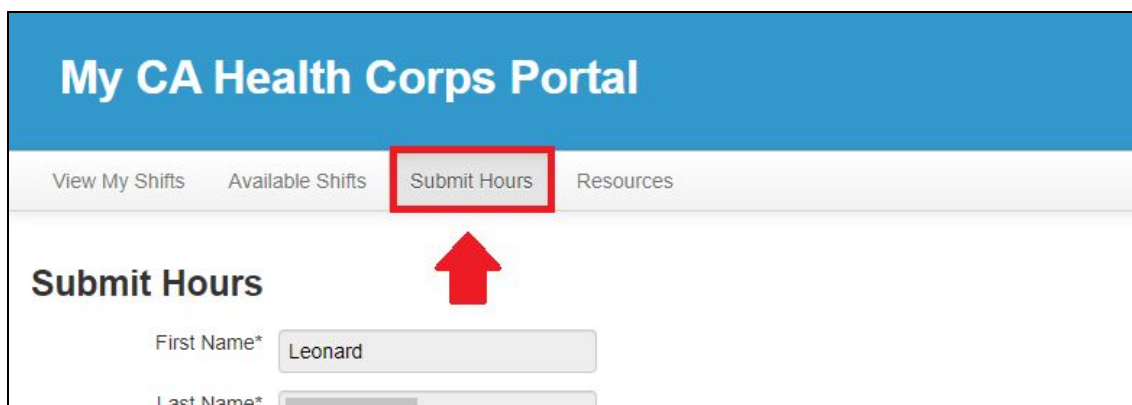


Submitting Your Hours Worked

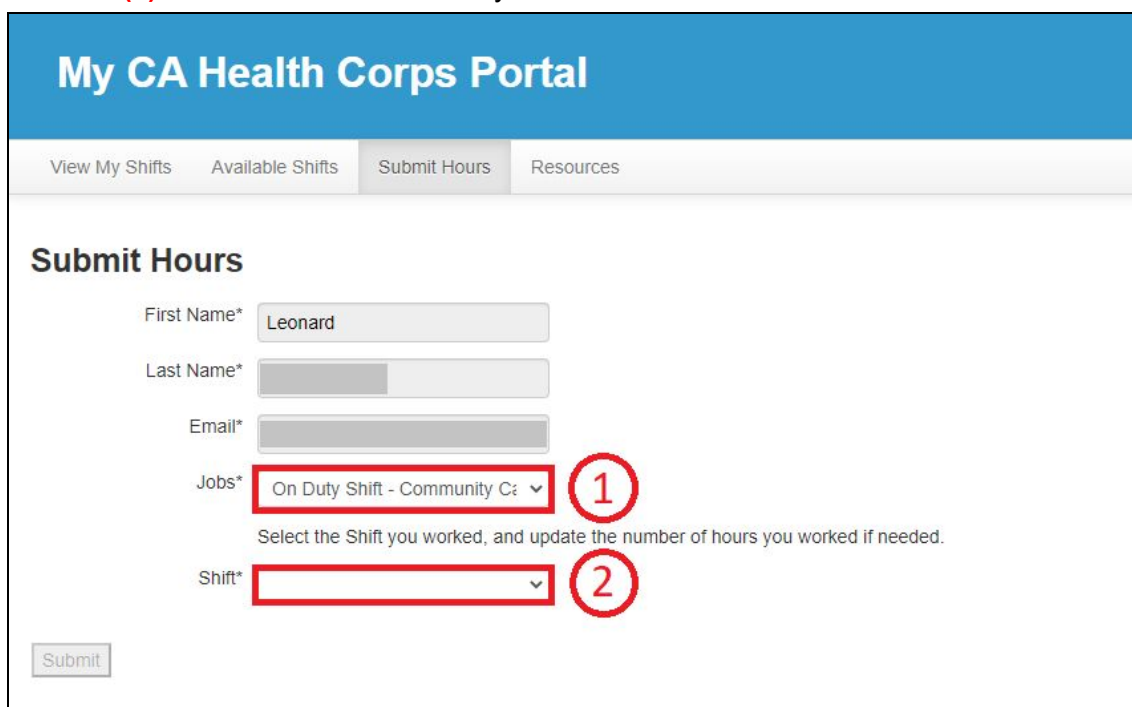
Note: Please ensure you log your hours at the end of each day that you work.

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



The screenshot shows the 'My CA Health Corps Portal' interface. The top navigation bar contains four items: 'View My Shifts', 'Available Shifts', 'Submit Hours', and 'Resources'. The 'Submit Hours' item is highlighted with a red rectangular box. A red arrow points upwards from the 'Submit Hours' section below towards this box. Below the navigation bar, the 'Submit Hours' section is visible, featuring input fields for 'First Name*' (containing 'Leonard') and '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.



The screenshot shows the 'My CA Health Corps Portal' interface with the 'Submit Hours' section active. The 'Submit Hours' menu item in the top navigation bar is highlighted. Below the navigation bar, the 'Submit Hours' section is visible, featuring input fields for 'First Name*' (containing 'Leonard'), 'Last Name*', and 'Email*'. The 'Jobs*' dropdown menu is highlighted with a red rectangular box and a red circle with the number '1' next to it. Below the 'Jobs*' dropdown, there is a text prompt: 'Select the Shift you worked, and update the number of hours you worked if needed.' The 'Shift*' dropdown menu is highlighted with a red rectangular box and a red circle with the number '2' next to it. A 'Submit' button is located at the bottom left of the form.

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)

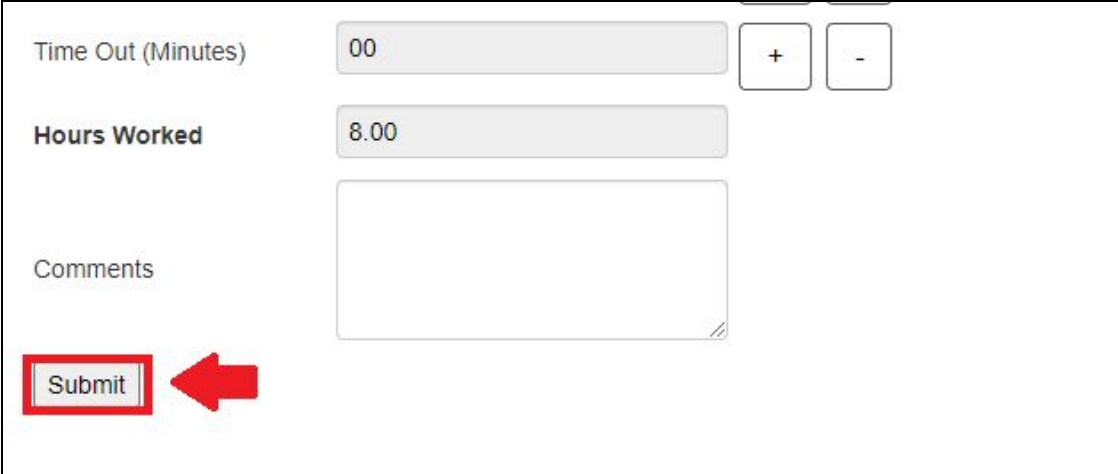
Time Out (Hours)

Time Out (Minutes)

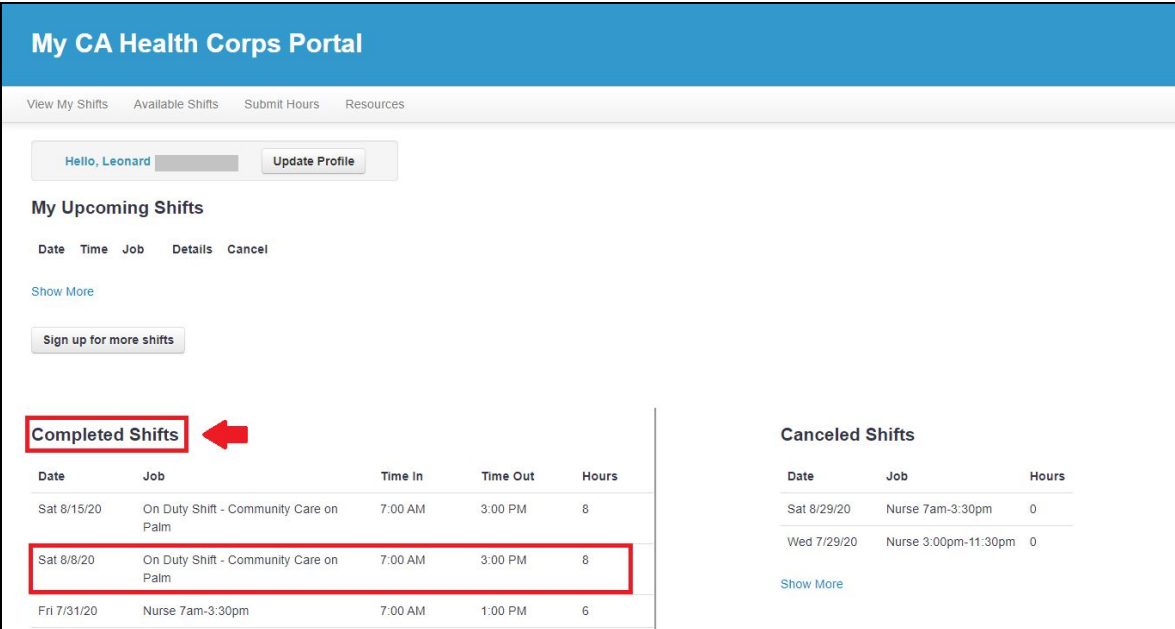
Hours Worked

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.



Completed Shifts

Date	Job	Time In	Time Out	Hours
Sat 8/15/20	On Duty Shift - Community Care on Palm	7:00 AM	3:00 PM	8
Sat 8/8/20	On Duty Shift - Community Care on Palm	7:00 AM	3:00 PM	8
Fri 7/31/20	Nurse 7am-3:30pm	7:00 AM	1:00 PM	6

Canceled Shifts

Date	Job	Hours
Sat 8/29/20	Nurse 7am-3:30pm	0
Wed 7/29/20	Nurse 3:00pm-11:30pm	0

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