



ActiveStaffer®
and
Payrollmation®
Quick Guide
for
Associates



Winter 2010

Contents

		Page(s)
Computer Req-Beginning		4
Clocking In		4-5
Switching Cost Centers		5
Incentive/Spirit Bonus		6-7
Call Back		8-9
Holiday/PTO Request		9
Meetings/Special Codes		10-12
Missed Swipe		12
On-Call	After shift start	13
	Before shift start	13
	Pay Request	14
Needs List		14
Schedule	Entering	15
	Printing	15
	Viewing	16
Sick Call/Absence		16
Special Code List		17
Index		18

Please refer to this guide to assist you in executing frequently performed tasks in ActiveStaffer® and Payrollmation®. It provides direction for actions both at the computer and the badge reader (swiping) when applicable. Please remember that all requests can be performed on the computer, while the badge reader has limitations. **All requests should follow the order in which they are listed or they will not be processed by the system!**

Computer Request – Beginning

Whether accessing ActiveStaffer® or Payrollmation® from home or while at work, the first step is to reach the Hospital's intranet page. When using a Hospital computer, just open Internet Explorer and look for the "Quick Links" at the top of the screen. Click on "API" and then select the "LaborWorkx Campus Access" link.

When using your home computer, open Internet Explorer. Visit www.intra.carrollhospitalcenter.org and look for the "Quick Links" at the top of the screen. Click on "API" and then select the "LaborWorkx Remote Access" link.

Clocking In

~ Badge reader

1. Swipe badge with black stripe facing blue arrow.
2. Touch "R"

~ Computer "Quick Badge"

1. Log into API
2. Click "Quick Badge" tab at top
3. Click "Save"
4. Log out

~ Badge reader - dual position

1. Swipe
2. Touch "ENT"
3. Select Quick Code (Typically 1)
4. Touch "ENT"
5. Touch "R"
6. To end shift, just swipe out

~ Computer "Quick Badge" - dual position

1. Log into API
2. Click "Quick Badge" tab at top
3. Click in Quick Code box
4. Select position from menu on right (Typically ALT1)
5. Click "Save"
6. Log out

Switching Cost Centers

This is for staff that is pulled and all Supplemental Staff

~ Badge reader

1. Swipe
2. Touch “ENT” 2 times
3. Enter Department number
4. “ENT”
5. “R”

**Please Note: If pulled while functioning in a dual position, you will need to enter your Quick Code at the appropriate prompt as well as change the cost center.

~ Computer

1. Log into API
2. Click “Quick Badge”
3. Click into department field
4. Select cost center from list
5. Click “Save”
6. Log out

** Please note: If pulled while functioning in a dual position, the “Computer Quick Badge Dual Position” instructions (above) should be followed as well.

****Please note: If pulled to a sitter position, clock into cost center 6010 regardless of the floor the sitter case is located unless ED, which is 6710.**

Incentive Pay Shifts – Badge Reader

Incentive only directions at badge reader

1. Swipe
2. Touch “ENT”
3. Select the correct incentive code: 31 (\$3), 33 (\$5), or 32 (\$10) at the special code/prompt
4. If supplemental staff or being pulled, hit “ENT” 2 times, enter cost center
5. Touch “R”

Incentive and Spirit Bonus at badge reader

1. Swipe
2. Select the correct incentive amount code: 31 (\$3), 33 (\$5), or 32 (\$10) at the special code/prompt
3. Touch “ENT”
4. At special code 2 prompt enter 35 “SB” (SPIRIT bonus)
5. If supplemental staff or being pulled, hit “ENT” 2 times, enter cost center
6. Touch “R”

If you are pulled mid-shift, you must repeat the request when you change cost centers!

** Please Note: If you are an alternate PCC and are working as a PCC for incentive, you need to request your PCC pay by entering 43 at the first special code prompt...then follow above order for incentive and SPIRIT bonus...

Incentive Pay Shifts – Computer Request

Incentive only computer directions

1. Log into “API”
2. Click “Quick Badge”
3. Click in “Special Code 1” then select the correct incentive code I3 (\$3), I5 (\$5), or I10 (\$10) from the field look up values list on the right side of the page
4. Click “Save”
5. Log out

Incentive and Spirit Bonus computer directions

1. Log into “API”
2. Click “Quick Badge”
3. Click into “Special Code 1” then select the correct incentive code I3 (\$3), I5 (\$5), or I10 (\$10) from the field look up values list on the right side of the page
4. Click cursor into “Special Code 2” then select “SB” SPIRIT Bonus from the values list on the right side of the page
5. Click “Save”
6. Log out

**** Please Note:** If you are an alternate PCC and are working as a PCC for SPIRIT Bonus and Incentive Pay, you must also click into Special Code 3 then select PCC from the field look up values list on the right side of the page.

Call Back – Badge Reader

~ *REGULAR* shift...

1. Swipe
2. Touch “Call Back” Hot Key on left side of badge reader
3. If supplemental staff or being pulled, change cost center
4. “ENT”
5. “R”

**** Please remember to swipe once your call back period is over...(example: scheduled 7P and placed on-call 7-11p, you are called in and arrive at 9p, at 11p you need to re-swipe so your rate of pay changes back to straight pay. *You are responsible to swipe again.* Failure to swipe may be considered falsifying your time card!)**

~ *INCENTIVE PAY* and/or SPIRIT Bonus shifts...

1. Swipe
2. Touch “Call Back” Hot Key on left side of badge reader
3. Enter the correct incentive amount code: 31 (\$3), 33 (\$5), or 32 (\$10) at the special code/prompt 2, ENT
4. (If Spirit Bonus shift)At special code prompt 3, enter 35, ENT
5. If supplemental staff or being pulled, change cost center, ENT
6. Touch “R”

Call Back – Computer Quick Badge

1. Log into “API”
2. Click “Quick Badge”
3. Click into “Special Code 1” box then select special code “CB” from menu on right for Call Back
4. Click into “Special Code 2” box then select special code I3 (\$3), I5 (\$5) or I10 (\$10) and “Special Code 3” box then select special code SB from menu on right for the appropriate Incentive Pay and Spirit Bonus if applicable.
5. If you are Supplemental or are being pulled, click in department box and select cost center
6. “Save”
7. Log out

Holiday/PTO Requests

For Associates that hold positions with benefits, you can request to use your holiday or PTO by entering a *calendar* request on the computer.

Log into API

1. Click “Employee” Tab in top menu
2. Click “Request a Calendar“ (left side of screen)
3. Enter in:
 - Date
 - Holiday/PTO pay code/on-call (right side of screen after clicking in pay code box)
 - Time shift would normally start
 - Number of holiday/PTO hours requesting
4. **If you are a weekender, change job code to non-productive code**
5. Save

Meetings – Badge Reader

Meeting only (same for in and out punch)

1. Swipe
2. Touch hot key
3. “R”

At the beginning of a shift

1. Swipe
2. Touch Hot Key or enter special code
3. Touch “ENT”
4. Touch “R”
5. To SIGN OUT of special meeting and then go to work, just swipe and touch “R”

Mid-shift meeting at beginning of Meeting

1. Swipe
2. Touch Hot Key or enter special code

3. Touch “ENT”
4. Touch “R”
5. To SIGN OUT of special meeting and return to work, just swipe and touch “R”

Meeting at the end of a shift

1. Swipe
2. Touch Hot Key or enter special code
3. Touch “ENT”
4. Touch “R”
5. To SIGN OUT repeat same process

Meetings – Computer Request

Meeting only (same for in and out punch)

1. Log into API
2. Click “Quick Badge”
3. Click in Special Code 1 box
4. Select Special code from the field look up values list on the right side of the page
5. Click “Save”
6. Log out

At the beginning of a shift

1. Log into API
2. Click “Quick Badge”
3. Click in Special Code 1 box
4. Select the correct special code from the field look up values list on the right side of the page
5. Click “Save”
6. Log out
7. To SIGN OUT of the special meeting and then go to work, just log back in to API, click “Quick Badge” and then “Save”.
8. Log out

Midshift meeting - Computer

1. Log into API
2. Click “Quick Badge”
3. Click in Special Code 1 box
4. Select the correct special code from the field look up values list on the right side of the page
5. Click “Save”
6. To SIGN OUT of the special meeting and then go to work, log into API, click “Quick Badge” and then “Save”.

Meeting at the end of a shift

1. Log into API
2. Click “Quick Badge”

3. Click in Special Code 1 box
4. Select the correct special code from the field look up values list on the right side of the page
5. Click “Save”
6. To SIGN OUT of the special meeting and leave for the day:
 - Log back in to API
 - Click “Quick Badge”
 - Click in Special Code 1 box
 - Select the correct special code from the field look up values list on the right side of the page
 - Click “Save”

Missed Swipe – Computer Request

If you missed a swipe for a shift, you can add the request as a missed clocking.

1. Log in to API
2. Click “Add Clocking”
3. Click in start time box
4. Enter time in military format
5. Enter any special codes if needed (for Incentive Pay, SPIRIT Bonus, PCC etc;)
6. Click “Save”

*You may also complete a time modification form

Being Placed On Call **AFTER** Shift Starts

~ Badge Reader when being placed on-call

1. Swipe
2. Touch Hot Key (low census PTO or low census unpaid)
3. Touch “ENT”
4. Touch “R”
5. You must still add a calendar and request o/c pay with code 540C

~ Computer Request when being placed on-call

1. Log into API
2. Click “Quick Badge”
3. Click in Special Code 1 box
4. Select either LCP (low census – PTO) or LCU (Low census – Unpaid) from the field values list on the right
5. Click “Save”
6. Add a calendar to request on-call pay with 540C in the pay code box

Being Placed On Call **BEFORE** Shift Starts

When placed on-call before your shift starts, you must enter 2 calendar requests. The first will be for on-call pay. The second will be to track hours scheduled, but not actually worked. For benefit

eligible Associates, this will allow on-call time to count toward benefit eligibility/PTO accruals. Associates without benefits will always use LCUnPAY. Benefit eligible associates will use O2LCD to use PTO time or LCUnPAY to track hours and not use PTO to cover on-call time.

Log into API

1. Click “Employee” Tab in top menu
2. Click “Request a Calendar“ (left side of screen)
3. Enter in:
 - Date
 - on-call code 540C (right side of screen)
 - Time shift would normally start
 - Number of hours placed on-call
4. **If you are a weekender, change job code to non-productive code**
5. Save
6. Click “Request a Calendar”
7. Enter in:
 - Date
 - PTO code (O2LCD or LCUnPAY)
 - Time shift would normally start
 - Number of hours placed on-call
8. **If you are a weekender, change job code to non-productive code**
9. Save and then Log out

Needs List

The nursing needs list can be found on the intranet at www.intra.carrollhospitalcenter.org Click on “API” located under the “Quick Links” at the top of the screen. An image of the badge reader will appear. Click on the bottom bar “Nursing Needs” The top part of the list has approved Spirit Bonus and Incentive Pay shifts. The remainder of the list is the computer generated needs list. To pick up a shift, please call your manager or Patient Care Coordinator.

Schedule

Entering

You can self-schedule at work or from any computer with internet access. You need to access the intranet home page at www.intra.carrollhospitalcenter.org – you may get an error message that states that there is a problem with the website’s certificate – you need to select “continue to this website”. Click on “API” located under the “Quick Links”. Click the second bar, “LaborWorkx – Campus Access” or “LaborWorkx - Remote Access” Enter your User Name and Password.

1. Click “Employee” Tab in top menu
2. Click “Open Self Scheduling” (on left)
3. Click on down arrow in “add row” in upper screen, select shift from activity code list
4. Click save

Viewing

To see a listing of your schedule for the next 2 weeks, from the home page click on “My Schedule” card.

To see your monthly schedule, click on the “Employee” Tab located in the top menu bar. Then click on “Monthly View” located on the left hand side of the screen under “Employee Sections.” To return your view your clockings/swipes click “TCS” (Time Card Screen)

Printing Your Schedule

1. You may also print a copy of your schedule by clicking “Reports” in the top Menu Bar (Green Icon)
2. Look at section titled “Staff – Scheduling Reports” click on the folder “My Schedule”
3. Click on calendar to right to select the start date of the schedule request
4. Click in box titled “End Date”
5. Click on the end date on the calendar to the right
6. Click “Request Report”
7. Click on left side of screen “Export”
8. Click the printer icon in the pop up box
9. Log out

Sick Call/Absence

The sick call policy has not changed with the implementation of Active Staffer. You must still call the Shift Coordinator at 410-871-6938 to report an absence.

Special Code List

Description	Badge Reader Code	Computer Code
Administrative Pay	27	ADM
Call Back	10	CB
Committee Meeting	29	CM
Education	2	ED
Incentive Pay Licensed Staff (\$10)	32	I10
Incentive Pay Non-License Staff (\$5)	33	I5
Incentive Pay Support Staff (\$3)	31	I3
Low Census PTO	53	LCP
Low Census Unpaid	55	LCU
Orientation	1	OR
PCC Pay	43	PCC
Spirit Bonus	35	SB
Staff Meeting	3	SM
Team Leader Pay	37	TL

It is the Associate's responsibility to assure time card accuracy. This includes all pay codes and special code requests including: PTO, incentive and on-call. These need to be entered prior to payroll Monday. The Associate is responsible to swipe in and out on time per our policy. Early and late swipes without authorization may be considered falsifying your time card.

Index

		Page(s)
Call Back		8-9
Clocking In		4-5
Computer Req-Beginning		4
Holiday Request		9
Incentive		6-7
Meetings/Special Codes		10-12
Missed Swipe		12
Needs List		14
On-call	After shift start	13
	Before shift start	13
	Pay Request	14
Schedule	Entering	15
	Printing	16
	Viewing	15
Sick Call/Absence		16
Special Code List		17
Spirit Bonus		6-7
Switching Cost Centers		5
Vacation/PTO Request		9