# Document History

| Update Date | By | Changes |
| --- | --- | --- |
| 6/25/2020 | Traci Schimek | Created |

# Document Identification

**Requester Name:**  John Ganster, Cheikh Cherif

**Requester email:** [jganster@trustaff.com](mailto:jganster@trustaff.com), [ccherif@trustaff.com](mailto:ccherif@trustaff.com)

**Requester Phone Number:**

John Ganster

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**Users will be involved in Testing:**

| Colleague Name: | Colleague E-mail |
| --- | --- |
| John Ganster | [jganster@trustaff.com](mailto:jganster@trustaff.com) |

# Subscription / Automation Information

**Frequency:** Adhoc

**Desired Run Time:** Adhoc

**Development format and Delivery:**

**Parameter Defaults:**  N/A

**Security and Access:** N/A (this will be taken care of in the App security not with formulas)

| Colleague Name: | Colleague E-mail |
| --- | --- |
|  |  |

**Current Report:**

TruStaff was using the Excel spreadsheet like what is shown in the Related Documents. The files got quite large, so they switched to an online version of the report. This online Version was created by Chiekh Cherif (Pronounced Shake Sure-reef)

# Success Criteria

This program will be used as a plug in for the frame that is being created.

# Acronyms, Terms, and Definitions

| Acronym/Term | Definition |
| --- | --- |
| GSA | GSA is a government website.  This populated one per year into a table on the Tru-Staff website. |
| ACC | This is a TruStaff term for where data can be found.  This is an acceptance (it can be an extension, future extension, renewal) the data is housed in a goldmine database. |

# Scope

**In Scope:** Creating a program that will be used as a plug in with the calculations needed for a replacement of the current calculator used by TruStaff.

**Out of Scope**: The Display portions (Screens and frames) that will be used by the user. This is being done simultaneously by another CTI team.

# Consumer

This will be used by recruiters while working with staff to fill open positions.

# Related documents

| Document Name | Document description and location | Type |
| --- | --- | --- |
| Example 1 from John.xlsm  Example 2 from John.xlsm | These are both documents provided by John at TruStaff. These are using fake names. The password to open is 3304. Example 2 shows a California Zip code to show how pay overtime for over 8 hours looks like.  There is a hidden tab “Per Diem” that is used in some formulas. | Excel |
| All Formulas.xlsx | This list the formula that are needed. It includes the documentation on where to find the similar data in the Example files along with what the new formula looks like. There are 2 tabs on this report. Formulas and Burdens. | Excel |

# Report Specifications

## Overview

Used to use the spreadsheets that are examples in the Related Documents section. This has been written to be an online (web based) application. Recruiters click on this from a job board. There is a blank version that can used to what if type scenarios. There is another version that populates most of the report. The Location sections is populated, The Billing Section pulls from E-recruit. This uses a combination of e-recruit and the ACC.

The ACC is what the account manager uses to show that they have a job opening. The long-term goal is to move the ACC into e-recruit.

Zip code pulls the GSA rates which are government rates based on location and position. The GSA Detail section population with the lowest rates out into the future. This Zip code of the hospital where the staff member will be sent.

Future State: would like to be able to edit this for Seasonal rates. Such as during the Covid-19 timeframe. They would like a switch created for period of time that would allow them to enter different rates. Would still be below what is allowed, but more than the lowest.

## Formulas

See All Formulas.xlsx

## Sorting

N/A

## Selection Criteria

N/A

## Report Filters

N/A

## Report Layout/Columns

### Creating a report N/A

| Column Name | Data Type | Sample data | Notes |
| --- | --- | --- | --- |
|  |  |  |  |

### Creating a Table

| Column Name | Data Type | Allow Nulls | Sample data | Notes |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

## Sample report

N/A