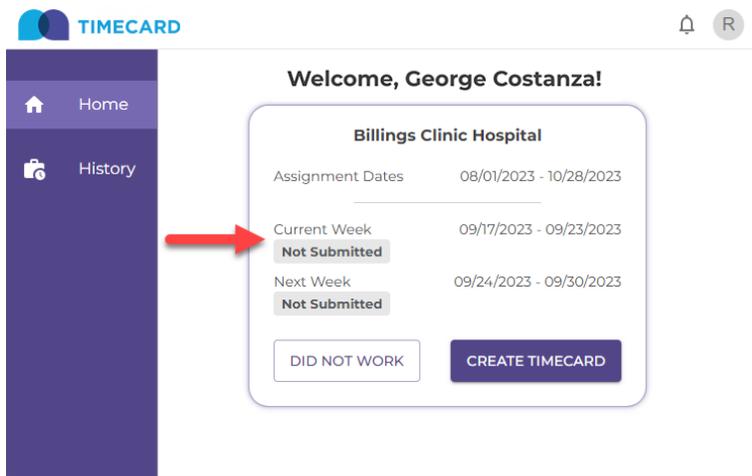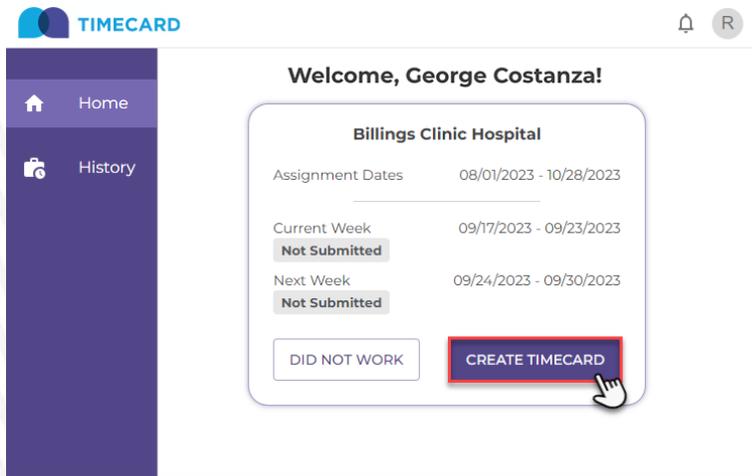## Submitting a Timecard | (Phase II)

This article covers how to submit timecards using the Triage Timecard App.

1. After signing in, you are taken to the Home Page. A card depicting assignment dates for the current and following week are visible.

2. Click Create Timecard to begin the time entry process.

3. Select the day of the week on which you would like to enter hours worked and input Time In, Time Out, and a Lunch.

    Select time on the clock using the <u>24-hour format down to the minute</u>. Repeat the sequence until each day has been entered.

    Note:
    - ⬤ IMPORTANT | Lunch is required, even if it is zero (00:00).
    - Travelers in the State of California with a missed lunch will have up to 1 hour extra each day added to their regular hours.

- Hours are editable and can be removed/updated/deleted during the time entry phase.
- Closing the app or navigating away from the page retains the time entered.
- On Call or Call Back hours cannot be overlapped with Regular hours.
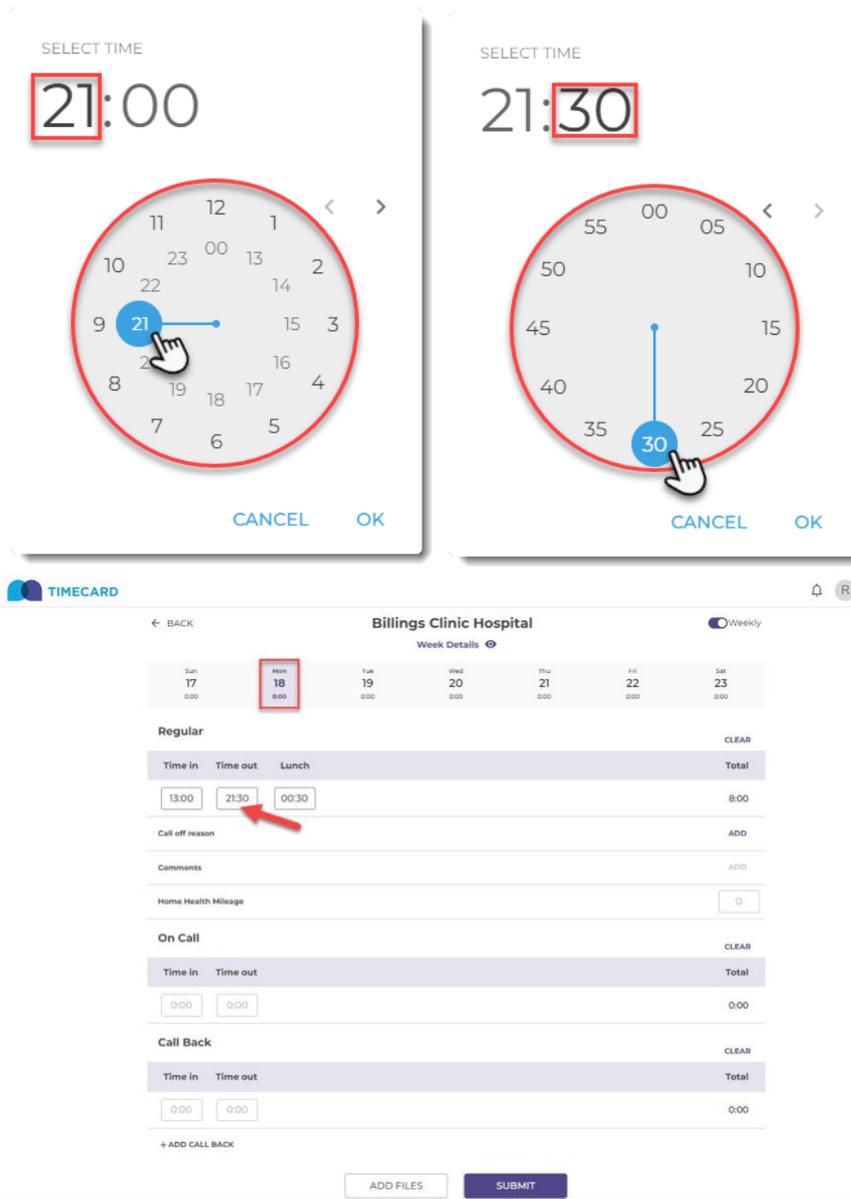
4. Optional | To review entered time for the entire week before submission, click Week Details located directly underneath the name of the facility.
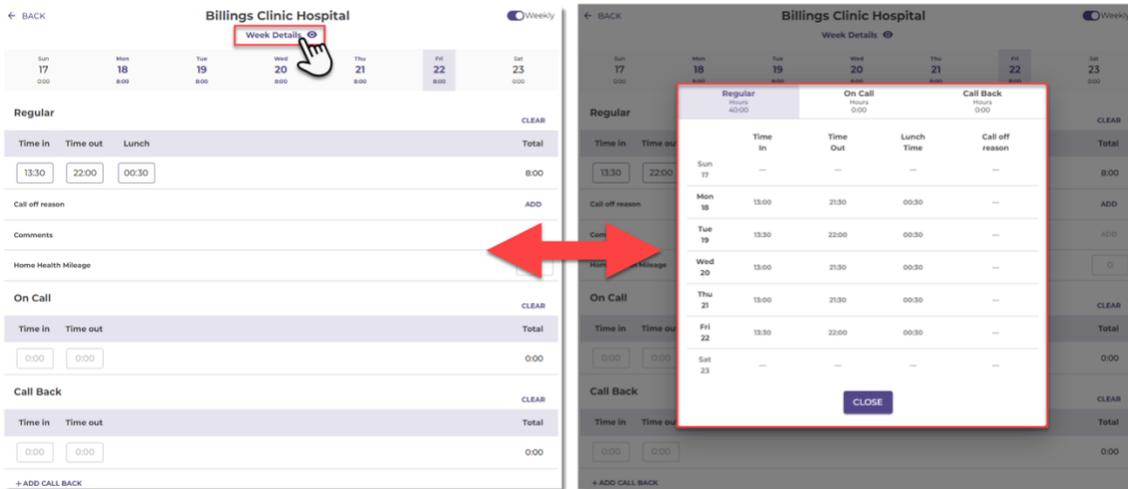
5. If necessary, you can upload additional files along with your timecard submission. To accomplish this, click the button labeled Add Files.

⬣ IMPORTANT | Some facilities require additional documentation to be provided before the timecard can be submitted.
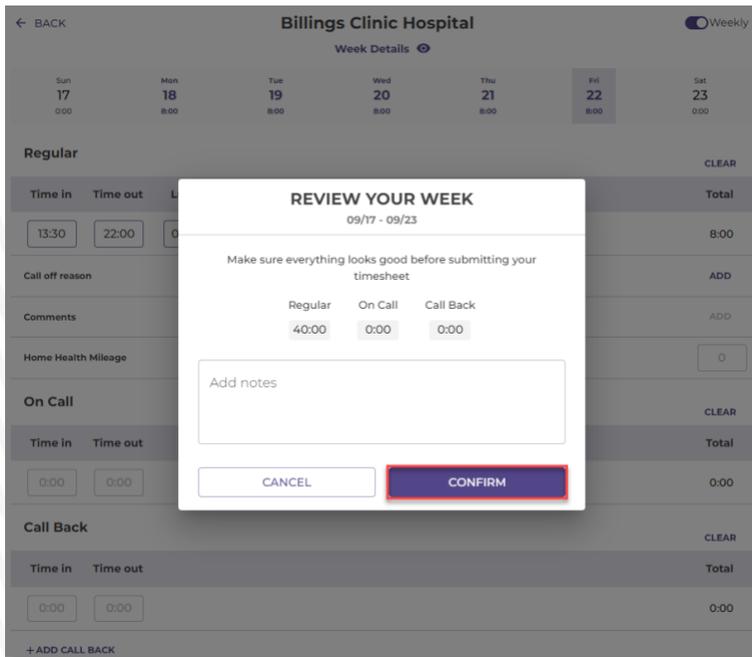
In these cases, you will be unable to submit your timecard until after the proper documentation has been uploaded.
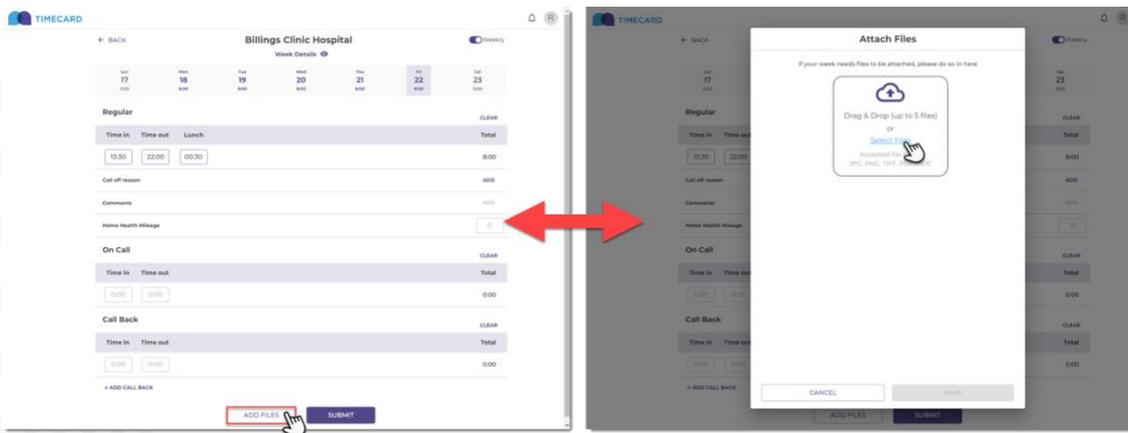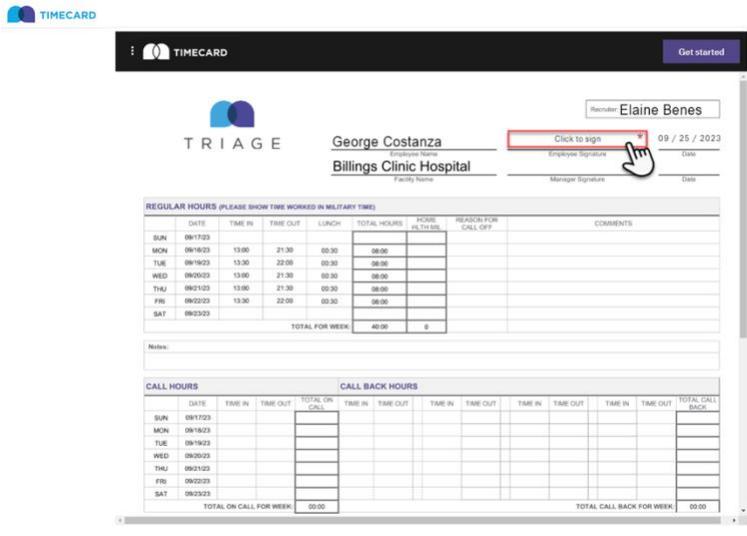

6. Upon completion, click Submit.
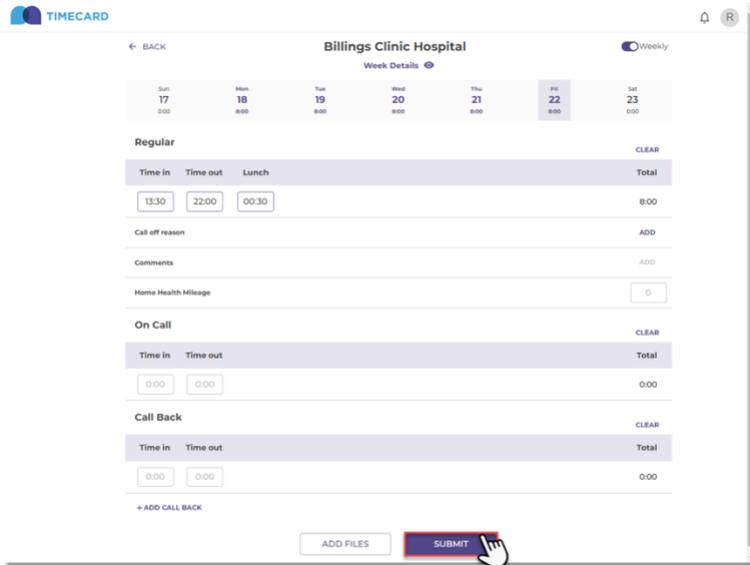
7. A Review Your Week window appears giving one final opportunity to check the total entered for Regular, On Call, and/or Call Back hours. If correct, click Confirm.

8. You will receive a preview of your completed timecard with the ability to click to sign your name.

9. A signature box will appear with the option to sign or type your name, when finished click Insert.

   Note: If you choose to type your name, a variety of fonts are available, by clicking ↻ Change font.

10. On the upper right corner, click the button labeled Continue.

11. Click the button labeled, I agree to accept the Terms of Service.

12. A message stating, "Thanks for submitting your document!" appears.
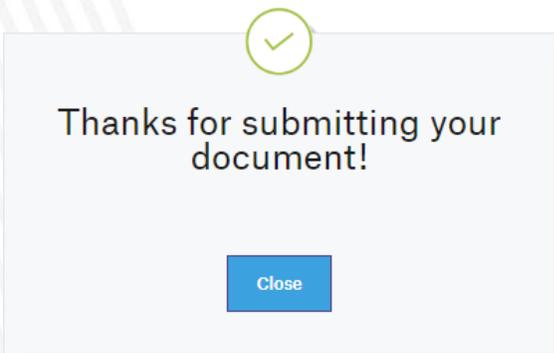
13. The homepage will be updated with the timecard status:
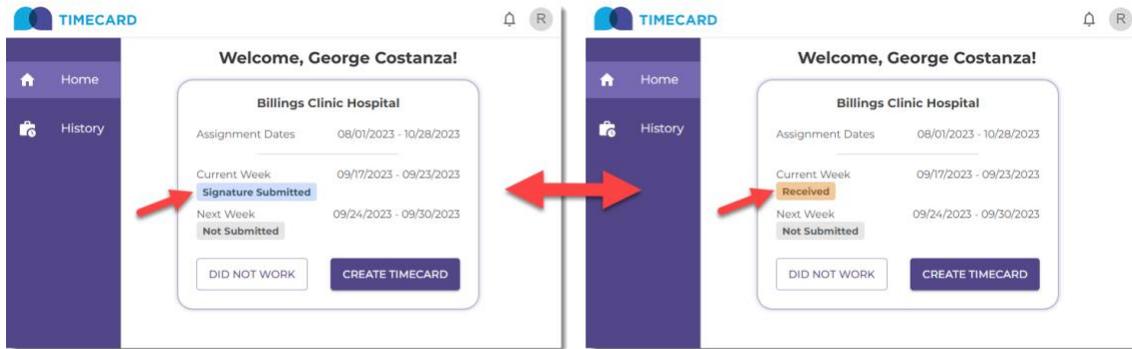
⬤ IMPORTANT | you can only request edits to timecards that have not been processed for the current or the next pay period.

1. On the left side, click History.

Addendum

Call Off Reason & Comments

If necessary, you can indicate when and why they missed a shift due to calling off.

1. To choose a call off reason and provide a comment, you can click the word Add.

2. From the dropdown, select a reason: Hospital, Personal, Sick, or Other.
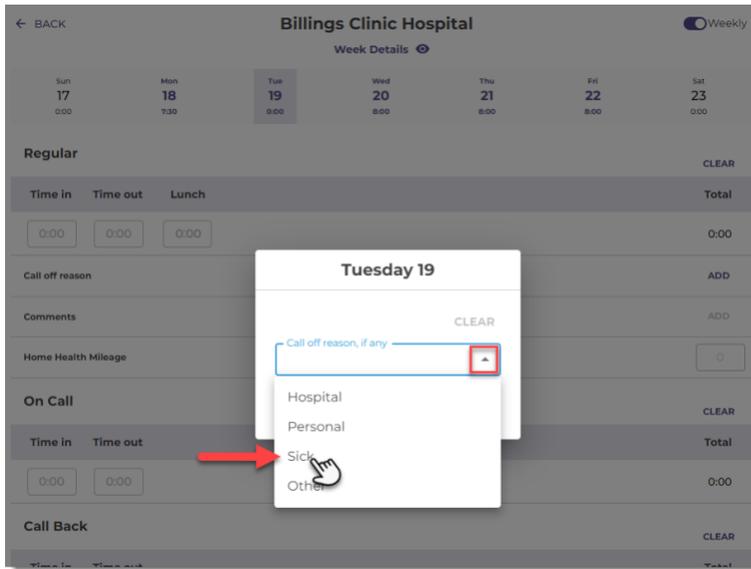
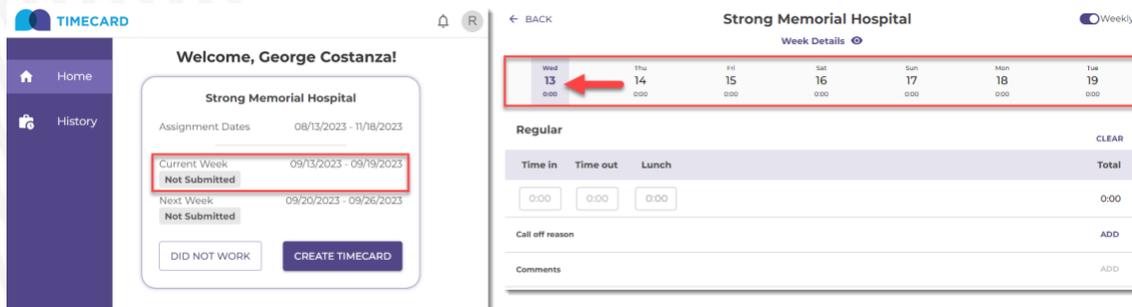⬢ **IMPORTANT** | If Other is chosen from the dropdown, the Comments field will be enabled.
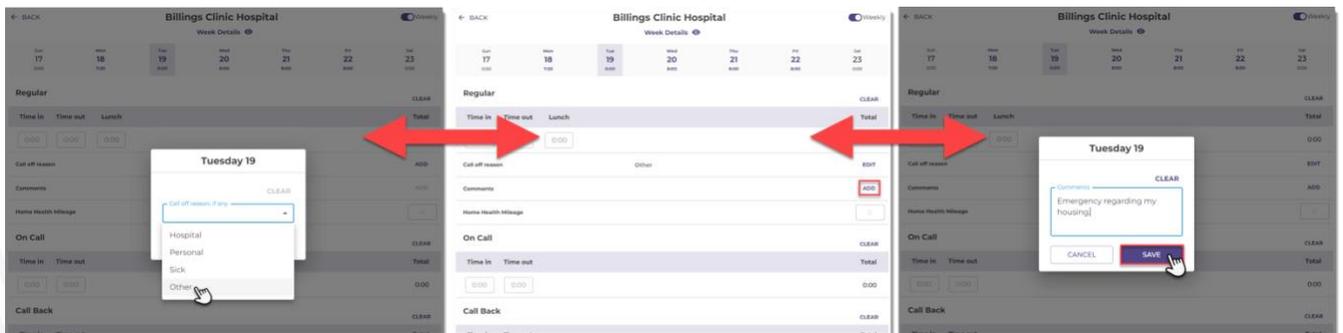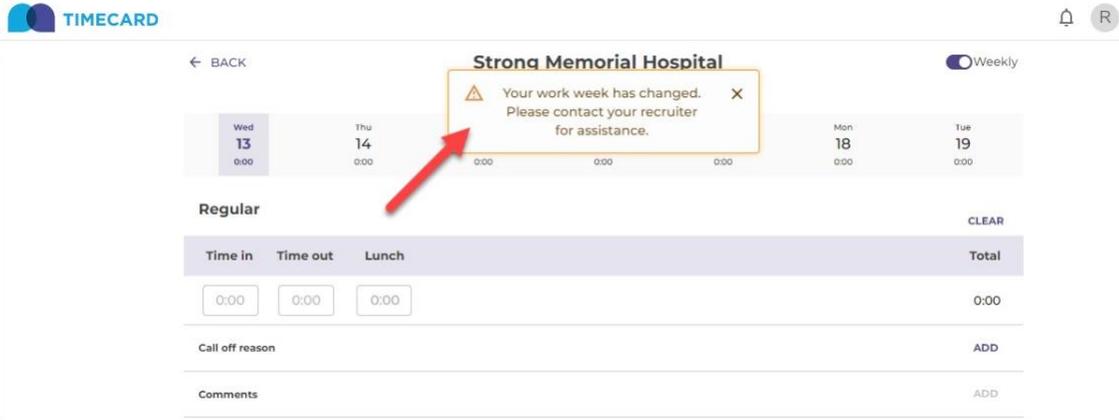

Alternate Work Week

If you are on an alternate work week, you will see dates and days according to your specific schedule.

Note: In rare cases, if an alternate work week is changed by payroll before you have started entering your time for the week, you will see a message to contact your recruiter.

Overnight Shift

If the time out entry falls on the next day, the shift is considered an overnight shift. When this occurs, a visual indicator will appear stating, "This is a night shift."

Note: Hover over the ⓘ icon to view verbiage.
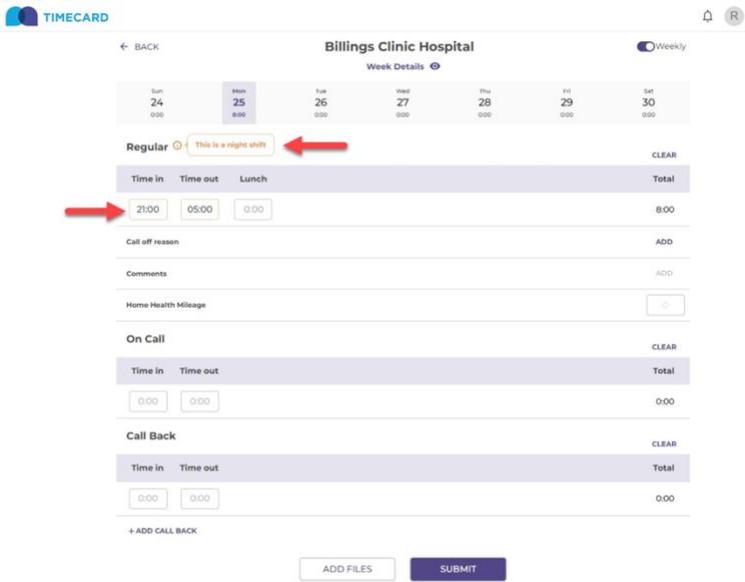
Did Not Work

You can submit a Did Not Work Timecard for an active pay period from the home page.
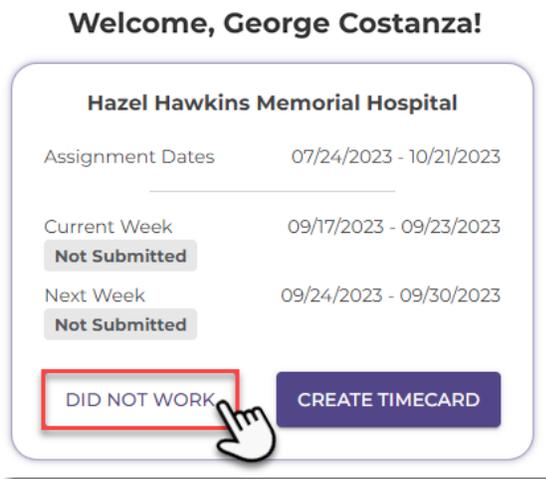
1. Click the button labeled, Did Not Work.

2. If correct, next click the button labeled, Confirm.
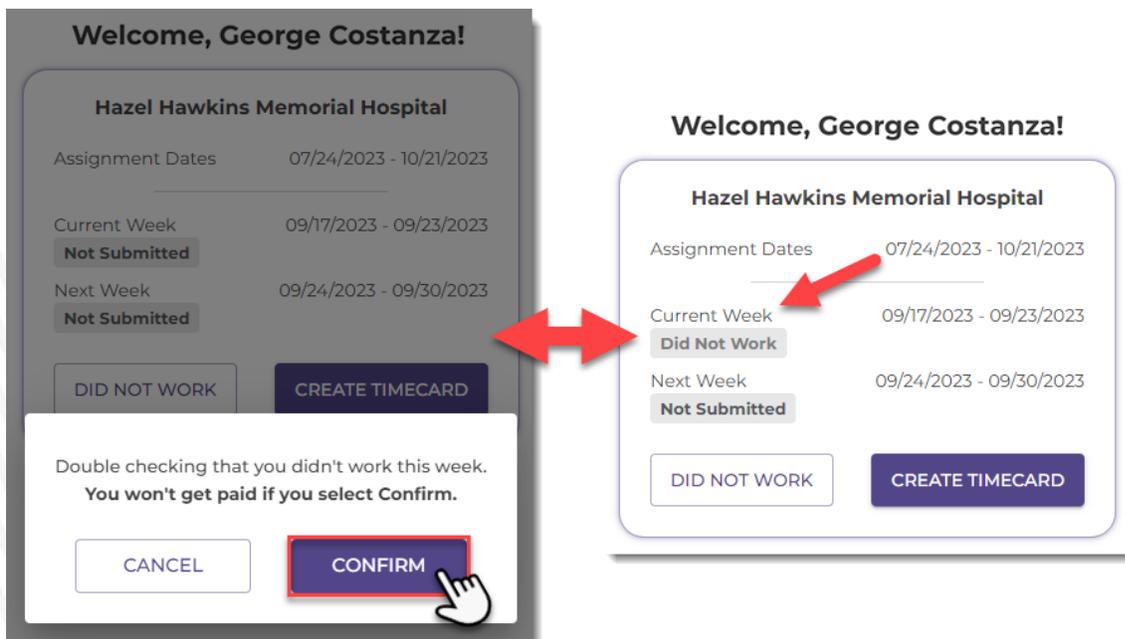
Manager Signature

Hospitals or MSPs may require a manager to sign your Timecard prior to submission. If necessary, you will experience the following workflow.

1. Complete Steps 1-7 of the Timecard submission process.

2. Upon clicking the button labeled, Submit, collection of the Manager's signature begins. Click Add New.

TRIAGE

3. Enter the manager's Full Name, Email Address, and click Confirm.
   - Note: An Email is sent to the manager requesting their signature.

4. You will see a preview of your completed timecard with the ability to click to sign your name. When finished, click Continue, and click I agree to the Terms of Service.

5. Until the manager signs, your homepage will show Pending Manager Signature.

6. Manager receives timecard via email and digitally signs the timecard.

7. Homepage displays Timecard status updates as signatures are received.

Precept/Charge

If your assignment includes Precept/Charge responsibilities and a rate has been entered on your dealsheet, a field labeled as such will be available to enter qualified hours.

Note:

- This is not a required field, but, when used, regular hours will need to be entered on the same day.
- You will only need to enter total hours in this field.
- Precept/Charge hours cannot exceed the total for regular hours.

Home Health Mileage

If an assignment includes Home Health Mileage, a field labeled as such is always available to enter total miles.

Note:

- This field is displayed for everyone.
- No max number of miles.
- Only positive numbers are accepted, decimals are allowed.

Future dated time entry is disallowed.

Note: Time cannot be entered in the future. Submission will be enabled after the last completed day as scheduled. If you attempt to enter time in the future, you will be presented the following prompt which details: