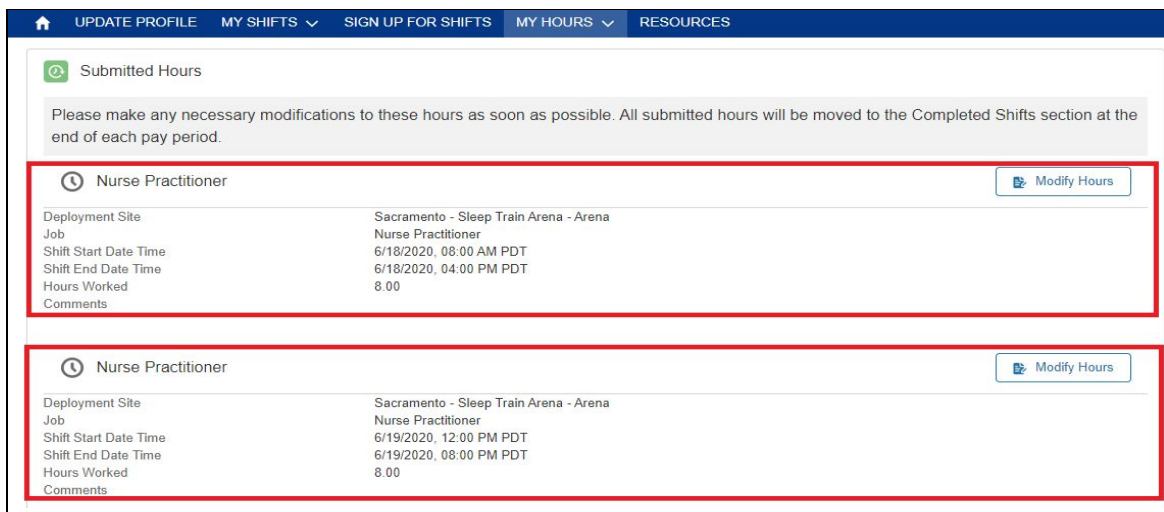


# How to Modify Your Hours

1. Open your **CA Health Corps Portal**.
2. Click on **My Hours** in the menu bar.
3. Click on **Submitted Hours** to view hours you have already submitted. You can modify these hours before the deadline.



4. Click on the Modify Hours button on the top left of the shift that you would like to modify hours for.



4. You can adjust the start and end time. **Double check that the hours you are submitting are correct.** 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.

Cancel



Save Changes

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.

*If you need to make any adjustments or need any help, email CA Health Corps at [cahealthcorps@emsa.ca.gov](mailto:cahealthcorps@emsa.ca.gov)*