

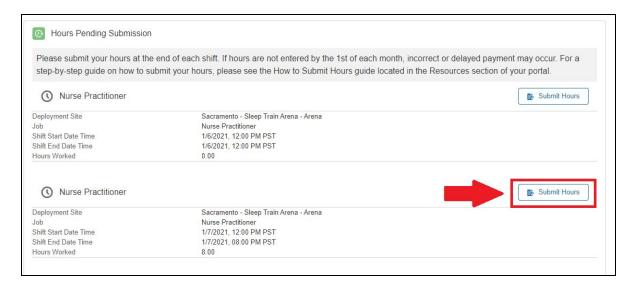
Submitting Your Hours Worked

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.

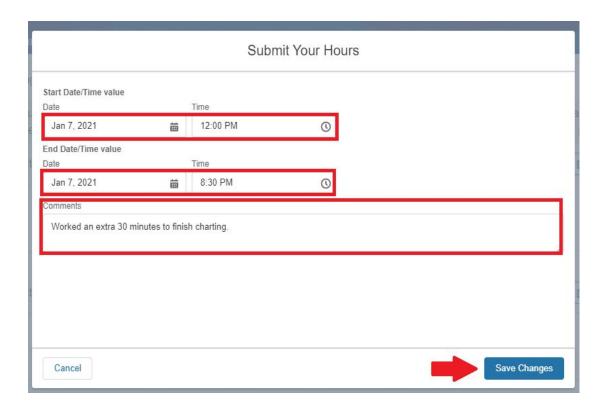


3. Click on **Hours Pending Submission** and adjust the time based on the hours worked on the pop up screen. Then click save changes

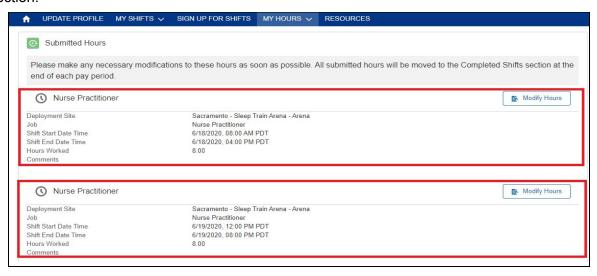


4. The hours will auto populate based on the original shift. **Double check that the hours you are submitting are correct.** You can adjust by typing in the new time if you left early or stayed late. Please account for a **lunch break in the comments** box (ex. "I took a 30 minute lunch at 11am").





- 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