

Staff required to document hours worked, in addition to visits and activities, will use an Hours Worked activity type.

Adding Hours Worked

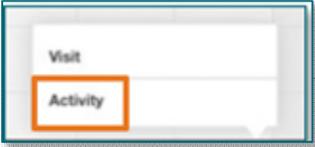
Hourly staff will enter their hours worked as this is what will be sent to Payroll.

➤ Staff Calendar

STEP 1: Tap Main Menu. 

STEP 2: Tap Calendar.

STEP 3: Tap + in the lower right. 

STEP 4: Tap Activity. 

STEP 5: Date will default to Today.

- Change if adding for another date.

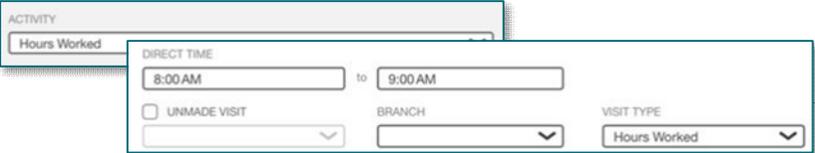
STEP 6: Tap white box under Activity, then tap Hours Worked.

- Do not add time to the Calendar.
- If there are gaps in time worked, add an activity to capture blocks of time.

➤ Time Entry screen

STEP 1: Tap Main Menu. 

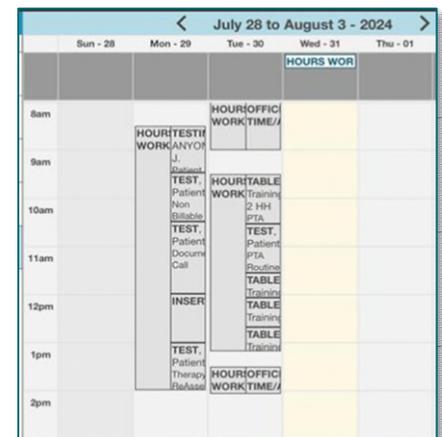
STEP 2: Tap Time Entry.

STEP 3: Tap Hours Worked in left column. 

STEP 4: Tap Direct Time, then add the started work time and the finished working time.

➤ Confirm on Calendar the Hours worked covers all of the time.

➤ All Activities are synched from the Today screen.



	Sun - 28	Mon - 29	Tue - 30	Wed - 31	Thu - 01
8am			HOURIOFFICE WORK/TIME/A		
9am		HOURTESTH WORK/ANYOR J. Patient			
10am		TEST, Patient Non-Billable	HOURTABLE WORK/Training	PTA	
11am		TEST, Patient Document Call	TEST, Patient PTA	Routine	
12pm		INSER	TABLE Training	TABLE Training	
1pm		TEST, Patient Therap	TABLE Training		
2pm		BasAss	HOURIOFFICE WORK/TIME/A		

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at:
207-973-7728 or 1-888-827-7728.