

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

Bid4Health Official Time: 4/17/2008 9:41:23
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My Bid4Health Create a Shift Search i-Schedule **Reconciliation** My Messages System Configuration Reports

My Bid4Health > Shift/Contract Reconciliation > Reconcile/Edit Existing Shifts

Reconcile/Edit Existing Shifts

Shift Start Date:	<input type="text"/>	Shift End Date:	<input type="text"/>
Facility:	- Select Facility -	Unit:	- Select Unit -
Agency:	- No Agencies -	Professional:	- Select Professional -
Agency Only?	<input type="checkbox"/>		

[Retrieve 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 <small>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.</small>		
Shift Start Date:	04/16/2008	Time:	7:00 AM ET ? Split Shift ?
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 ?
<div>- 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</div>			
Reconcile/Billing			
Wage Code:	Billing Date: 04/16/2008 ?		
Negative Hours:	Reconciled Shift ID#: ?		
Break Time:			
Unfilled Reason:	Unfilled - No one Available		
Time Card:	Browse...	Upload Time Card	Fax Coversheet

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.	 	138881
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