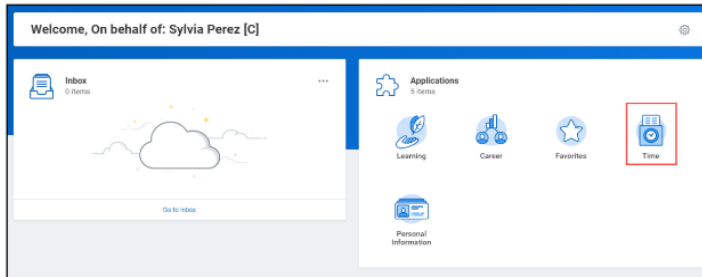
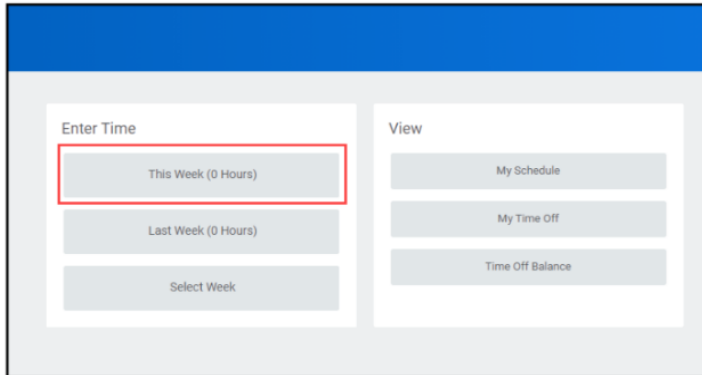


Time Entry for On Call Physicians

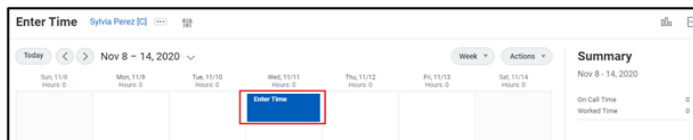
- To enter time, click the **Time** application on your homepage.



- 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**.

Enter Time

11/11/2020

Time Type * TS2019060524 Physician Call Coverage: Podiatry

Hours * 4

Details

Comment

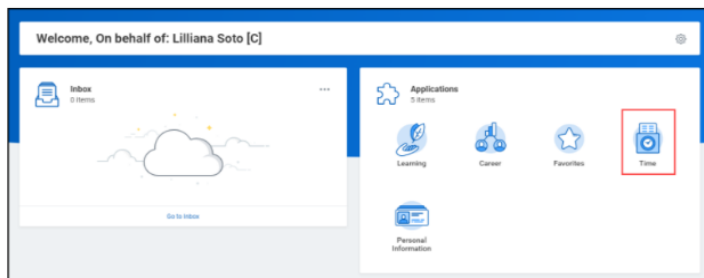
OK Cancel

- 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.

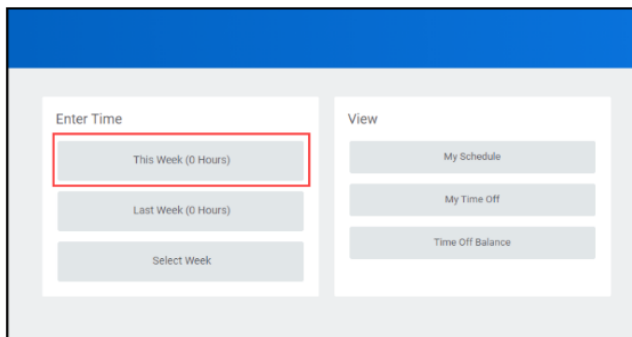


To enter time, click the **Time** application on your homepage.

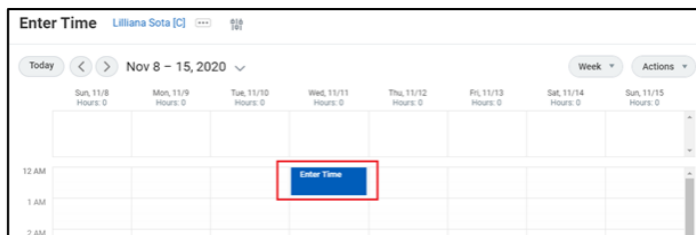
- To enter time, click the **Time** application on your homepage.



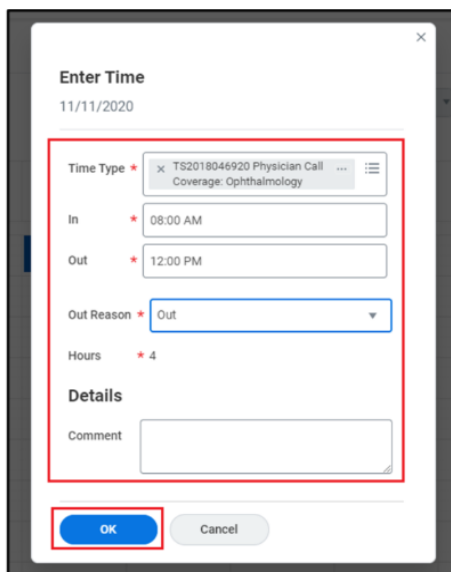
- Select the week for which you would like to enter time. In this example, we have selected **This Week**.



- 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](#)