

# N: API Staff Scheduling-Spv, Schd, S

## API scheduling class invitation!

This **special virtual session** of **API Staff Scheduling-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

**Thursday, May 14, 8:30 a.m. to 2:30 p.m.**

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### 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 Scheduling-Spv, Schd, S. You will receive a confirmation email for your enrollment.