API Staff Schduling-Spv, Schd, S

API scheduling class invitation!

This **special virtual session** of **API Staff Schduling-Spv, Schd, S** 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.

NOTE: This class has been modified due to the COVID-19 virus situation. The class will **NOT** take place in person but is being converted to a virtual curriculum. Please enroll in the live class as usual and you will be contacted with further instructions.

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)

Virtual session date and time

Friday, October 16, 8:30 a.m. to 2:30 p.m.

This course has been converted to a virtual curriculum. Please enroll in the class and you will be contacted with further instructions.

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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