


Submitting Your Hours Worked

Note: Please ensure you log your hours at the end of each day that you work.

1. Open your **CA Health Corps Portal**.
2. Click on **My Hours** in the menu bar.



3. Click on **Hours Pending Submission** and adjust the time based on the hours worked on the pop up screen. Then click save changes

 Hours Pending Submission

Please submit your hours at the end of each shift. If hours are not entered by the 1st of each month, incorrect or delayed payment may occur. For a step-by-step guide on how to submit your hours, please see the How to Submit Hours guide located in the Resources section of your portal.

Nurse Practitioner		Submit Hours
Deployment Site	Sacramento - Sleep Train Arena - Arena	
Job	Nurse Practitioner	
Shift Start Date Time	1/6/2021, 12:00 PM PST	
Shift End Date Time	1/6/2021, 12:00 PM PST	
Hours Worked	0.00	

Nurse Practitioner		Submit Hours
Deployment Site	Sacramento - Sleep Train Arena - Arena	
Job	Nurse Practitioner	
Shift Start Date Time	1/7/2021, 12:00 PM PST	
Shift End Date Time	1/7/2021, 08:00 PM PST	
Hours Worked	8.00	

4. The hours will auto populate based on the original shift. **Double check that the hours you are submitting are correct.** You can adjust by typing in the new time if you left early or stayed late. Please account for a **lunch break in the comments** box (ex. "I took a 30 minute lunch at 11am").

Submit Your Hours

Start Date/Time value


Date: Jan 7, 2021 Time: 12:00 PM

End Date/Time value

Date: Jan 7, 2021 Time: 8:30 PM

Comments

Worked an extra 30 minutes to finish charting.



5. When you have confirmed your hours for the correct date, click **Save Changes**.

6. You can **confirm** your completed shift on the **My Shifts** page under the **Completed Shifts** section.

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Submitted Hours

Please make any necessary modifications to these hours as soon as possible. All submitted hours will be moved to the Completed Shifts section at the end of each pay period.

Nurse Practitioner

Deployment Site	Sacramento - Sleep Train Arena - Arena
Job	Nurse Practitioner
Shift Start Date Time	6/18/2020, 08:00 AM PDT
Shift End Date Time	6/18/2020, 04:00 PM PDT
Hours Worked	8.00
Comments	

Nurse Practitioner

Deployment Site	Sacramento - Sleep Train Arena - Arena
Job	Nurse Practitioner
Shift Start Date Time	6/19/2020, 12:00 PM PDT
Shift End Date Time	6/19/2020, 08:00 PM PDT
Hours Worked	8.00
Comments	

If you need to make any adjustments or need any help, email CA Health Corps at cahealthcorps@emsa.ca.gov