

Submitting Your Hours Worked

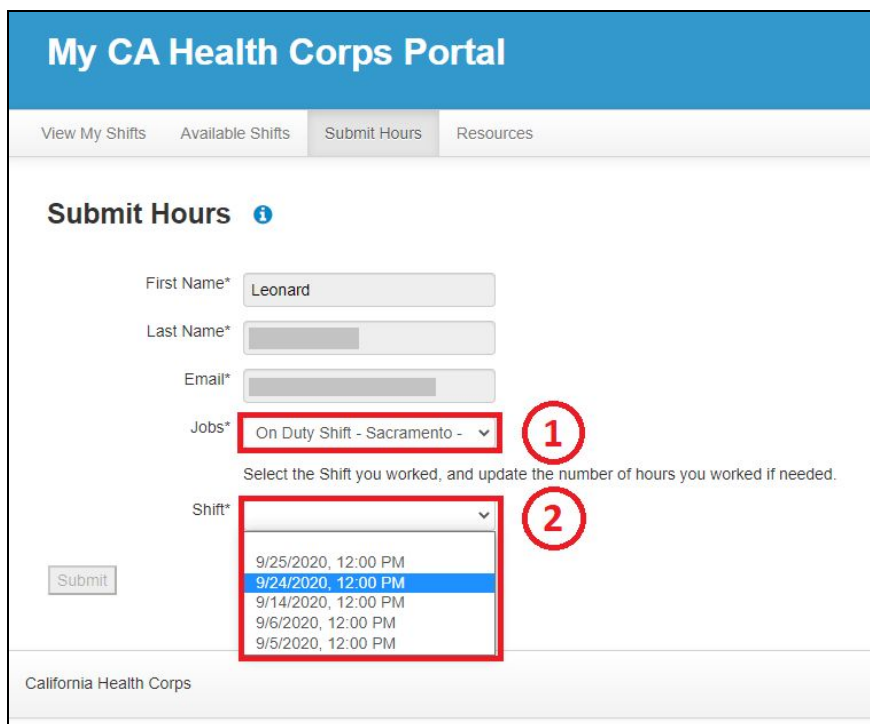
Note: Please ensure you log your hours at the end of each day that you work.

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



The screenshot shows the 'My CA Health Corps Portal' with a navigation bar containing 'View My Shifts', 'Available Shifts', 'Submit Hours', and 'Resources'. The 'Submit Hours' link is highlighted with a red box. Below the navigation bar, the 'Submit Hours' section is visible, featuring a red arrow pointing upwards towards the 'Submit Hours' link in the menu bar. The 'First Name*' field is populated with 'Leonard'.

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 'Submit Hours' form with the following fields: 'First Name*' (Leonard), 'Last Name*', 'Email*', 'Jobs*', and 'Shift*'. The 'Jobs*' dropdown menu is highlighted with a red box and labeled with a red circle containing the number '1'. The 'Shift*' dropdown menu is also highlighted with a red box and labeled with a red circle containing the number '2'. The 'Shift*' dropdown menu is open, showing a list of shifts: '9/25/2020, 12:00 PM', '9/24/2020, 12:00 PM' (highlighted in blue), '9/14/2020, 12:00 PM', '9/6/2020, 12:00 PM', and '9/5/2020, 12:00 PM'. A 'Submit' button is located to the left of the 'Shift*' dropdown menu. The footer of the page reads 'California Health Corps'.

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)

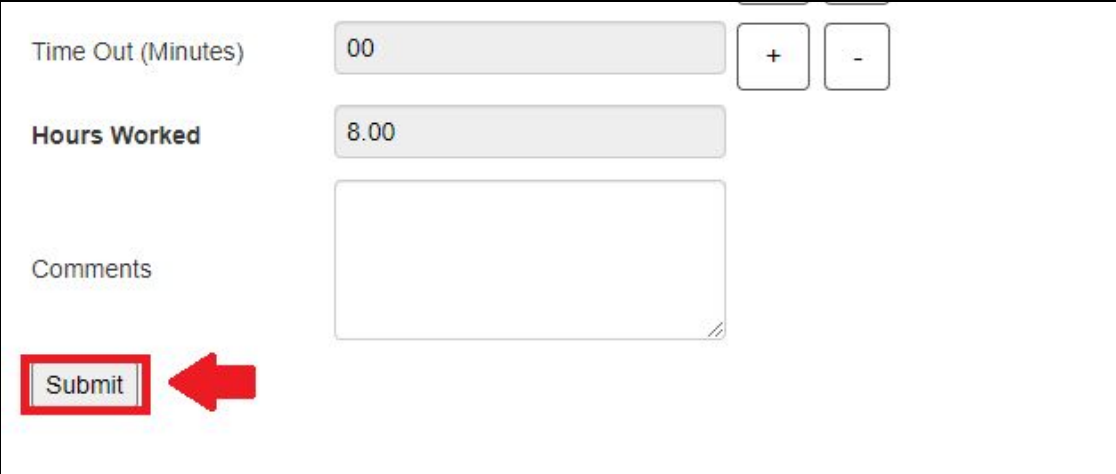
Time Out (Minutes)

Hours Worked

Comments



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




Time Out (Minutes) 00 + -

Hours Worked 8.00

Comments

Submit

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

Completed Shifts 					
Date	Job	Deployment Name	Time In	Time Out	Hours
Thu 9/24/20	On Duty Shift - Sacramento	Sacramento - Sacramento - Hospital	12:00 PM	8:30 PM	8.5
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

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