Entering Special Code AND/OR Float At Badge Reader

- Swipe Badge
- Watch for “Special Code” to come up on reader screen
- Enter Special Code
- Press Enter
- Watch for “Cost Center Number” to come up on reader screen
- Press Enter
- Watch for “Enter Facility Number” to come up on reader screen
- Press Enter
- Watch for “Data Was Accepted” to come up on reader screen
- Make sure you enter Special Code on correct swipe

The most common special codes used by the Float Pool:

14 SR SITTER BOTH IN AND OUT
20 PR PRECEPTOR BOTH IN AND OUT
12 DS DUKESHIFT BOTH IN AND OUT
08 CE CONTINUING EDUCATION BOTH IN AND OUT
10 PF PTO FILL OUT ONLY

ENTER NL (no lunch) AND IP (inconvenience pay) as a REQUEST on the timecard screen via the web portal. Be sure to put a note to explain your request.

Note, WATCH THE PROMPTS. After you enter one special code, you can enter another. If you do not have a special code, press enter and then enter the cost center number for your float.

If you are floating to a different facility, enter the facility number with the last prompt.

50= Duke Regional  60= Duke Raleigh  4= DPC

Please check your TIME in API after every shift