API Staff Schduling-Spv, Schd, S

API scheduling class invitation!

The **API Staff Schduling-Spv, Schd, S** class will prepare you to assume a new role such as a supervisor, scheduler, or staffer as a requirement for being given access to the **API scheduling** features required for these roles.

Consider the following for attending this class:

- Does my department use the Staff Scheduling function in API Time and Staffing?

- As a new supervisor, scheduler, staffer in API Scheduling, do I need this course to get my role access turned on?

- Do I need to know how to create and/or update schedules in API Staff Scheduling?

Who needs to attend?

All new supervisors, schedulers and staffers in departments that use the API Staff Scheduling application. (formerly ActiveStaffer)

Class date, time, and location

Tuesday, February 26, 8:30 a.m. to 2:30 p.m.
Kilpatrick building
Garnet computer room
4020 Kilpatrick Street
Winston-Salem, NC 27104

Learning objectives:

- Navigate through the Staff Scheduling solution in API Time and Staffing.

- Utilize the terminology of API Staff Scheduling

- Identify the setup and subsequent steps needed to create a schedule in API Staff Scheduling

- Manage requests and schedule changes on a daily basis

Register through I-Learn by browsing for: z2100 API Staff Schduling-Spv, Schd, S. You will receive a confirmation email for your enrollment.

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