



ActiveStaffer®  
and  
Payrollmation®  
Quick Guide  
for  
Managers & Schedulers



Winter 2010

## Table of Contents

|  | Page(s) |
|--|---------|
| Creating Rotating Schedules            | 4       |
| Open Schedule                          | 4       |
| Creating Core Schedules for Associates | 5       |
| Publish Schedule                       | 5       |
| Create New Filter                      | 5       |
| Applying Filter                        | 5       |
| Adding Activity Codes                  | 6       |
| Editing Activity Codes                 | 6       |
| Adding Associates to Schedule          | 7       |
| Cost Centers (numerical)               | 8       |
| Cost Centers (alphabetical)            | 9       |
| Index                                  | 10      |

Please refer to this guide to assist you in executing frequently performed staffing tasks in ActiveStaffer®.

## Creating Rotating Schedules for Associates

Employee  
Rotating Schedule (left column)  
Add  
Enter Effective Date  
Enter # Weeks for Rotating Schedule  
Description – CORE  
Save  
Rotation (left column)  
Select Days  
Add Activity (left column)  
Select Position Code  
Select Profile Code  
Select Activity Code  
Save  
Repeat as Necessary  
Select Days

### Open Schedule

Actions (or Schedule Bookmark)  
Schedule  
Enter Department or Schedule Group Information  
Enter Schedule Period or Custom Date Information  
Open Schedule

### Creating Core Schedule

Open Schedule  
Schedule  
Create Schedule  
Edit Information as Necessary  
Submit

### Publishing Schedule

Open Schedule  
Schedule  
Publish Schedule  
Edit as Necessary  
Publish

### Create New Filter

Open Schedule

Open Filter (Top Arrow <)

Enter Filter Information

Ex: Activity Code Equal To (select activity codes)

Apply Filter

Save Filter

Ex: 3S Day1

### Applying Filter

Open Schedule

Load Filter (Folder at Top of Screen)

Select Filter

### Adding Activity Code

Open Schedule

Double Click on Cell to Edit

Select Activity Code

Edit as Necessary

Click Apply & Close

### Editing Activity Codes (On-Call, EIB or “Pushing”)

Open Schedule

Double Click Activity Code to Edit

Select New Activity Code if Needed

Select New Cost Center if Needed

Select New Position if Needed

Select New Profile if Needed

Apply & Close

Add Activity Code for Remainder of Shift if Necessary

Adding Associate to Schedule  
(Do Not Have Filter Applied)

Open Schedule  
Right Click in a Name Box  
Select Add Employee  
Enter Last Name  
Click Search  
Select Associate  
Click Add Employee  
Find Associate in Top Portion of Screen  
Double Click in Cell  
Select Activity Code  
Select Position  
Select Profile  
Edit Times if Needed  
Click Apply & Close

Cost Centers (numerical order)

6010 – Patient Observers  
6011 – Supplemental Staffing  
6020 – 3 South  
6040 – Staffing Office  
6051 – 3 West  
6052 – 4 South  
6053 – 5 South  
6060 – IV Fluids Team  
6070 – Transporters  
6170 – Pediatrics  
6210 – Behavioral Health (requires unit)  
6320 – IMC  
6330 – CCU  
6350 – PCU  
6400 – Family BirthPlace  
6710 – ER (requires unit)  
6715 – EROf (requires unit)  
6751 – Oncology

Cost Centers (alphabetical order)

3 South – 6020  
3 West – 6051  
4 South – 6052  
4 West – 6210 (requires unit)  
5 South – 6053  
CCU – 6330  
ER – 6710 (requires unit)  
EROf – 6715 (requires unit)  
FBP – 6400  
IMC – 6320  
IV Fluids Team – 6060  
Patient Observers – 6010  
PCU - 6350  
Pediatrics – 6170  
Oncology – 6751  
Staffing Office – 6040  
Supplemental Staffing – 6011  
Transporters – 6070

## Index

|  | Page(s) |
|--|---------|
| Adding Activity Codes                      | 6       |
| Adding Associates to Schedule              | 7       |
| Applying Filter                            | 5       |
| Cost Centers (alphabetical)                | 9       |
| Cost Centers (numerical)                   | 8       |
| Create New Filter                          | 5       |
| Creating Core Schedule                     | 5       |
| Creating Rotating Schedules for Associates | 4       |
| Editing Activity Codes                     | 6       |
| Open Schedule                              | 4       |
| Publish Schedule                           |         |