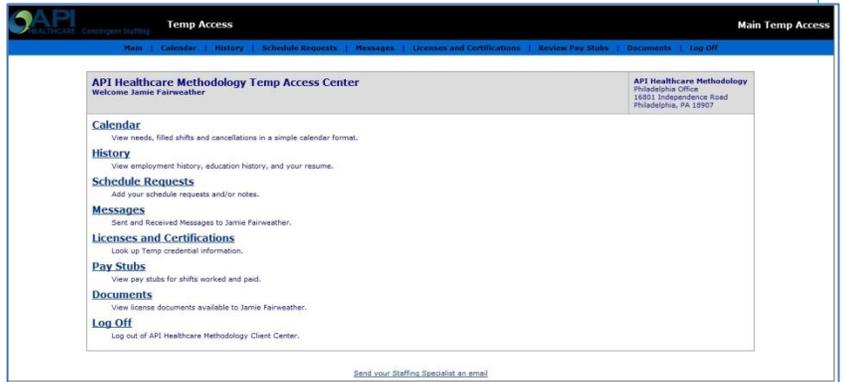


Employee Access Main Menu

The Main Menu is the first screen you see when logging in to Employee Access. This screen provides a brief description of each task available. The tasks are listed as links and can also be accessed from the menu across the top of the screen in blue.



Calendar: View monthly calendars with availability and assigned shifts. Employees can enter Daily and Permanent Availability.

Schedule Requests: Send a Schedule Request message to your Staffing Specialist.

Messages: Send a general message to a Staffing Specialist through the portal. Message replies will be listed below each message sent.

Licenses and Certifications: View Licenses, Certifications, and Test Documents.

Pay Stubs: View Pay stubs for Shifts worked .

Documents: View Credentials and Agency Documents.

Log Off: Exit Portal and return to the Log-In screen.

Calendar

View monthly calendars with availability and assigned Shifts. Employees can enter Daily and Permanent Availability.

Permanent Availability

Permanent Availability allows an employee to set default availability for each day of the week. For example, an employee might prefer to work the AM Shifts on weekends for an ongoing basis. This reference is set in the Permanent Availability portion by checking the 1 box for Saturday and Sunday. This is a time saver because it is not necessary to set Daily Availability for each weekend date.

Note: Daily Availability overrides the selections made in Permanent Availability.

For example, an employee might prefer to work the PM Shift this weekend instead of the AM Shift. They can check the 2 box for this Saturday and Sunday. However, future weekends will appear as available for AM weekend shifts.

Save Calendar		Tammy Cavanaugh (RN)						Availability Legend: 1 = Shift 1 (8 Hour 7A - 3P) 4 = Shift 4 (12 Hour 7A - 7P) 2 = Shift 2 (8 Hour 3P - 11P) 5 = Shift 5 (12 Hour 7P - 7A) 3 = Shift 3 (8 Hour 11P - 7A) Legend start and end times are approximate, actual shift times may vary.	
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Hide Permanent Availability									
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Employee Access Guide

How do I enter Availability?

The Permanent Availability settings are saved and apply to all months. Employees can update their Permanent Availability at any time. However, Daily Availability can only be changed for future dates.

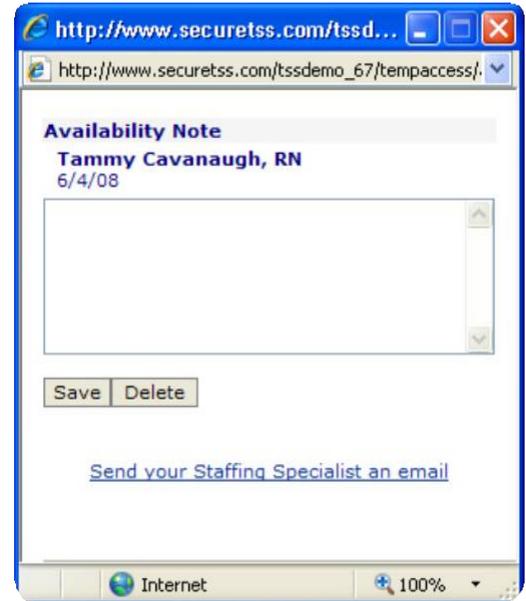
1. Select the **Calendar** link from the Portal main menu. This opens the Calendar screen.
2. Verify the **Month** at top of the Calendar. Click the **Previous Month** or **Next Month** links to select a different month.
3. Select which **Shifts** to indicate availability.

Options include:

- Click the check box beside 1 for **Shift 1**. This is usually for 8 hours, from 7am to 3pm.
 - Click the check box beside 2 for **Shift 2**. This is usually for an 8 hour shift, from 3pm to 11pm.
 - Click the check box beside 3 for **Shift 3**. This is usually for an 8 hour shift, from 11pm to 7am.
 - Click the check box beside 4 for **Shift 4**. This is usually for a 12 hour shift, from 7am to 7pm.
 - Click the check box beside 5 for **Shift 5**. This is usually for a 12 hour shift, from 7pm to 7am.
4. Click **Save Calendar**, when finished.

*Note: Clicking the **Hide Permanent Availability** link will hide the Permanent Availability check boxes. Use this feature to create more space for the Calendar on the screen.*

*Click **Show Permanent Availability** to view and edit Permanent Availability again.*



How do I add a Daily Availability Note?

1. Select the **Calendar** link from the Portal main menu. This opens the Calendar screen.
2. Verify the **Month** at the top of the Calendar. Click the **Previous Month** or **Next Month** links to select a different Month.
3. Click the **Avail** (Availability) link beside the date on the Calendar. This opens an **Availability Note** window.
4. Enter an **Availability Note** to indicate an availability change for a specific day.

For example, this feature notifies the Recruiting Specialist when an employee is available for a partial shift, due to unique circumstances.

5. Click **Save**, when finished. This changes the **Avail** link to green and indicates that there is a note for a particular day. The green **Avail** link will be visible to both the Temp and Recruiter assigned to the Temp.

*To Remove a Daily Availability Note, click the **Avail** link to open the note and then click **Delete**.*



Employee Access Guide

Schedule Requests

Send a Schedule Request Message to a Staffing Specialist. Schedule Requests are on a monthly basis. This feature helps communicate Temp schedule preferences to the Staffing Specialist.

Tammy Cavanaugh (RN)
 Previous Month March 2008 Next Month
Schedule Requests and Notes
 Please include any additional schedule requests or any other information in the area below.
 Save Schedule Requests

[Send your Staffing Specialist an email](#)

How do I send a Schedule Request?

1. Select the **Schedule Requests** link from the Portal main menu. This opens the **Schedule Requests and Notes** screen.
2. Verify the **Month** above the text box. Click the **Previous Month** or **Next Month** links to select a different Month.
3. Click inside the text box and type the **Schedule Request or Note**.
4. Click **Save Schedule Requests**, when finished.

How do I edit a Message?

1. Select the **Messages** link from the Portal main menu. This opens the Messages screen. Messages are listed below the text box.
2. Click **Edit**. This opens a screen with the Message auto-filled in the text box.
3. Click in the text box to edit the Message.
4. Click **Save Message**, when finished. This will save and send the Message to the Staffing Specialist.

API HEALTHCARE Contingent Staffing Temp Access Messages

Main | Calendar | History | Schedule Requests | Messages | Licenses and Certifications | Review Pay
 Stubs | Documents | Log Off

To send a message to API Healthcare Methodology, enter message below and click **Send Message**:

Debug: Temp Center Message

Send New Message

Edit Del	Date Sent	Message

[Send your Staffing Specialist an email](#)

Delete: Clicking **Delete** will remove the Message from ACS. This opens a prompt to verify Message deletion.

Messages that have been read, cannot be deleted.

Read: Clicking **Read** displays the Message. This opens a new browser window with the Message text. *From this screen, Staffing Agency users will click to **Add Reply**. Click **Close Window** to Return to the Message screen.*

Messages

Send a general message to a Staffing Specialist through the Portal Message replies will be listed below each message sent.

How do I send a Message?

1. Select the **Messages** link from the Portal main menu. This opens the Messages screen.
2. Click inside the text box and type the message.
3. Click **Send New Message**, when finished.



Employee Access Guide

Licenses and Certifications

View Licenses, Certifications, and Test documents.

Professional Licenses					
State	Exp. Date		Number	Documents	
TX	12/06/08		542354	TX LICENSE.pdf	
Licenses, Certifications, Test & Dates					
Certification	Exp. Date	Requirements Completed	Score	Note/Num.	Documents
CPR/BCLS	06/10/08	06/10/06			CPR_Card.pdf

[Send your Staffing Specialist an email](#)

Professional Licenses

The License State abbreviation, Exp. (Expiration) Date, and License Number are listed. Also, if a document, such as a photocopy of the license was uploaded, it can be accessed on this screen.

Licenses, Certifications, Test & Dates

If Licenses, Certifications, and Tests were entered by the Agency, they will be listed on the Licenses and Certifications screen. The Certification abbreviation, Exp. (Expiration) Date, if Requirements are Completed, Test Score, and Notes are listed. Also, if a document, such as a photocopy of the License or Certification was uploaded, it can be accessed on this screen.



Temp Access Guide

Pay Stubs

View pay stubs for shifts worked by Temps and paid by the Agency. *Access to Pay Stubs must be granted by the Agency.*



The screenshot shows a web interface for viewing pay stubs. At the top, there is a date range selector with a dropdown menu set to '< None Selected >', 'From:' and 'To:' fields, and a 'Filter' button. Below this is a table with three columns: 'Check Date', 'Payroll Number', and 'Note'. The table contains the following data:

Check Date	Payroll Number	Note
3/9/08	1255	
2/28/08	1241	
2/25/08	1237	
2/22/08	1227	
2/15/08	1215	
2/12/08	1208	
2/8/08	1196	
1/29/08	1179	
1/25/08	1169	

How do I view Pay Stubs?

1. Select the **Pay Stubs** link from the ACS main menu. This opens the Pay Stubs screen.
2. Select the **Date Range**. There are five ways to complete the date fields.
 - Select a date range from the drop-down menu. This will auto-fill the From and To Dates in the fields beside the drop-down menu.
 - Manually enter custom dates in the From and To fields.
 - Click the arrows beside each From and To fields. This changes the date to move forward or backward. If the date field is blank when the arrow is clicked, today's date will be used as the starting point. For example, if today's date is 03/10/2008 and the right arrow is clicked, the date will change to 03/11/2008.
 - Click the calendar icon to select a date from the calendar. Clicking the forward or backward arrows will change months.
 - Click the clock icon to select today's date.
3. Click **Filter** to run the query. Pay Stubs from the selected date range will be listed below. They are listed by Check Date, Payroll Number, and Note.
4. Click on the **Check Date** link to open the **Pay Stub**.

Note: Click the Back button (in the browser window) to return to ACS.



Temp Access Guide

Documents

View Temp Credential and Agency Documents.
(Examples: Vacation Requests, Employee Manuals, and License copies.)

File Type	File	Size	Notes	Date Uploaded
Competency Test	External_Release_Notes.pdf	237k		05/14/13 05:13 P
Competency Test	88227fdf-9516-7f77-c1fa-45508c808595_9365A8.pdf	162k		05/14/13 05:12 P

[Send your Staffing Specialist an email](#)

How do I view uploaded Documents?

1. Select the **Documents** link from the ACS main menu. This opens the Document screen.
2. Click the **File Name** to open the document. This displays a prompt to allow the user to either **Open** or **Save** the document to their computer.

Note: Documents are listed by File Type, File Name, File Size, Notes (if any), and the Date and Time Uploaded, or added to ACS.

Logging Off

Clicking **Log Off** from the menu or Main screen immediately logs off the user. This will also open the Log-In screen.

Temp Access Log-In

Temp Log-In

User Name:

Password:

