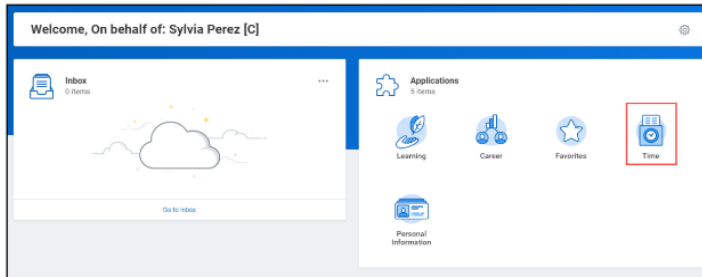
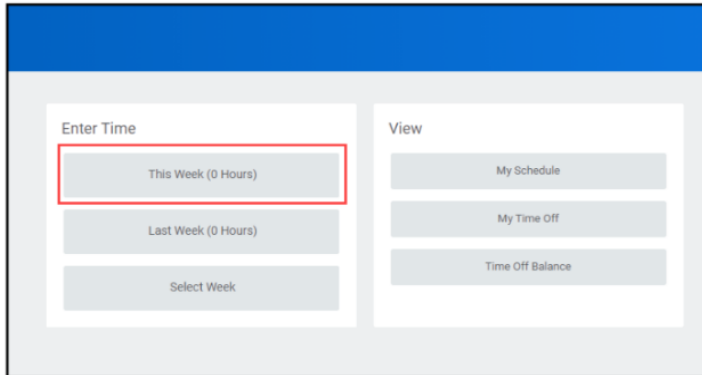


Time Entry for On Call Physicians

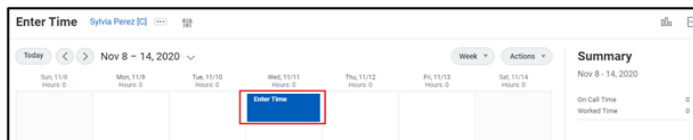
- To enter time, click the **Time** application on your homepage.



- Select the week for which you would like to enter time. In this example, we have selected **This Week**.



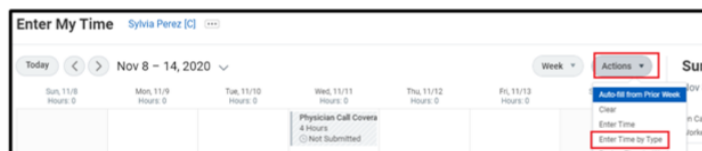
- Click the day for which you would like to enter time. In this example, we have clicked **11/11** and click **Enter Time**.



- In the **Enter Time** message box that pops up, select the proper **Time Type**, then enter the hours for this day. Use the **Comments** field if you would like to include a comment. Click **OK**.

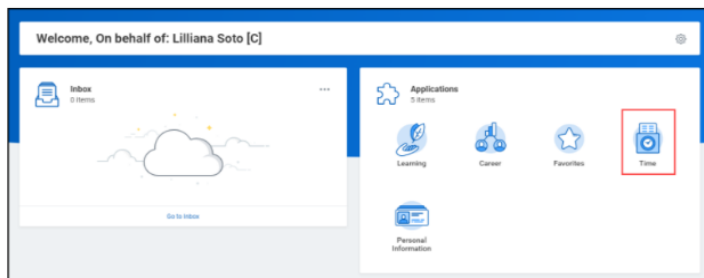
The screenshot shows the 'Enter Time' modal form for the date 11/11/2020. It has a 'Time Type' dropdown menu with the selected option 'TS2019060524 Physician Call Coverage: Podiatry'. Below it is an 'Hours' input field containing the number '4'. There is a 'Details' section with a 'Comment' text area. At the bottom, there are 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red rectangular box. A red arrow points from the right towards the 'Hours' field.

- Repeat the same action to complete time entry for remaining days of the week. Alternatively, you can click **Actions** then **Enter Time by Type** to enter time for the entire week.

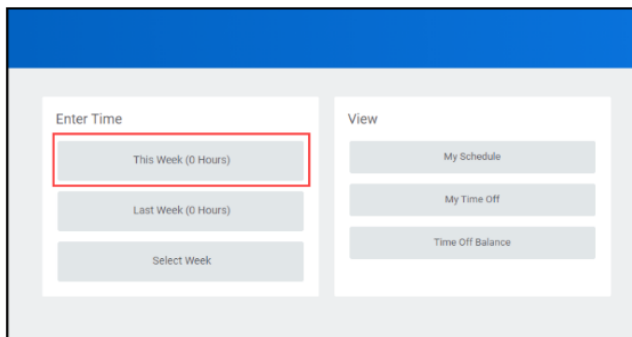


To enter time, click the **Time** application on your homepage.

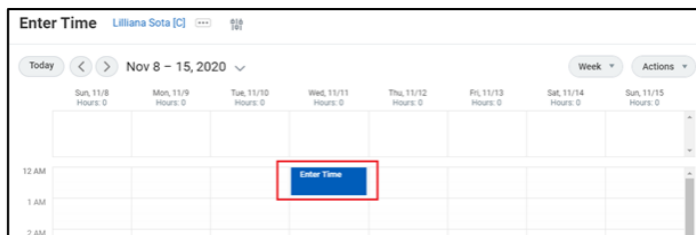
- To enter time, click the **Time** application on your homepage.



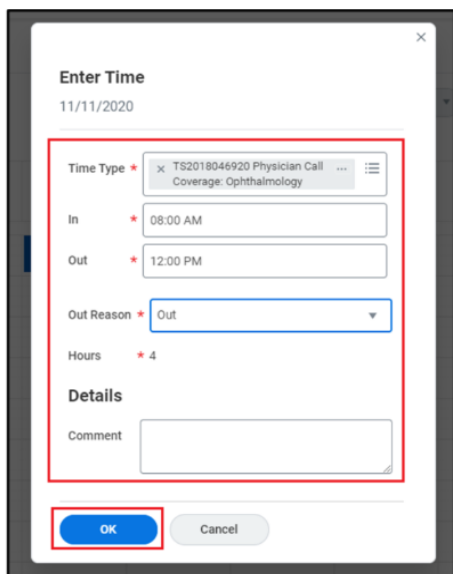
- Select the week for which you would like to enter time. In this example, we have selected **This Week**.



- Click anywhere of the day for which you would like to enter time. In this example, we have clicked **11/11**.



- In the **Enter Time** box that pops up, select the proper **Time Type**. Enter the **In** and **Out** hours. Use the **Comments** field if you would like to include comments. Click **OK**.



- Your time entry (shaded in gray) will display. You can click on this time block if you need to modify it. To add another time block, click the desired day and repeat the previous step to add **In** and **Out** times.



- Once all the time for the month is entered, review your time entries and click **Review**.

Note: Time is submitted monthly. After all time is entered for the month, then the worker can submit their time. Delegates cannot submit time for the worker, only enter time.

- Review the declaration. If needed, include a comment in the **Comments** field, otherwise, click **Submit**.

Submit Time

I declare all hours reported against are true and complete, and conform with the Organization's time reporting policy. I authorize these hours to be paid.

Following date range will be submitted for approval.

November 1 – 30, 2020 : 4 Hours Total

Total for November 1 – 30, 2020

Regular Worked Time	4
Weekend Time	0
Total Worked Time	4

- Your time entry has been submitted and will now route for approval.

You have submitted

Up Next: Kathy Aphut, Approval by Project Manager

[View Details](#)