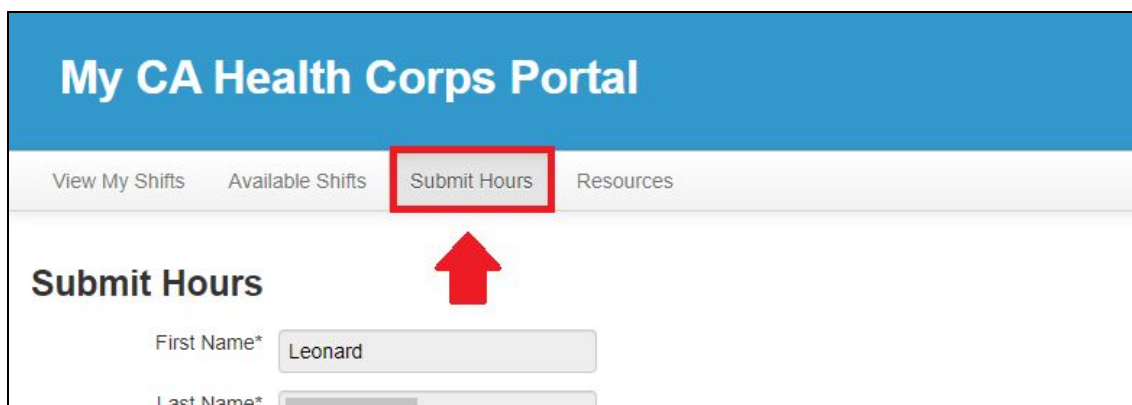


Submitting Your Hours Worked

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 **Submit My Hours** in the menu bar.



My CA Health Corps Portal

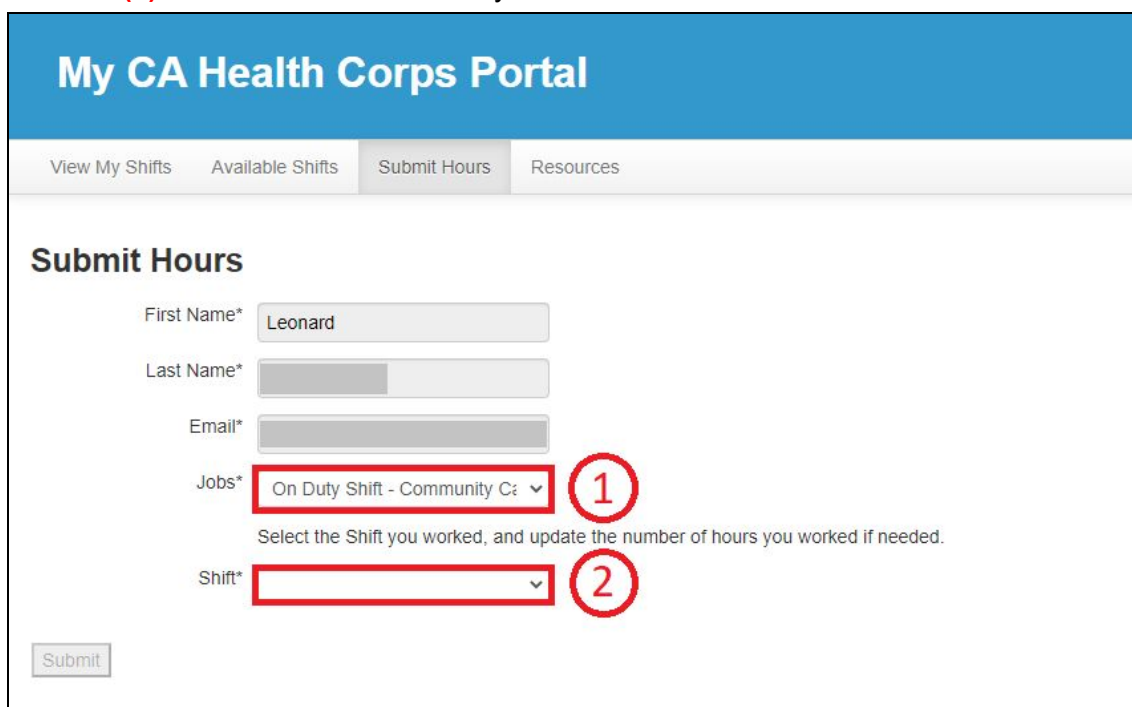
View My Shifts Available Shifts **Submit Hours** Resources

Submit Hours

First Name* Leonard

Last Name*

3. Click on **Jobs (1)** and **select the facility** you'd like to submit hours for. Then Click on **Shift (2)** and **select the shift** that you'd like to submit hours for.



My CA Health Corps Portal

View My Shifts Available Shifts **Submit Hours** Resources

Submit Hours

First Name* Leonard

Last Name*

Email*

Jobs* On Duty Shift - Community Cc 1

Select the Shift you worked, and update the number of hours you worked if needed.

Shift* 2

Submit

4. The hours will auto populate based on the original shift. **Double check that the hours you are submitting are correct.** You can adjust with (+) or (-) 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 Hours

First Name*

Last Name*

Email*

Jobs*

Select the Shift you worked, and update the number of hours you worked if needed.

Shift*

Time In (24 Hour Clock)

Time In (Hours)

Time In (Minutes)

Time Out (24 Hour Clock)

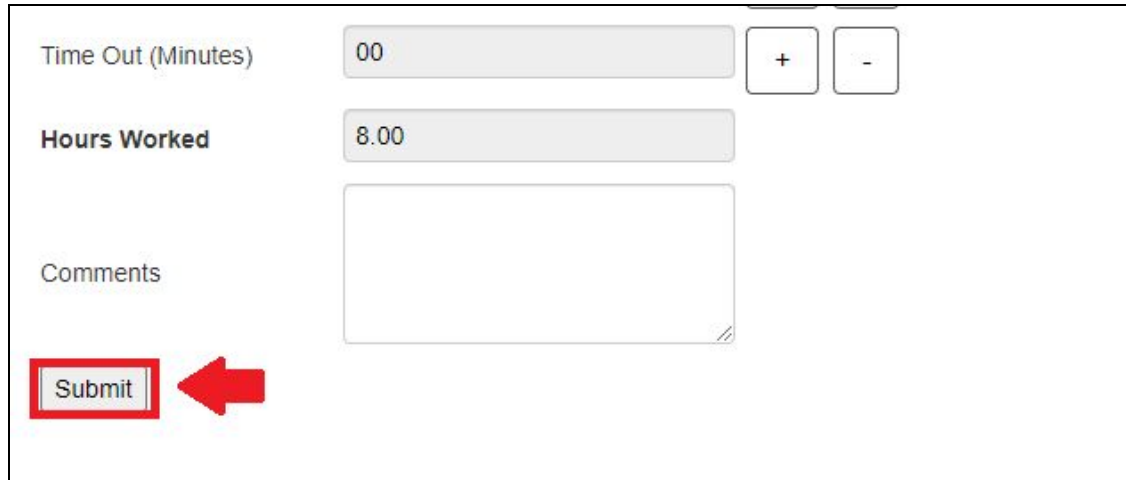
Time Out (Hours)

Time Out (Minutes)

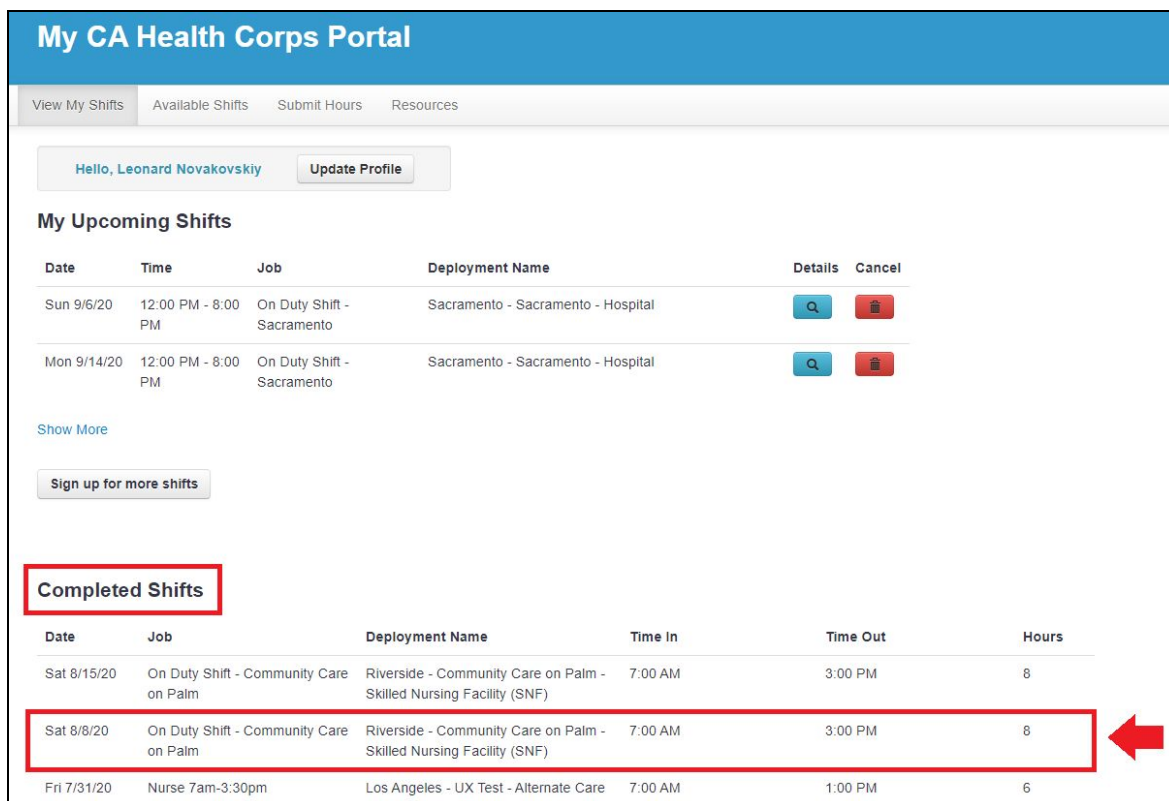
Hours Worked

Comments

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



6. You can **confirm** your completed shift on the **View My Shifts** page.



My CA Health Corps Portal

View My Shifts | Available Shifts | Submit Hours | Resources

Hello, Leonard Novakovskiy [Update Profile](#)

My Upcoming Shifts

Date	Time	Job	Deployment Name	Details	Cancel
Sun 9/6/20	12:00 PM - 8:00 PM	On Duty Shift - Sacramento	Sacramento - Sacramento - Hospital	Q	X
Mon 9/14/20	12:00 PM - 8:00 PM	On Duty Shift - Sacramento	Sacramento - Sacramento - Hospital	Q	X

[Show More](#)

[Sign up for more shifts](#)

Completed Shifts

Date	Job	Deployment Name	Time In	Time Out	Hours
Sat 8/15/20	On Duty Shift - Community Care on Palm	Riverside - Community Care on Palm - Skilled Nursing Facility (SNF)	7:00 AM	3:00 PM	8
Sat 8/8/20	On Duty Shift - Community Care on Palm	Riverside - Community Care on Palm - Skilled Nursing Facility (SNF)	7:00 AM	3:00 PM	8
Fri 7/31/20	Nurse 7am-3:30pm	Los Angeles - UX Test - Alternate Care Site (ACS)	7:00 AM	1:00 PM	6

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