



ActiveStaffer®  
and  
Payrollmation®  
Quick Guide  
for  
Shift Coordinators and PCC's



Winter 2010

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

## Open Schedule

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

## 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

Staffing

Open Schedule  
Tasks  
Recalculate Staffing Needs  
Select Department  
Next  
Open Coverage Card  
Enter Census  
Next  
Finish  
Open Cost Center Balancing Grid  
Load Filters  
Review Names  
Make Changes to Activity Codes if Necessary  
Clear Filter  
Repeat With All Units  
Tasks...

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

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