

# API (Time Keeping) User Manual

### **What is API?**

API is a time and attendance system use to track employee's hours worked and Paid Time Off (PTO) accruals.

### **What do I use API for?**

API is used to track hours, mileage and request time off.

### **How do I clock in and out if I am not at the office?**

You can use the API online system (see attached guidelines) or call-in system to clock in and out for the day if you don't have access to a time clock at the office. The number to call to clock in over the phone is **410-386-0703**, **you will need your badge number to clock in over the phone.**

### **How do I access the API online system?**

The API system can be found on the Intranet and the Extranet (see attached guidelines and FAQ guide)

### **Do I clock-in if I am a salaried employee?**

If you are salaried, you will clock-in at the start of each day- you do not have to clock out.

### **Who do I contact if I have issues with my timecard?**

You would contact your manager, as they approve your timecard every two weeks.

### **Who do I contact if I can't remember my API password?**

You would contact the IS Help Desk

### **Do I use API to look at my paystubs?**

No paystub information is found in API, paystubs are housed in my LBHpay.org.

### **Important Notes:**

- **Please Note:** Whatever mode you use to clock-in, you should use the same mode to clock out, for example if you call to clock in, call to clock out.
- You should be checking API frequently to ensure your time is correct and communicate with your managers if any problems or you need something updated/approved.

## Accessing API on the Intranet and Extranet

\*See FAQ Guide for accessing Carroll Hospital’s Intranet and Extranet

### A. Intranet

1. Click the API link on the Intranet:



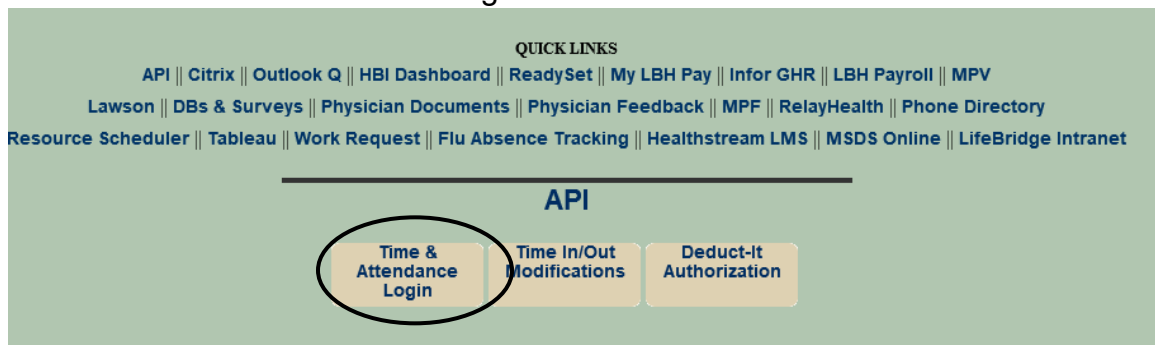
**CARROLL HOSPITAL**  
A LifeBridge Health Center  
**CARE BRAVELY**

**QUICK LINKS**  
[API](#) || [Citrix](#) || [Outlook Q](#) || [HBI Dashboard](#) || [ReadySet](#) || [My LBH Pay](#) || [Infor GHR](#) || [LBH Payroll](#) || [MPV](#)  
[Lawson](#) || [DBs & Surveys](#) || [Physician Documents](#) || [Physician Feedback](#) || [MPF](#) || [RelayHealth](#) || [Phone Directory](#)  
[Resource Scheduler](#) || [Tableau](#) || [Work Request](#) || [Flu Absence Tracking](#) || [Healthstream LMS](#) || [MSDS Online](#) || [LifeBridge Intranet](#)

Departments:

<a href="#">Business Development</a>	<a href="#">Alteon Hospitalists</a>	<a href="#">Behavioral Health Resources</a>	<a href="#">Bright Ideas</a>	<a href="#">Carefusion Feedback</a>	<a href="#">Cerner</a>	<a href="#">Clinical Ladder</a>
<a href="#">Carroll Health Group</a>	<a href="#">Community Benefit Worksheet</a>	<a href="#">Contract Management</a>	<a href="#">EBSCO Nurse Resource Center</a>	<a href="#">Emergency Management</a>	<a href="#">Emergent Care Committee</a>	<a href="#">Engagement</a>
<a href="#">Case Management</a>	<a href="#">Enterprise Data Governance</a>	<a href="#">Forms</a>	<a href="#">GetWell;) Network</a>	<a href="#">Green Team</a>	<a href="#">Happenings</a>	<a href="#">Incident / Safety Reporting</a>
<a href="#">Community Partnership</a>						
<a href="#">Compliance</a>						
<a href="#">Emergency Department</a>						
<a href="#">Family Birth Place</a>						
<a href="#">Finance</a>						

2. Select “Time & Attendance Login”



**QUICK LINKS**  
[API](#) || [Citrix](#) || [Outlook Q](#) || [HBI Dashboard](#) || [ReadySet](#) || [My LBH Pay](#) || [Infor GHR](#) || [LBH Payroll](#) || [MPV](#)  
[Lawson](#) || [DBs & Surveys](#) || [Physician Documents](#) || [Physician Feedback](#) || [MPF](#) || [RelayHealth](#) || [Phone Directory](#)  
[Resource Scheduler](#) || [Tableau](#) || [Work Request](#) || [Flu Absence Tracking](#) || [Healthstream LMS](#) || [MSDS Online](#) || [LifeBridge Intranet](#)

**API**

<a href="#">Time &amp; Attendance Login</a>	<a href="#">Time In/Out Modifications</a>	<a href="#">Deduct-It Authorization</a>
---	---	---

### B. Extranet

1. Visit the Extranet here: <https://extra.carrollhospitalcenter.org/>

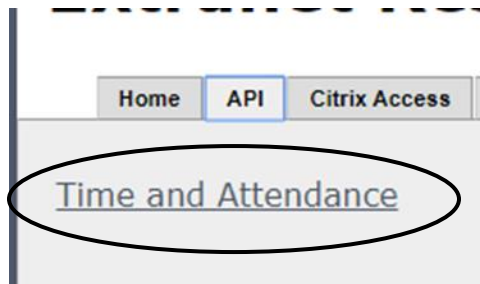
2. Select the API Tab



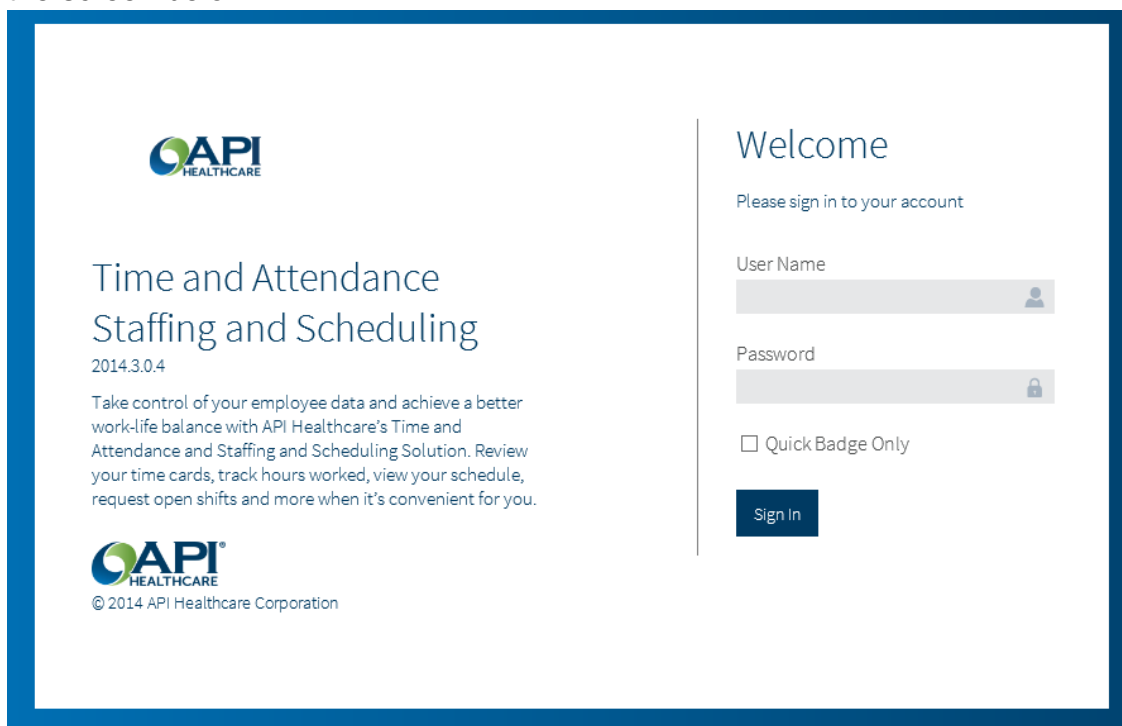
# Extranet Resource

Home | **API** | Citrix Access | View Access | Office

3. After clicking API, click on the “Time and Attendance” Link:



1) Once you click on the API link either on the Intranet or Extranet you should see the screen below:



2) Your badge number is your username, **if you need help resetting your password call the IS Help Desk**

## Clocking In and Out through the API online System

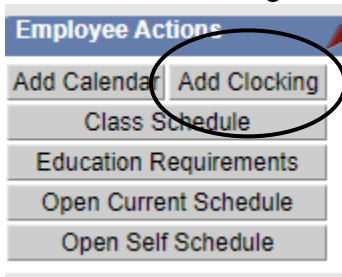
- 1) Ideally you want to use the “**Quick Badge**” function to clock-in in real time:



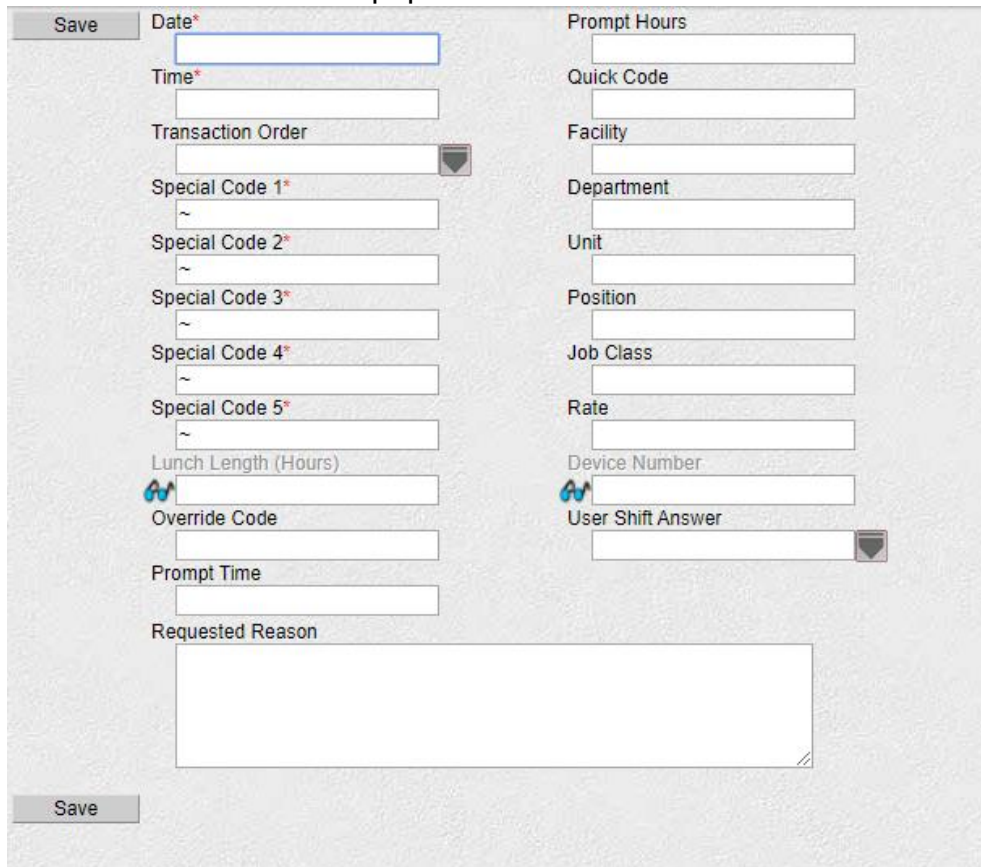
- 2) If Quick Badge is not functioning, then do **a manual clocking** as described below: Once logged into API click the “Employee” Folder



- 3) Click “Add Clocking”



4) The screen below should populate:



Save

Date\*

Time\*

Transaction Order

Special Code 1\*

Special Code 2\*

Special Code 3\*

Special Code 4\*

Special Code 5\*

Lunch Length (Hours)

Override Code

Prompt Time

Requested Reason

Prompt Hours

Quick Code

Facility

Department

Unit

Position

Job Class

Rate

Device Number

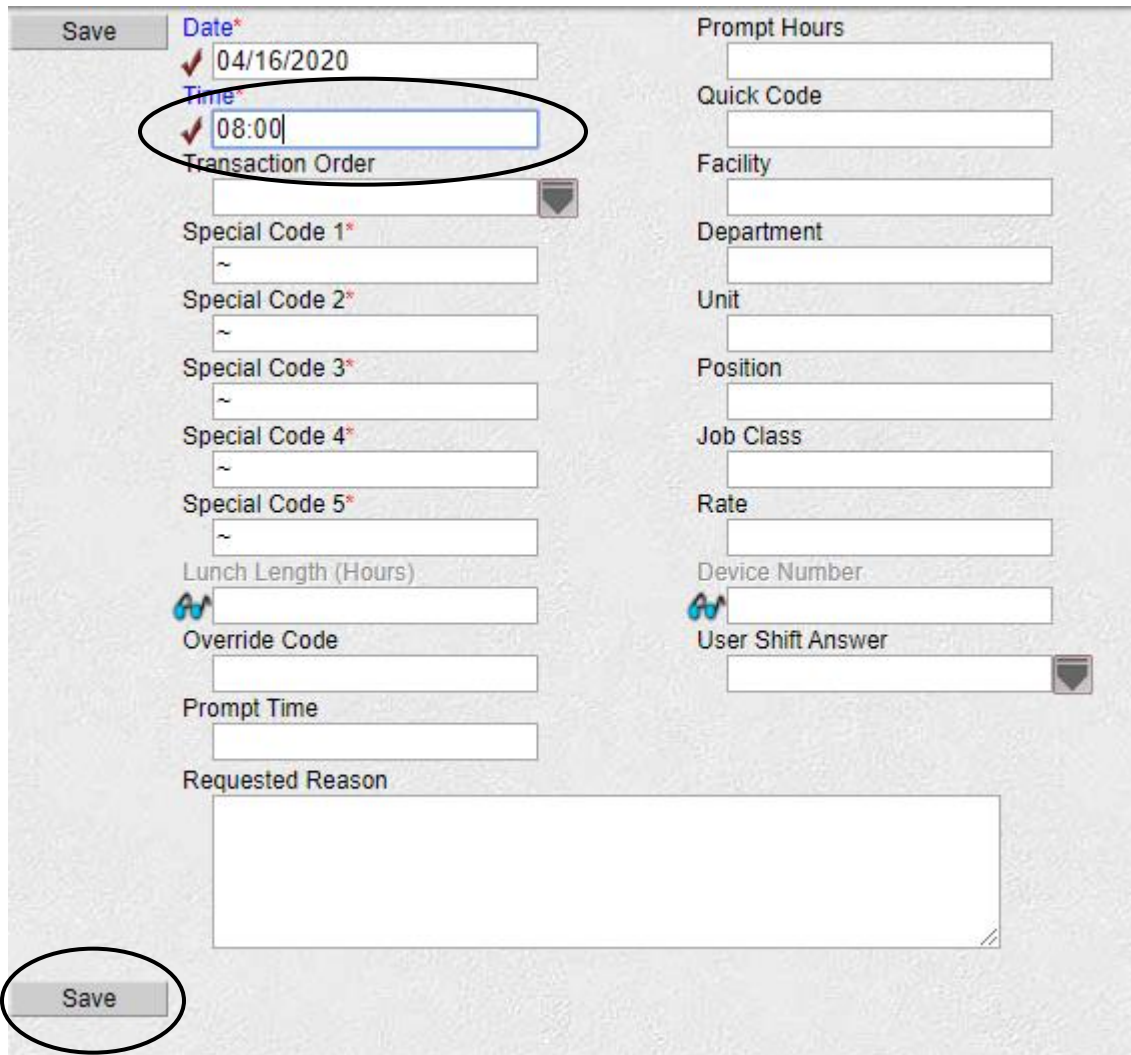
User Shift Answer

Save

5) You can manually enter or click the date in the calendar in the bottom right corner:




- 6) Once the date is populated enter your start time in military time, be sure the special code boxes are populated with the “~” meaning no special code. Then click the save button:



The screenshot shows a web-based form for entering time. The 'Date' field contains '04/16/2020' and the 'Time' field contains '08:00'. Both fields have a checkmark icon to their left. Below these are five 'Special Code' fields, each containing a tilde (~). To the right of the form are several other fields: 'Prompt Hours', 'Quick Code', 'Facility', 'Department', 'Unit', 'Position', 'Job Class', 'Rate', 'Device Number', and 'User Shift Answer'. At the bottom left of the form, a 'Save' button is circled.

- 7) Since this is a manual clocking it needs to be approved by your manager- so it will show up under requests until it is approved:

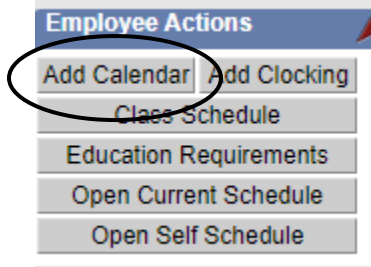
Requests				
Requested				
Clocking Requests (1 request)				
	Request Start	Transaction Time	Special Codes	Depart
	Thu 04/16/2020	08:00	~ ~ ~ ~ ~	8534

## Adding your Mileage to API

- 1) Track your mileage on a mileage reimbursement form and submit to your manager (see mileage reimbursement process)
- 2) To enter mileage, click the “Employee” Folder



- 3) Under Employee Actions Click “Add Calendar”



- 4) The screen below should populate:

Save

Date\*

Pay Code\*

Time

Hours/Units

Amount (Dollars)

Lunch Length (Hours)

Override Code

Rate

Quick Code

Facility

Department

Unit

Position

Job Class

Device Number

Requested Reason

Save



5) You can manually enter or click the date in the calendar in the bottom right corner:

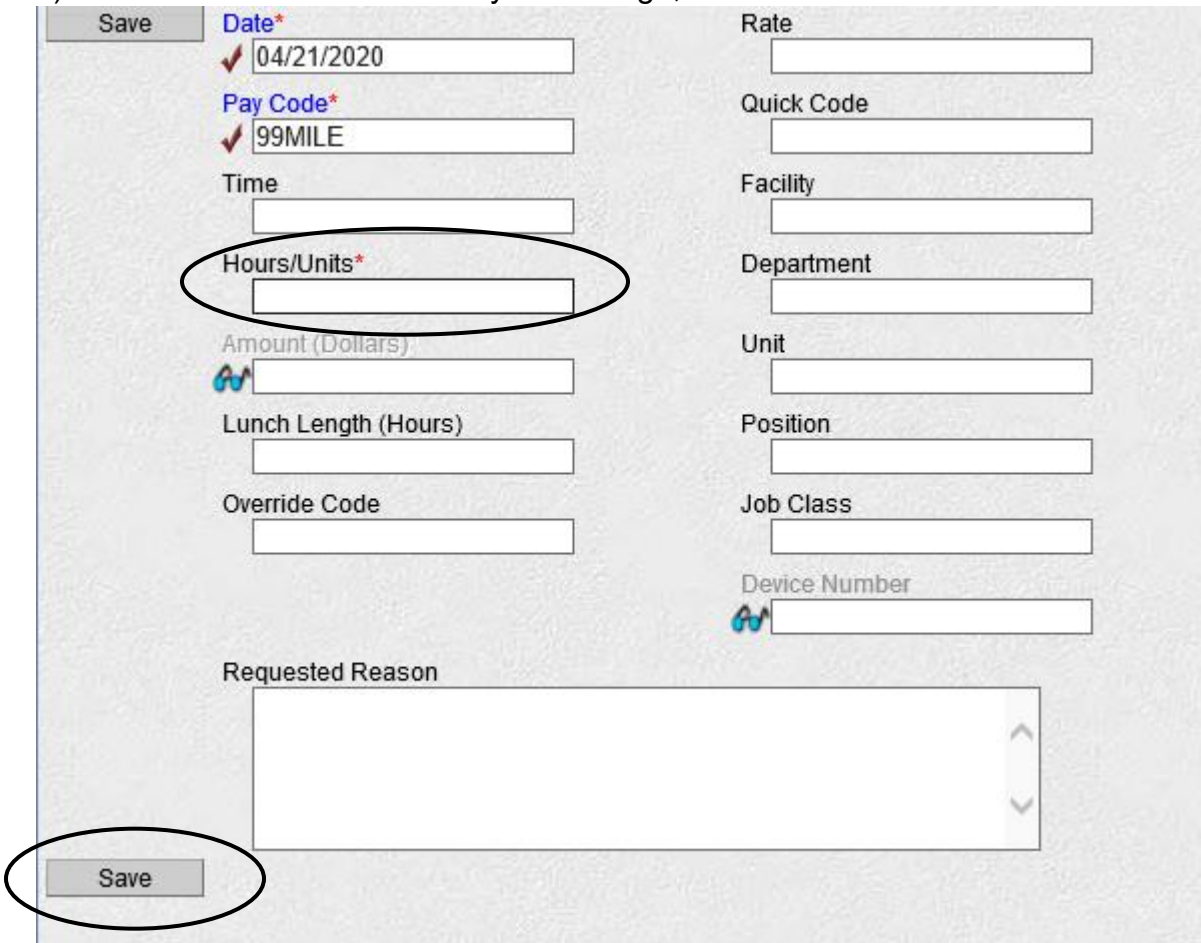


6) Once the date is populated enter the Pay Code "99MILE"

Save	Date* 04/21/2020	Rate	
	Pay Code* 99MILE	Quick Code	
	Time	Facility	
	Hours/Units*	Department	
	Amount (Dollars)	Unit	
	Lunch Length (Hours)	Position	
	Override Code	Job Class	
	Requested Reason	Device Number	
Save			

491KSUN	11	Mileage Sunday/Holiday
54OC		On Call Pay
64OCSP		On Call Special Pay
74RGD		Registry D On Call Pay
99MILE		MILEAGE
99PHONE		PHONE
FMLAAdj		FMLA Adjustment
FMLASUnPAY		PTO FMLA Self Unpaid
HOSPBUS		HOSPITAL BUSINESS
INCV Pay		Inconvenience Pay
LCUnPAY		Low Census Unpaid
LOAAAdj		LOA Adjustment
LUNOUT		Lunch Out
SABUnPAY		Scheduled Absence unpaid
SCHED		SCHEDULED TO WORK
SEV		SEVERANCE
SSL		SICK SAFE LEAVE
STC15		SHORT TERM CONTRACT 15
STC7.5		SHORT TERM CONTRACT 7.5
STD		Short Term

7) In the Hours/Units slot enter your mileage, then hit "Save"



Save Date\* 04/21/2020 Rate

Pay Code\* 99MILE Quick Code

Time Facility

Hours/Units\* Department

Amount (Dollars) Unit

Lunch Length (Hours) Position


Override Code Job Class

Device Number

Requested Reason

Save

8) Your mileage needs to be approved by your manager- so it will show up under requests until it is approved:

Requests					
Requested					
Calendar Requests (1 request)					
Request Start	Transaction Time	Total Hours	Pay Code	Depa	
 Tue 04/21/2020		0.00	99MILE	8534	

## Requesting PTO and Submitting in API

- 1) Go the Intranet (see FAQ guide for accessing Intranet)
- 2) Select “Human Resources” under Departments:



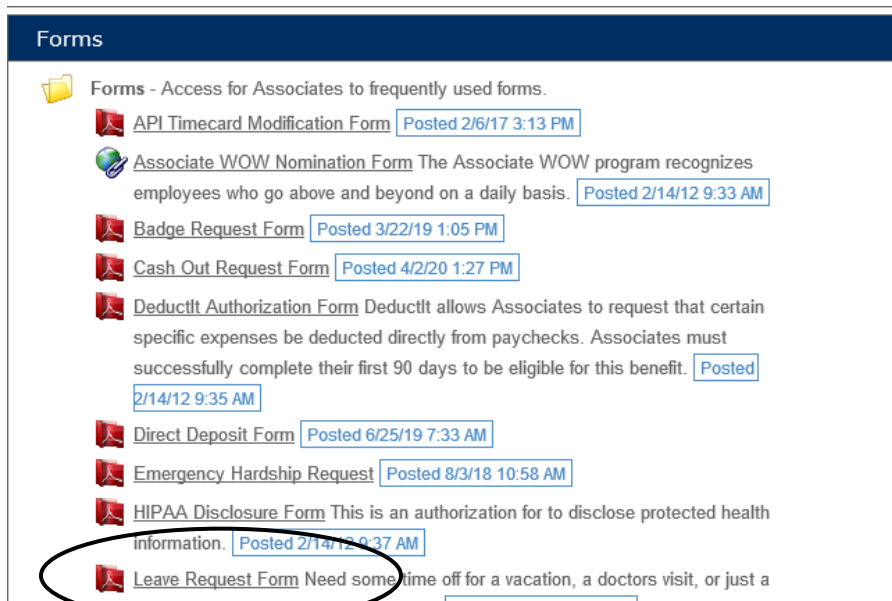
- 3) Select “Associate Resource Center:”

### Human Resources (HR)

The HR Department is where you will find a wide range of information. Emp Leadership tools and information for our Associates is available here:

[Associate Resource Center](#) - information, forms, websites, and more

4) Under “Forms” Click on the “Leave Request Form” to download:

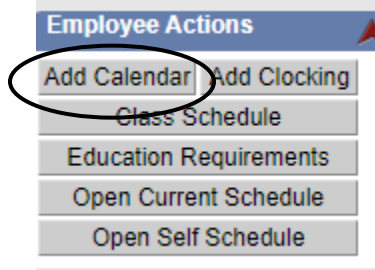


5) Fill out and submit the form to your manager- once your manager has approved your time off, you put your request in API.

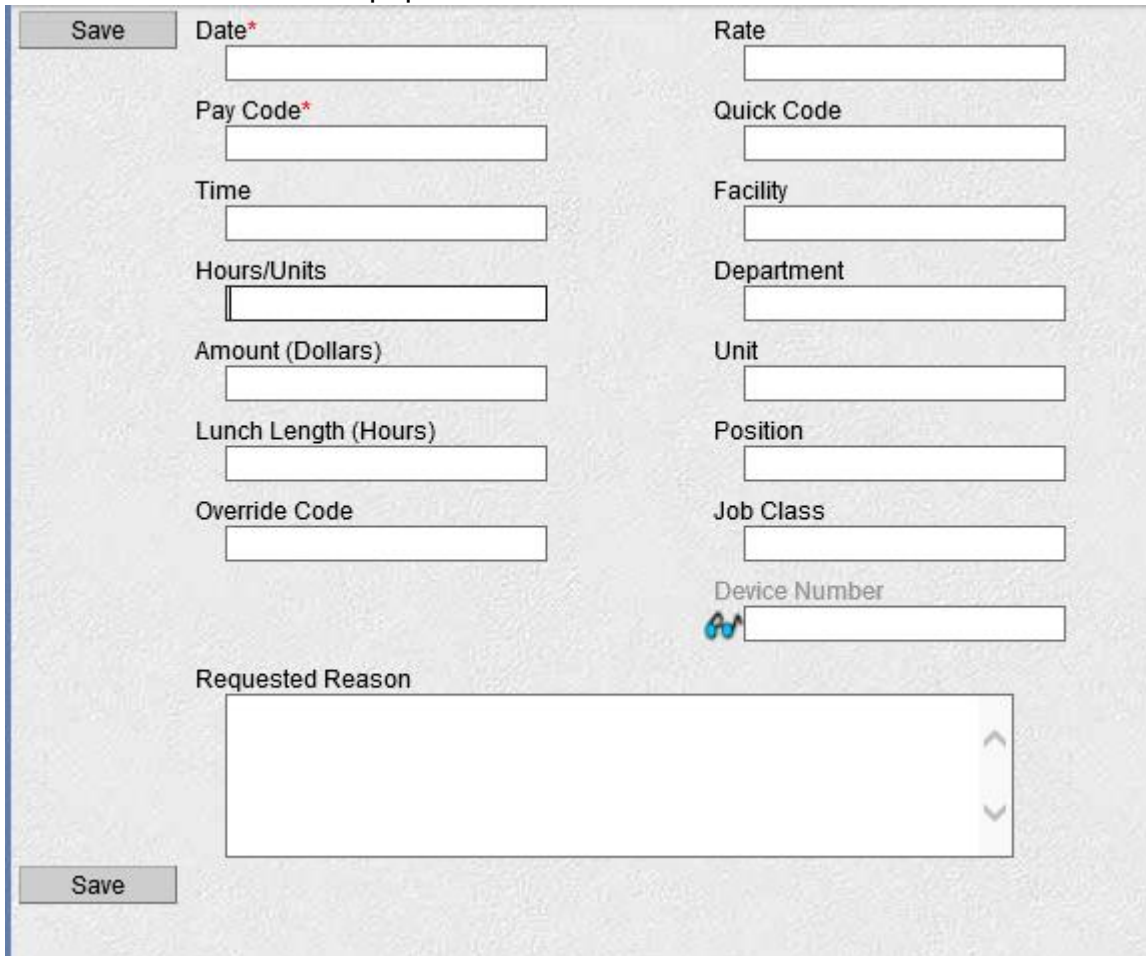
6) To enter PTO, click the “Employee” Folder



7) Under Employee Actions Click “Add Calendar”



8) The screen below should populate:



The screenshot shows a web form with a light gray background. At the top left, there is a gray button labeled "Save". The form contains several input fields arranged in two columns. The left column includes: "Date\*" (with a red asterisk), "Pay Code\*" (with a red asterisk), "Time", "Hours/Units", "Amount (Dollars)", "Lunch Length (Hours)", and "Override Code". The right column includes: "Rate", "Quick Code", "Facility", "Department", "Unit", "Position", "Job Class", and "Device Number". Below these columns is a large text area labeled "Requested Reason" with a vertical scrollbar on the right side. At the bottom left, there is another gray button labeled "Save".

9) You can manually enter or click the date in the calendar in the bottom right corner:



10) Once the date is populated enter the appropriate Pay Code such as "02D"

Save

Date\*

Pay Code\*

Time\*

Hours/Units\*

Amount (Dollars)

Lunch Length (Hours)

Override Code

Requested Reason

Rate

Quick Code

Facility

Department

Unit

Position

Job Class

Device Number

Save

Help

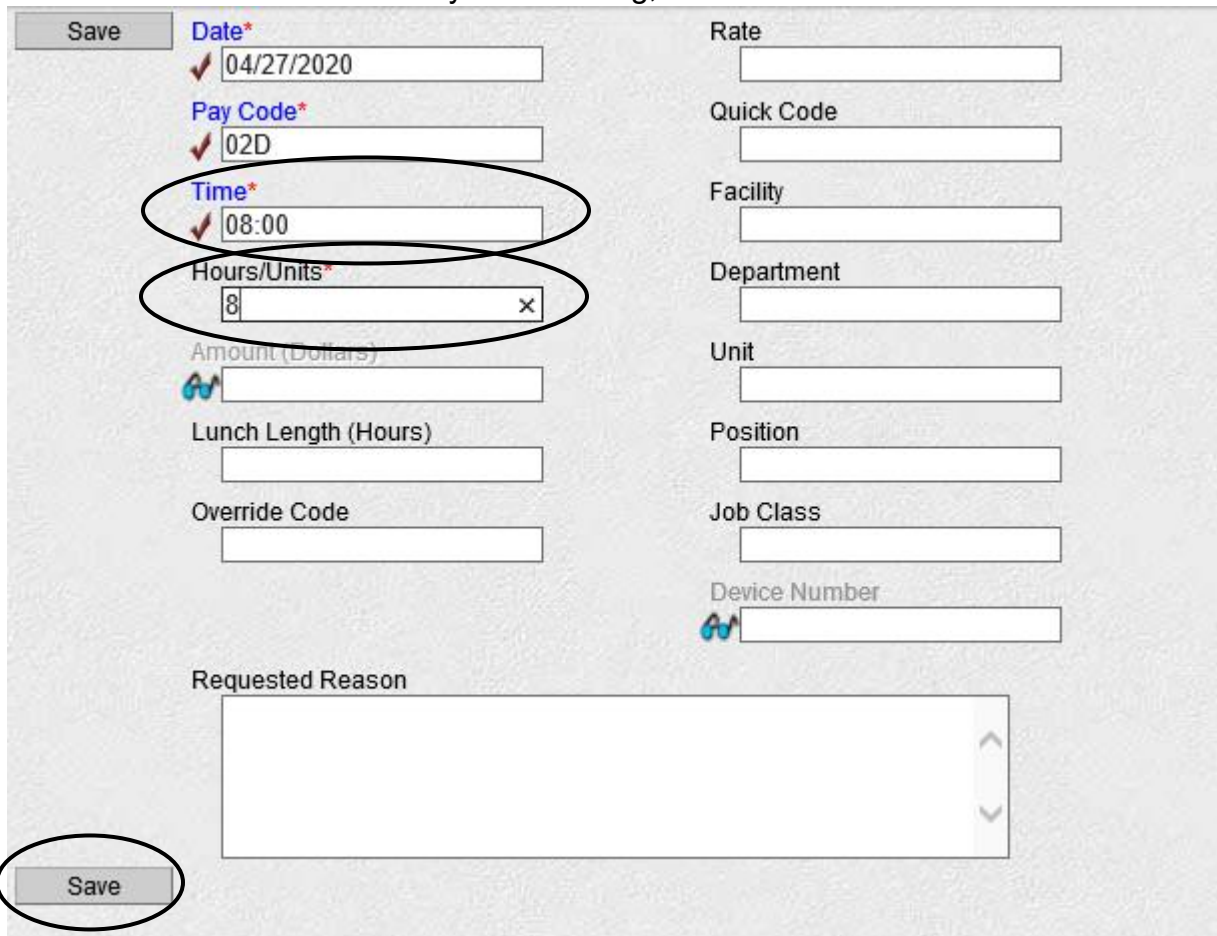
The pay code assignment of this calendar entry. [More...](#)

Field Look Up Values

Facility: A

Code	Description
01EALL	Regular Exempt All
01NED	REGULAR NE Day
01NEE	REG NE Evening
01NEN	REGULAR NE Night
01SCDWK	Scheduled to Work
02D	PTO Day
02DTRM	PTO PAYOUT Day
02ETRM	PTO PAYOUT EVE
02FMLAD	PTO FMLA DAY
02FMLAE	PTO FMLA EVENING
02FMLAN	PTO FMLA NIGHT
02LCD	PTO Low Census Day
02LCE	PTO Low Census Evening
02LCN	PTO Low Census

11) In the time slot enter the time you want your PTO to start and, in the hours/units slot enter the hours of PTO you are taking, then hit "Save"



Save

Date\*  
✓ 04/27/2020

Pay Code\*  
✓ 02D

Time\*  
✓ 08:00

Hours/Units\*  
8

Amount (Dollars)  
\$

Lunch Length (Hours)

Override Code

Rate

Quick Code

Facility

Department

Unit

Position


Job Class

Device Number

Requested Reason




Save

12) Your PTO needs to be approved by your manager- so it will show up under requests until it is approved:

Requests						
Requested						
Calendar Requests (1 request)						
	Request Start	Transaction Time	Total Hours	Pay Code	Dept	
	Fri 05/15/2020	08:00	8.00	02D	8534	

## Deleting an Entry in API

- 1) Select the clocking or calendar you would like to delete:

Transactions (List)			
<input type="checkbox"/>	Transactions		Date ▲
<input type="checkbox"/>		[	Mon 04/20/2020
<input checked="" type="checkbox"/>		[	Tue 04/21/2020
<input type="checkbox"/>		^	Tue 04/21/2020
<input type="checkbox"/>	IN	b	Tue 04/21/2020

- 2) Under transaction list items select "Delete Selection"

**Transaction List Items** ▲

Calendars     Clockings

Adjustments     Retro  
Calculator  
Adjustments

---

Pay Period Only

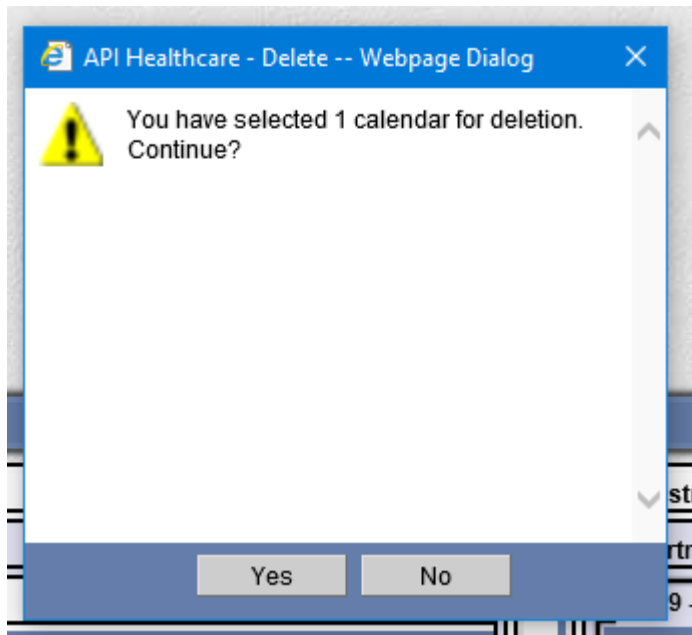
Show Requests

**Transaction List Actions** ▲

**Employee Actions** ▲



3) The screen below will pop up, select “Yes” if you want to complete deleting:



### Adding a Calendar- Special Codes

When adding a Holiday or other special code to API, use the same “Add a Calendar” process as you would when adding PTO. Use the highlighted codes listed below:

<b>01EALL</b>	Regular Exempt All
01NED	REGULAR NE Day
01NEE	REGULAR NE Evening
01NEN	REGULAR NE Night
01SCDWK	Scheduled to Work
<b>02D</b>	PTO Day
02LCD	PTO Low Census Day
02WKND	PTO Weekend Option
<b>03HOLD</b>	HOLIDAY DAY
<b>04D</b>	EIB Day
<b>04FMLAD</b>	EIB FMLA DAY
04WKND	Call Out Weekend Option
05D	Call Back Day
05E	Call Back Evening
05MIND	Call Back Minimum Hours Day
05MINE	Call Back Minimum Hours Evening
05MINN	Call Back Minimum Hours Night
05MINWD	Call Back Minimum Hours Weekend Day
05MINWE	Call Back Minimum Hours Weekend Evening
05MINWN	Call Back Minimum Hours Weekend Night
05N	Call Back Night
05WD	Call Back Weekend Day
05WE	Call Back Weekend Evening
05WN	Call Back Weekend Night
0612HOLREG	Premium Holiday Registry
06D	Premium Holiday Day
06E	Premium Holiday Evening
06N	Premium Holiday Night
06WD	Premium Holiday Weekend Day
06WE	Premium Holiday Weekend Evening
06WN	Premium Holiday Weekend Night
07D	OVERTIME Day
07E	OVERTIME Evening
07N	OVERTIME Night
08NEWD	Regular NE Weekend Day
08NEWE	Regular NE Weekend Evening
08NEWN	Regular NE Weekend Night
09WD	Overtime Weekend Day
09WE	Overtime Weekend Evening
09WN	Overtime Weekend Night
24BD	Bereavement Day
24JDE	Jury Duty Evening
24JDN	Jury Duty Night
24JRY	Jury Duty Day

26ADMD	Administrative Hours
26ADMHD	Admin Premium Pay Day
26ADMHWD	Admin Premium Pay Weekend Day
26ADMWD	Admin Wknd Day
26CMD	Committee Mtg Day
26EDD	Education Day
28SMD	Staff Meetings Day
31ICS	Incentive Pay - S/S
32ICL	Incentive Pay - License
33ICN	Incentive Pay - Non-License
35SB	SPIRIT BONUS
36ORT	Orientation Day
37TLP	Team Leader Pay
43PCC	PCC Add On Pay
47TRN	Triage Night
48TRSAT	Triage Saturday
49TRSUN	Triage Sunday/Holiday
54OC	On Call Pay
64OCSP	On Call Special Pay
74RGD	Registry D On Call Pay
99MILE	MILEAGE
MLASUnPAFY	PTO FMLA Self Unpaid
INCV Pay	Inconvenience Pay
LCUnPAY	Low Census Unpaid
SABUnPAY	Scheduled Absence unpaid
SCHEDE	SCHEDULED TO WORK
SSL	SICK SAFE LEAVE
STD	Short Term Disability
STDFMLA	SHORT TERM DIS FMLA
UnPAY	PTO/ LOA Unpaid/Scheduled
USCHUnPAY	Unscheduled Absence unpaid

~	No Special Code	Both
45L	45 Minute Lunch Adjust	Out
45L1	45-Minute 1st Lunch Adjust	Out
45L2	45-Minute 2nd Lunch Adjust	Out
60L	60-Minute Lunch Adjust	Out
60L1	60-Minute 1st Lunch Adjust	Out
60L2	60-Minute 2nd Lunch Adjust	Out
ADM	Administrative Pay	Both
<b>CB</b>	Called Back	Both
CM	Committee Meeting	Both
CW	Called Back Weekend	Both
ED	Education	Both
ESH	Extended Shift	Out
I10	Incentive Pay \$10	Either
I3	Incentive Pay \$3	Either
I5	Incentive Pay\$5	Either
IPP	Inconvenience Pay with PTO	Out
IPU	Inconvenience Pay no PTO	Out
LCP	Low Census PTO	Either
LCU	Low Census Unpaid	Either
LO	Lunch Out	Out
LO2	Lunch Out - 2nd Lunch	Out
<b>NL</b>	No Lunch Deduction	Out
NL1	No First Lunch	Out
NL2	No Second Lunch	Out
<b>OR</b>	Orientation	Both
PCC	PCC Add <u>On</u> Pay	Either
SB	SPIRIT Bonus	Either
SH	Extended Shift	Out
<b>SM</b>	Staff Meeting	Both
TL	Team Leader Pay	Either

## Additional API Help

API has an online “Help Guide” you can access once you login:

