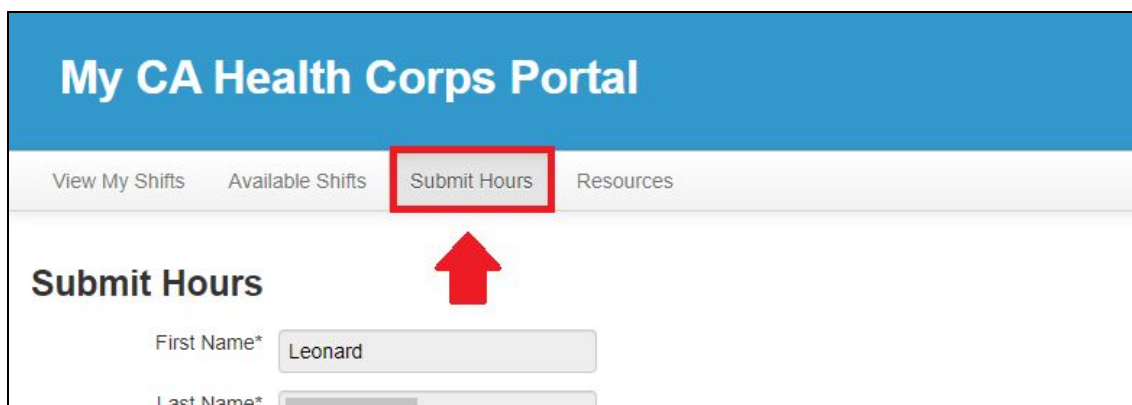


Submitting Your Hours Worked

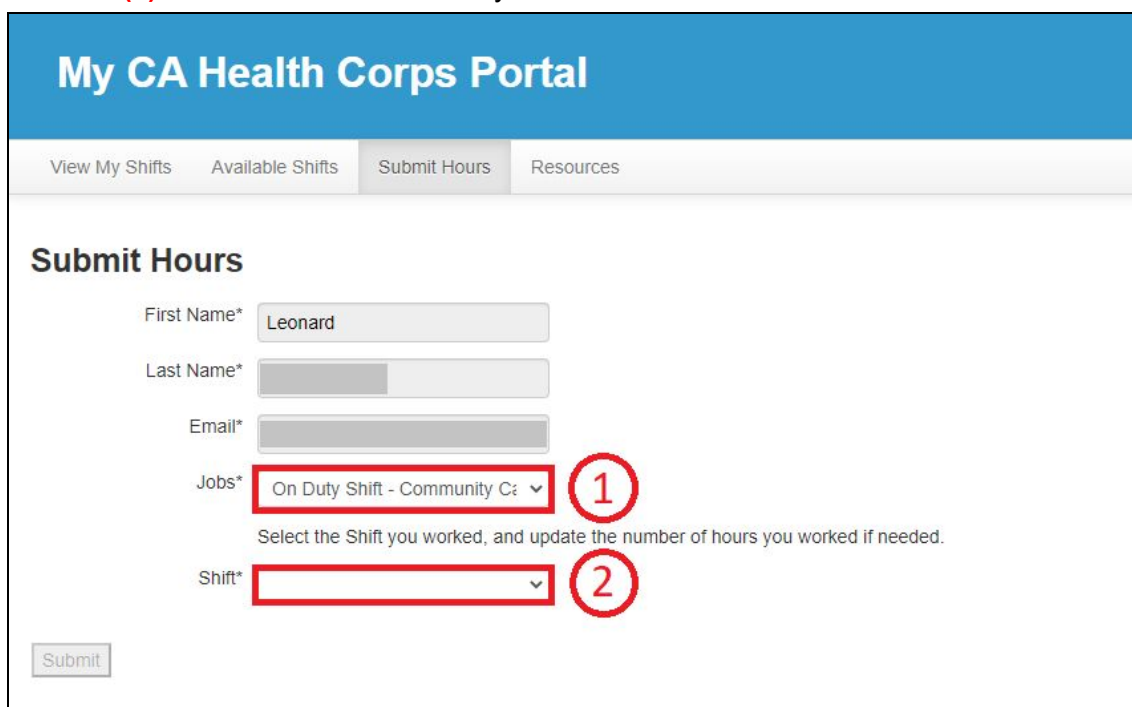
Note: Please ensure you log your hours at the end of each day that you work.

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' header. Below the header is a navigation bar with 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' text to the box below it. The main content area is titled 'Submit Hours' and contains two input fields: 'First Name*' with the value 'Leonard' and 'Last Name*' which is empty.

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' header. Below the header is a navigation bar with four items: 'View My Shifts', 'Available Shifts', 'Submit Hours', and 'Resources'. The 'Submit Hours' item is highlighted with a red rectangular box. The main content area is titled 'Submit Hours' and contains several input fields: 'First Name*' with the value 'Leonard', 'Last Name*' which is empty, 'Email*' which is empty, 'Jobs*' with a dropdown menu showing 'On Duty Shift - Community C...', and 'Shift*' with a dropdown menu. The 'Jobs*' dropdown is highlighted with a red rectangular box and a red circle with the number '1' next to it. The 'Shift*' dropdown is highlighted with a red rectangular box and a red circle with the number '2' next to it. Below the 'Jobs*' dropdown is the text 'Select the Shift you worked, and update the number of hours you worked if needed.' At the bottom left of the form is a 'Submit' button.

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*

Leonard

Last Name*

Email*

Jobs*

On Duty Shift - Community Cc

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

Shift*

8/8/2020, 7:00 AM

Time In (24 Hour Clock)

8/8/2020

Time In (Hours)

07

+

-

Time In (Minutes)

00

+

-

Time Out (24 Hour Clock)

8/8/2020

Time Out (Hours)

15

+

-

Time Out (Minutes)

00

+

-

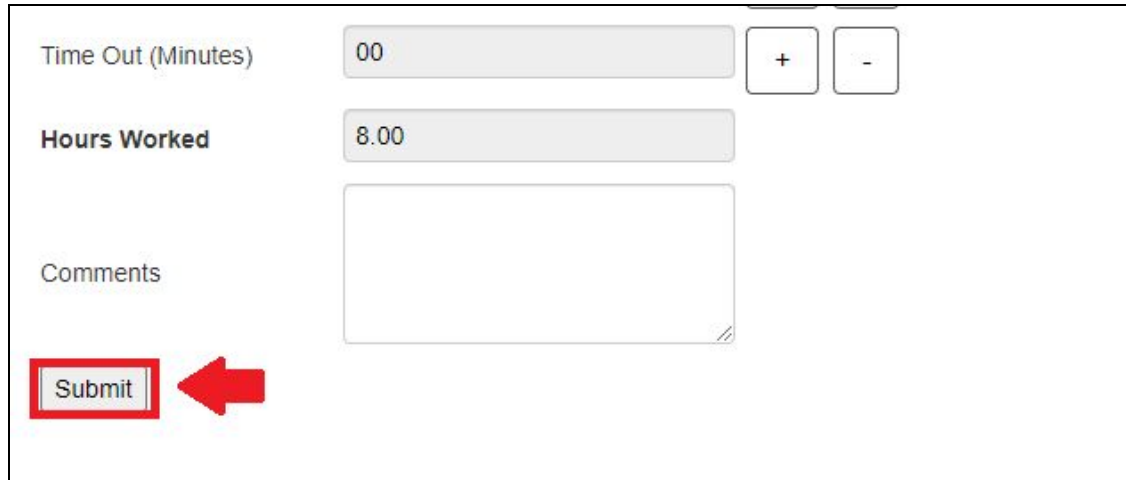
Hours Worked

8.00

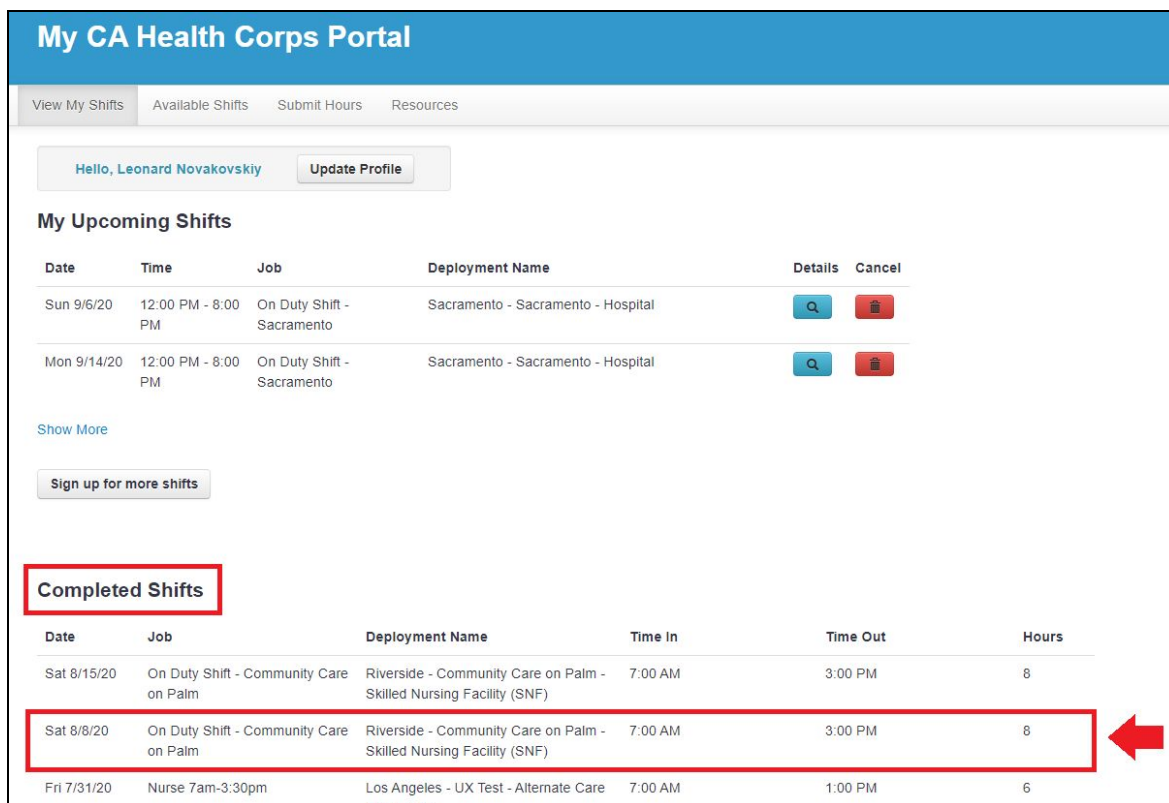
Comments

Submit

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