

Some Staff are required to document hours worked, in addition to visits and activities, on the iPad.

Adding Hours Worked

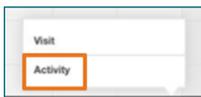
➤ **Staff Calendar**

STEP 1: Tap **Calendar**.

STEP 2: Tap **+** at the lower right.

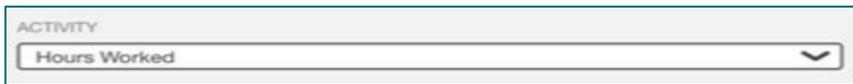


STEP 3: Tap **Activity**.



STEP 4: **Date** will default to Today. Change if adding for another date.

STEP 5: Tap white box under **Activity**, then tap **Hours Worked** then tap **Done**.



➤ **Time Entry screen**

STEP 1: Tap **Time Entry**.

STEP 2: Tap **Hours Worked** in left column.

STEP 3: Tap **Direct Time**, then add time you started work and add the time you finished working. Once the end time has been added, the system will auto – sync the time. If the time needs to be changed, contact someone with Host access to fix.

STEP 4: Confirm the Hours worked covers all of your time including Indirect time.



➤ **Adding Hours worked as a recurring activity.**

Hours Worked may also be added as a Recurring activity.

STEP 1: Tap **Calendar**.

STEP 2: Tap + at the lower right.

STEP 3: Tap **Activity**.

STEP 4: Tap **Recurring**.

STEP 5: Tap white box under **Activity**, then tap **Hours Worked**.

STEP 6: **Date** will default to Today. Change if starting on another date.

STEP 7: **Recurrence** change to number of days worked and use drop down to select **week**.

STEP 8: Select the days in your Schedule under **Service Days**.

STEP 9: Leave **every** as 1 week.

STEP 10: Edit **for** to the number of weeks to add the Activity.

STEP 11: Tap **Done**.

Nonrecurring Recurring

4 times a week on Monday, Tuesday, Thursday and Friday for 8 weeks

RECURRENCE

4 time(s) a week

Service Day	Time	Duration
<input type="checkbox"/> Sun		1 hr
<input checked="" type="checkbox"/> Mon		1 hr
<input checked="" type="checkbox"/> Tue		1 hr
<input type="checkbox"/> Wed		1 hr
<input checked="" type="checkbox"/> Thu		1 hr
<input checked="" type="checkbox"/> Fri		1 hr
<input type="checkbox"/> Sat		1 hr

every 1 week(s)

for 8 week(s)