashboard Data?

• External Traveler information
  
  Contact Reaia Carrigan
  • Reaia E. Carrigan, MHA
  • Program Manager, DUHS Contract Labor
  • DUHS Central Staffing Office – Contract Labor Services
  • Direct: 919-668-1830

• Internal Traveler Information
  
  • Email
  DUHSSStaffingHub@duke.edu
  • Denise Guerrier, NMO
  • Kaye Gupton, ANM
  • Sara Mass, ANM
What else for today?
Roles Reminders

• There are 3 separate modules in API (aka TASS, aka symplr)
  • Time and Attendance TA
  • Staffing and Scheduling SS
  • EdTrack ED

• Each module has its own roles (levels of access) and separate management teams

• All roles requests are submitted to a separate Roles Team that processes the requests
Time and Attendance

• Time and Attendance Roles Request from your HR representative who is the liaison with Corporate Payroll. Completion of an online class is required.

• **TA Approving Supervisor**: Approve, modify, and approve employee timecards. Will receive email notifications on expiring licenses (if they are entered in API). Access to all time and attendance reports.

• **TA Editing Supervisor**: Mostly the same as an approver, but can not approve the timecards.

• **TA Reports Only**: Access to time and attendance reports but can not modify or approve timecards
Staffing and Scheduling

• Staffing and Scheduling Roles Request from any of the staffing/scheduling team OR by sending an email to apiresourcegroup@duke.edu

• **SS Supervisor Manager**: View and modify schedules. Will see true absence codes on schedule (ie, FMLA and PTO will be visible). Can approve PTO requests (even without time and attendance access). Has access to all SS reports, including attendance reports. Can enter and update licenses. Is also given Schedule maintenance access to have access to the Current Staffing Overview screen. Publishes the final schedule.

• **SS Scheduler**: View and modify schedule. Absence codes appear as OFF. Can see PTO requests, but can not approve them. Can create and modify schedules, but can not publish them. Has access to all schedule reports, but not attendance reports.
Staffing and Scheduling

- **SS Schedule Maintenance**: Can view and modify the schedule on the main schedule screen or the Current Staffing Overview screen. Enters schedule changes such as call outs (can enter the PTO code), floats, and trades. Has access to daily roster reports only. Does not have access to FMLA codes. Note: can only float staff to and from departments the person has access to. If a float is needed and one does not have access, the staffing office can enter the float.

- **SS Schedule Maintenance Reports Only**: Access to only daily rosters, 4 day roster and 7 day roster reports. Can not update the schedules.

- **SS Reports Only**: Access to all staffing and scheduling reports, including attendance reports. Can not update the schedules.

- **SS License Editor**: Can add and update licenses and certifications on employees and run reports related to items on the license table.
EdTrack

- After completing the online class, submit the form to request access. The form is embedded in the online class. The request is processed by CEPD.

- **ED Manager**: Can create and update attendance for local classes, such as staff meetings and inservices. Add Nursing Degrees. Access to all EdTrack reports.

- **ED Reports Only**: Access to all EdTrack reports.

- Note – these roles do not allow you to delete information. If you need to remove a degree or correct an error, you much contact CEPD directly.
When Requesting Roles We Need

- Have the request come from a manager or have the manager copied on the request
- Name of the role requested
- Name of the person(s) needing access
- UID of the person(s) needing access (do not need netID)
- API 4 digit department numbers needed for each role
  - Ie, may only need 1 dept for Manager/Scheduler but 6 depts. for Schedule Maintenance
- For TA, can request access to specific people within a department
- If submitted requests for roles in different modules, send them separately and put the name of the module and/or role in the subject line