

RECONCILIATION TAB

In order to keep record of how many shifts are filled and unfilled in Dukeshift, shifts must be reconciled. This data will be used to create the weekly staffing reports that are submitted to senior leadership each week, so this reconciliation is very important.



If a shift is assigned in DukeShift AND the employee works it as scheduled, you will do nothing.

If a needed shift is not filled by any method (inside or outside ActiveStaffer or DukeShift) you will do nothing.

If a shift is filled by float pool or agency, the Staffing Office will reconcile the shift.

If an employee calls out for a DukeShift, or you cancel the shift (either cancel an employee OR simply no longer need the shift), or you fill the shift internally (with your own staff or by accepting a float from another department), then the unit manager/scheduler will reconcile the shift.

Click on the Reconciliation Tab
 Choose Reconcile/Edit Existing Shifts

Enter the Start and End Date for the shift(s) you want to reconcile.
 Enter the facility (required) and unit (optional)
 We are currently not using the Agency Drop down. If we do in the future, we will train you at that time.
 The Professional drop down would let you choose a specific employee
 Click Retrieve Shifts

Records per Page : 20

| Position | Facility | Unit | Bids | Winner | Shift Date | Status | Shift ID# |
|--|--------------------------|---------------------------|------|--------|--------------------------------------|----------|-----------------------|
| Nurse ***Unfilled - No one Available*** | Duke University Hospital | 2431 MEDICAL UNIT - 4300 | 0 | | 4/16/2008 7:00 AM ET 12.5 hrs. | C | 23346 |
| Nurse | Duke University Hospital | 2547 EMERGENCY DEPARTMENT | 0 | | 4/16/2008 7:00 AM ET 12.5 hrs. | N | 25146 |
| Nurse | Duke University Hospital | 2452 MEDICAL UNIT - 8100 | 0 | | 4/16/2008 7:00 AM ET 12.5 hrs. | N | 25756 |
| Nurse | Duke University Hospital | 2452 MEDICAL UNIT - 8100 | 0 | | 4/16/2008 7:00 AM ET 12.5 hrs. | N | 25762 |

Open the shift you want to reconcile.

| | | | |
|--------------------------|--|--|---|
| Shift Status: | Closed and Not Awarded | | |
| Shift ID#: | 25146 | | |
| Facility: | Duke University Hospital | | |
| Unit: | 2547 EMERGENCY DEPARTMENT | | |
| Position: | Nurse » View Position <i>Health Care Professional only needs to have one skill in Skill Group to be able to request, is not required to meet the desired skill set.</i> | | |
| Shift Start Date: | 04/16/2008 | Time: | 7:00 AM ET |
| Shift End Date: | 04/16/2008 | Time: | 7:30 PM ET |
| Signup Start Date: | 03/25/2008 | Time: | 2:30 PM ET |
| Signup End Date: | 04/15/2008 | Time: | 2:30 PM ET |
| Reconcile/Billing | | | |
| Wage Code: | - | | |
| Negative Hours: | - | | |
| Break Time: | - | | |
| Unfilled Reason: | Unfilled - No one Available | | |
| Time Card: | <input type="text"/> | <input type="button" value="Browse..."/> | <input type="button" value="Upload Time Card"/> <input type="button" value="Fax Coversheet"/> |

- Select Unfilled Reason -

- Assignment Completed
- Cancelled due to Error
- Employee Cancelled
- Filled by Internal Float Pool
- Filled by Outside Agency
- Filled by RSP, PRN
- Hospital Cancelled
- Hospital Cancelled - Low Census
- Hospital Changed Mind
- Unfilled - Hospital Filled
- Unfilled - No one Available**

| | |
|-----------------------|----------------------|
| Billing Date: | 04/16/2008 |
| Reconciled Shift ID#: | <input type="text"/> |

On this screen you could update the start and end time of the shift, if appropriate. For instance, if someone agreed to work 8 of the 12 hours, or if they were canceled for part of the shift.

You can also change a position to SITTER if that is what the person ended up doing for their shift. NOTE: You can only assign SITTER on the reconciliation page. You can not pre-advertise a SITTER shift.

You can also split the shift to indicate that part of the shift was worked in one unit, and then part was worked in another unit.

The most common change you will make on this screen is entering the reason why a shift was not filled in Bid4Health.

REASONS WHY A SHIFT IS NOT FILLED IN DUKESHIFT.

| Reason | When to Use | Notes |
|---|--|---|
| Assignment Completed AUTOMATIC IF SHIFT IS WORKED BY a DukeShift assignment. | System generated when a shift is awarded. | If employee calls out or ends up working on another unit, you would reconcile. Otherwise, nothing needs to be done. |
| Cancelled to due Error | The shift was entered incorrectly. Cancel the shift and create a new one. | |
| Employee Called Out Manager/Scheduler will Reconcile | Employee called out for the shift. | The DSABS code should be entered in ActiveStaffer. |
| Filled by Internal Float Pool Staffing Office will reconcile. | Need is filled by a FP staff on the FP regular schedule, either at pre-assignment or bed flow. | Do not use if a FP employee requested the shift in DS as an extra shift. |
| Filled by Outside Agency Staffing Office will reconcile. | An agency employee was used. | |
| Filled by RSP, PRN Duke Staffing Office will reconcile. DRH and DUH manager/scheduler will reconcile. | Need is filled by a RSP, PRN staff as part of their regular schedule commitment. | Do not use if the RSP, PRN staff requested the shift in DS. |
| Hospital Cancelled – Low Census Manager/Scheduler will reconcile. | The current census means the shift is no longer needed. | The DSC code should be entered into ActiveStaffer ONLY if an employee was assigned to the shift. |
| Unfilled – Hospital Filled Manager/Scheduler will reconcile. | This means the shift was unfilled in DS because the unit filled the shift with someone on their unit or by having someone float from another unit. | |
| Unfilled – No one Available AUTOMATIC if this need is not met. | We were unable to fill this request. The need was not filled by any means. | |

Note: We currently are not using Hospital Cancelled and Hospital Changed Mind

When finished, click on Reconcile/Save Shift. NOTE: There is a check box that is default to Reconciled. This will mark the shift in the system as already reconciled to

help you go through all of your shifts. You can uncheck this box before saving if you don't want this shift marked as reconciled.
You can also create shifts in the past. Examples would be shifts that we identified with a less than 72 hour time frame AND shifts for Sitters.

Reconciled shifts will be indicated by a purple R on the Reconciliation List.

| | | | | | | | |
|-----------------------|-------------------|---------------|---|--|--------------------------------------|----------------------|------------------------|
| Nurse | Training Facility | Training Unit | 0 | | 1/16/2009 7:00 AM ET 12.5 hrs. | N R | 138881 |
|-----------------------|-------------------|---------------|---|--|--------------------------------------|----------------------|------------------------|

