Schedule "How To" Information

Print my schedule

- Go to API Time & Attendance
- "Reports" tab (across the top)
- Go to scheduling section (on left)
- Look for "my schedule" tab in center
- Click on folder
- Enter start and end date
- Request report
- Print

How to put in self schedule

- Go to API Time & Attendance
- Employee Tab (across the top)
- Employee Actions (on the left)
- Open Self schedule
- Enter your self-schedule for dates with at least 2 undesirable shifts (Mondays & Fridays) per 4 week shifts
- Use "7A" for day shift or "7P" for night shift
- Use "U" or "Request Off" only for specific dates needed off.
    - Remember this is **_not_** how you request scheduled PTO
- Hit save

How to see your schedule

- Go to API Time & Attendance
- Employee tab (across the tope)
- Employee Actions (on the left)
- Open Current Schedule

Requesting PTO

- Requests for PTO will be limited to 2 consecutive weeks or less, unless negotiated in advance with the management team.

- Requests are not guaranteed
- Time off may be restricted to five consecutive days during the holiday period so that all staff members will have opportunity for time off. The holiday period is the Monday before Thanksgiving thru the Sunday after New Year's.
- The number of shifts granted off per week will be based on the standard formula:
  o 8 DCT RNs: grant 14 shifts per week
  o If too many requests are made and no one is willing to give up their shifts, it'll be granted based on the "Weighted Scale Policy"
- If requesting off during your scheduled weekend, you must find someone to work those weekend shifts for you, unless previously approved by nurse manager.
- You may request 12 hrs. of PTO on major holidays if you are working that shift.
  o For example: If you work Christmas day, you get your regular scheduled pay for working that shift. You may also put in 12 hrs. of "PTO" for that shift. So in the end you would be getting paid double time and half.
  o Night shift the eve of the holiday is "holiday pay" (i.e. 12/24 7p counts as Christmas)

Putting in PTO

- Open up API time and attendance
- Click on the Employee tab at the top
- On the left hand side of the screen, click on the "Add Calendar" tab
- Enter in the date you're requesting PTO for and 12 hrs. for the number of hours requesting
- If it's something you can't be flexible with and really need the days off for, be sure to put in the reasoning why in the comment box.
- Click save
- You will receive an email either confirming or denying your PTO request when that schedule is finalized.

Floating

- Staff will be assigned to other units (float) based on patient needs and census
- Staff does not float for the first 6 months.
- Floated staff will be given an appropriate assignment
- Float assignments can be for a minimum of 4 hour increments, up to the entire shift.
- It is expected that all reassigned staff:
  o Document in accordance with unit/department guidelines
  o ***Communicate with charge nurse regarding specific limitations, concerns, patient acuity or workload issues***
  o If you believe your assignment is ***not*** appropriate, please call that unit's charge RN and 8DCT charge RN so the issue can be resolved.

On-Call

- On-call employees must be able to respond to service needs via the telephone within 15 minutes and return to work within 60 minutes.

- You can "Add Calendar" and request PTOS for the on-call shift so that you will have a normal paycheck. This can be combined with the "STANDBY" option in API.

- You should not be put on call for your first 90 days since you are unable to use your PTO at this time.

Being Sent Home Early Due to Over-Staffing/Low Census

- If sent home before 3 PM, it will count as an on-call and you could be called back into work.

- If you're sent home after 3PM, it won't count as an on-call.

- You will use PTO fill code when clocking out if sent home early, this is to complete your total hours for the week for benefit reasons. This is not optional unless you are in overtime for the week.

Neuroscience SharePoint

- Steps
- Intranet for Duke University Hospital
- On the Right, under Quick Links click "DUHS Nursing"
- On the Left, Click "DUH Nursing"
- On the Left, Click "Neuroscience Services"
- On the Left, click "For Staff"
- On the Left, Click "Personnel & Staffing"

- This site contains many policies and useful information that are specific to Neuroscience such as:
  - Holiday schedule
  - Point's recognition system
  - Policy on Buddies
  - Guidelines for using self-scheduling

Duke Shift

- You may sign up for overtime only on 8 DCT using Duke Shift once you have completed orientation.
- You can sign up for overtime throughout the hospital after 6 months of employment.
- There are some rules and regulations regarding Duke Shift, please see the Nurse Manager or one of the CTL's for details.

Down Time

- If downtime should occur you are to continue working as you normally would.
- Your charge nurse will come to you if there are any further instructions.

Clocking In & Out When __Not__ Working on 8DCT

"Charge your time to the unit you are working on, they need to pay you for your services"

Directions for Swiping

#1- Swipe on the badge reader
#2- Enter 2 Digit SPECIAL CODE *if needed*
#3- Press ENTER
#4- If you entered a special code, press ENTER again
#5- Enter FOUR digit Cost Code
#6- Press ENTER

*The 4 digit "Cost Code" is usually located on top or close to the Time Clock

Please check your TIME in API after every shift

to request any needed adjustments:

https://time.oit.duke.edu/APIHealthcare

DCT 8 A/B Neuro Step Down = 3130 API Code

PRESENT BADGE
07/20/2021 16:00

Frequently Used Special Codes

Description	Code	API Code	Usage
INDIRECT TIME	02	ID	IN & OUT
ORIENTATION	03	OR	IN & OUT
STANDBY/CALLED BACK	07	SC	IN & OUT
SITTER	14	SR	IN & OUT
CHARGE NURSE	19	CH	IN & OUT
PRECEPTOR	20	PR	IN & OUT

Additional Special Codes when Working BID Shifts

Description	Code	API Code	Usage
BID SHIFT	12	BD	IN & OUT
INCENTIVE PAY (when appropriate)	21	SI	IN & OUT