

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.

	TIMECAR	RD	₿ R
ń	Home	Welcome, George Costanza!	
5 1	History	Billings Clinic Hospital Assignment Dates 08/01/2023 - 10/28/2023	
		Current Week 09/17/2023 - 09/23/2023 Not Submitted	
		Next Week 09/24/2023 - 09/30/2023 Not Submitted	

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.



← ВАСК		Billing	S Clinic Hospi	tal		Weekly	← ВАСК			Bil	Week Details	ospital ©		Weekiy
540 17 000	Mon 18 8.00	Tue 19 8:00	20	21 8:00	22 8:00	5at 23 000	5un 17 000		18 18	Tue 19	20	1hu 21	ri 22	5at 23 0:00
Regular						CLEAR	Regular			Regular Hours 40:00	On Call Hours 0:00		Call Back Hours 0:00	CLEAR
Time in Time out	Lunch					Total	Time in	Time ou		Time	Time Out	Lunch Time	Call off reason	Total
13:30 22:00	00:30					8:00	13:30	22:00	Sun 17	-	-	-	-	8:00
Call off reason						ADD	Call off reason		Mon 18	13:00	21:30	00:30	-	ADD
Comments							Com		Tue 19	13:30	22:00	00:30	-	ADD
Home Health Mileage							Hom	-	Wed 20	13:00	21:30	00:30	-	0
On Call						CLEAR	On Call		Thu 21	13:00	21:30	00:30	-	CLEAR
Time in Time out						Total	Time in	Time ou	Fri 22	13:30	22:00	00:30	-	Total
0:00 0:00						0:00	0:00	0.00	Sat 23	-	-	-	-	0:00
Call Back						CLEAR	Call Back				CLOSE			CLEAR
Time in Time out						Total	Time in	Time ou	_		_			Total
0:00 0:00						0:00	0:00							0:00
+ ADD CALL BACK							+ ADD CALL B	BACK						

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.



							₽ R
← BACK		Billings	Clinic Hos	pital		Weekly	
Sun 17 0:00	Man 18 8:00	Tue 19 8:00	Wed 20 8:00	21 8:00	Pri 22 8:00	Sat 23 0:00	
Regular						CLEAR	
Time in Time ou	t Lunch					Total	
13:30 22:00	00:30					8:00	
Call off reason						ADD	
Comments						ADD	
Home Health Mileage						0	
On Call						CLEAR	
Time in Time ou	t					Total	
0:00 0:00						0:00	
Call Back						CLEAR	
Time in Time ou	t					Total	
0:00 0:00						0:00	
+ ADD CALL BACK							
		ADD FILES					

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.

← васк		Billing	s Clinic Ho Week Details @	spital		Weekly
sun 17 0:00	Mon 18 8:00	тие 19 в.оо	Wed 20 8:00	Thu 21 8:00	Fri 22 8:00	Sat 23 0:00
Regular						CLEAR
Time in Time out	L	REVIE		WEEK		Total
13:30 22:00	0		09/17 - 09/23			8:00
Call off reason		Make sure everythin	g looks good be timesheet	fore submitting your		ADD
Comments		Regular 40:00	On Call 0:00	Call Back 0:00		
Home Health Mileage						
On Call		Add notes				CLEAR
Time in Time out						Total
0:00 0:00		CANCEL		CONFIRM		0:00
Call Back						CLEAR
Time in Time out						Total
0:00 0:00						0:00
+ ADD CALL BACK						

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



_	í												
	(
											Recruiter: El	aine B	ene
	TR	IAC	έE	G	Seorg	je Cos	tanza			Click to se	ign o	* 09	/ 25 /
	0.000		-	_		Emple	iyee Name			Employee Sign	sature	uul -	Date
				В	Billing	is Clin	ic Hos	pital			5	\cup_{-}	
						Fac	ity Name			Manager Sign	ature	-	Date
REGU	AR HOURS	IPLEASE SH	OW TIME WOR	REED IN MILE	TARY TIN	(T)							
	Dette	TRAC IN	TIME CLU	11800	100	THE LANKING ST	HOME	REASON FOR	_		COMMENTS		_
	04/17/05	10000, 010	THE OUT	COPROP.	10	Inc moons	HLTH MR.	CALL OFF			COMMENTS		
BUN	06/18/23	13.00	21.30	69.90		44.44							
TUE	09/19/23	13:30	22:00	00.30		08:00							
WED	09/20/23	13:00	21:30	00.50		08:00							
7141	09/21/23	13.00	21.30	00:30		06:00							
FRI	09/22/23	13.00	22.05	60.90		06.00							
SAT	09/23/23												
			TO	TAL FOR WE	EK	40.00	0						
-													
Notes.													
CALL	HOURS				CALL E	JACK HOU	RS						
	DATE	THE N	TIME OUT	TOTAL ON	TIME IN	TIME OUT	TME	N TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TOTAL
SUN	09/17/23		F	ULL									0.0
MON	09/18/23		-	_								-	-
TUE	09/19/23		-	_	-							-	-
WED	09/20/23		-	_								-	-
THU	09/21/23			_	-								-
FR	09/22/23				-							1	-
	09/23/23			_				-				-	-

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 C Change font

				Elanie Benes
	TRIA	GE	George Costanza	Click to sign * 09 / 25 / 202
			Employee Name	Employee Signature Date
				X Date
		Add you	r signature	LAND .
REGULA	AR HOURS (PLEA		_	
	DATE TH	₿ _№ Draw	🖾 Туре	70
CURI	00/17/22			10
MON	09/18/23 13			
TUE	09/19/23 13			
WED	09/20/23 13			
THU	09/21/23 13			
FRI	09/22/23 13	6	and Restaura	
SAT	09/23/23	× 9	eorge Costanza	
Notes:				
				C Change font
CALL H	OURS			
	DATE TIME	I understand this	is a legal representation of my signature.	Insert N TIME OUT TOTAL CALL
SUN	09/17/23			7(m)
MON	09/18/23			
TUE	09/19/23	100 C		
WED	09/20/23			
THU	09/21/23			
FRI	09/22/23			
	09/23/23			
SAT				

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



TIMECARD O You have completed all required fields. Please click 'Continue Elaine Benes Edit George Costanza * 09 / 25 / 2023 George Costanza TRIAGE **Billings Clinic Hospital** REGULAR HOURS (PLEASE SHOW TIME WORKED IN MILITARY TIME) DATE TIME IN TIME OUT LUNCH TOTAL HOURS REASON FOR CALL OFF COMMENTS HLTH MI SUN 09/17/23 MON 09/18/23 13:00 21:30 00:30 08:00 TUE 09/19/23 13:30 22:00 00:30 08:00 WED 09/20/23 13:00 21:30 00:30 08:00 THU 09/21/23 13:00 21:30 00:30 08:00 FRI 09/22/23 13:30 22:00 00:30 08:00 09/23/23 SAT TOTAL FOR WEEK 40:00 Notes

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

agree Click o	e to be lega on 'I Agree'	ally bound ' to sign th	by this doo is docume	cument an nt.	d the Dropbo	ox Sign Te	erms of Service.	Edit	l agree
								Recruiter: Elai	ne Benes
	тр		E	Ge	orae Cos	tanza	Γ	George Costanza *	09/25/2023
	IR	IAG		00	Emple COS	oyee Name		Employee Signature	Date
				Bill	inas Clin	ic Hos	pital		
				Bill	ings Clin	ic Hos	pital	Manager Signature	Date
EGUL	AR HOURS	(PLEASE SHO TIME IN	W TIME WORK	ED IN MILITAR	TOTAL HOURS	HOME	REASON FOR CALL OFF	Manager Signature COMMENTS	Date
EGULA	AR HOURS DATE 09/17/23	(PLEASE SHO TIME IN	W TIME WORK	ED IN MILITAR	Fac TOTAL HOURS	HOME HLTH MIL	REASON FOR CALL OFF	Manager Signature COMMENTS	Date
SUN	DATE 09/17/23 09/18/23	(PLEASE SHO TIME IN 13:00	TIME WORK	ED IN MILITAR	TOTAL HOURS	HOME H, TH MIL	REASON FOR CALL OFF	Manager Signature COMMENTS	Date
SUN MON TUE	AR HOURS DATE 09/17/23 09/18/23 09/19/23	(PLEASE SHO TIME IN 13:00 13:30	TIME WORK	ED IN MILITAR	TOTAL HOURS 08:00 08:00 08:00	HOME HLTH MIL		Manager Signature COMMENTS	Date
SUN MON TUE WED	DATE 09/17/23 09/18/23 09/19/23 09/20/23	(PLEASE SHO TIME IN 13:00 13:30 13:00	W TIME WORK TIME OUT 21:30 22:00 21:30	ED IN MILITAR	Fac (Y TIME) TOTAL HOURS 08:00 08:00 08:00	HOME H,TH MIL	REASON FOR CALL OFF	Manager Signature COMMENTS	Date
SUN MON TUE WED THU	AR HOURS DATE 09/17/23 09/18/23 09/19/23 09/20/23 09/20/23	(PLEASE SHO TIME IN 13:00 13:30 13:00 13:00	W TIME WORK TIME OUT 21:30 22:00 21:30 21:30	ED IN MILITAR LUNCH 00:30 00:30 00:30 00:30	INGS Clin Fac Y TIME) TOTAL HOURS 08:00 08:00 08:00 08:00	HOME H,TH MIL	REASON FOR CALL OFF	Manager Signature COMMENTS	Date
SUN MON TUE WED THU FRI	AR HOURS DATE 09/17/23 09/18/23 09/19/23 09/20/23 09/20/23 09/21/23	(PLEASE SHO TIME IN 13:00 13:30 13:00 13:00 13:30	TIME WORK TIME OUT 21:30 22:00 21:30 21:30 22:00	ED IN MILITAR LUNCH 00:30 00:30 00:30 00:30 00:30	TOTAL HOURS 06:00	HOME HLTH MIL	REASON FOR CALL OFF	Managar Signature COMMENTS	Date
SUN MON TUE WED THU FRI SAT	AR HOURS DATE 09/17/23 09/18/23 09/20/23 09/20/23 09/21/23 09/22/23	(PLEASE SHO TIME IN 13:00 13:30 13:00 13:00 13:30	W TIME WORK TIME OUT 21:30 22:00 21:30 21:30 22:00	ED IN MILITAR LUNCH 00:30 00:30 00:30 00:30 00:30	Pac Pac TOTAL HOURS 08:00 08:00 08:00 08:00 08:00 08:00 08:00 08:00	HOME HE, TH MIL	REASON FOR CALL OFF	Manager Stynature COMMENTS	Date

12. A message stating, "Thanks for submitting your document!" appears.



13. The homepage will be updated with the timecard status:



Homo	Welcome, George Costanza!		Welcome,	George Costanza!
Home	Billings Clinic Hospital		Billings	Clinic Hospital
History	Assignment Dates 08/01/2023 - 10/28/2023	rî -	History Assignment Dates	08/01/2023 - 10/28/2023
	Current Week 09/17/2023 - 09/23/2023		Current Week	09/17/2023 - 09/23/2023
-	Next Week 09/24/2023 - 09/30/2023 Not Submitted		Next Week Not Submitted	09/24/2023 - 09/30/2023
	DID NOT WORK CREATE TIMECARD		DID NOT WORK	CREATE TIMECARD

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.

← ВАСК		Billin	gs Clinic Hos Week Details @	pital		Weekly
Sun 17 0:00	Mon 18 7:30	Tue 19 0:00	Wed 20 8:00	Thu 21 8:00	Fri 22 8:00	Sat 23 0:00
Regular						CLEAR
Time in Tim 0:00 0	e out Lunch :00 0:00					Total 0:00
Call off reason						ADD
Comments						ADD
Home Health Milea	ge					
On Call						CLEAR
Time in Tim	e out					Total
0:00	:00					0:00

2. From the dropdown, select a reason: Hospital, Personal, Sick, or Other.



← ВАСК		Billin	gs Clinic Hos Week Details 🛛	pital		Weekly
sun 17 0:00	Mon 18 7:30	Tue 19 0:00	Wed 20 8:00	Thu 21 8:00	Fri 22 8:00	Sat 23 0:00
Regular						CLEAR
Time in Time	out Lunch					Total
						0:00
Call off reason			Tuesday 19			ADD
Comments				CLEAR		
Home Health Mileag	le	Call off	reason, if any	-		
On Call		Hospi	tal			CLEAR
Time in Time	out	Perso	nal	- H		Total
	00	Other	C			0:00
Call Back						CLEAR
Time in Time						Tatal

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.

	TIMECAR	D	₽ R	← BACK Strong Memorial Hospital	Weekly
ŵ	Home	Welcome, George Costanza!		Week Details G 13 14 15 16 17 18	тие 19
â	History	Strong Memorial Hospital Assignment Dates 08/13/2023 - 11/18/2023		Regular	CLEAR
		Current Week 09/13/2023 - 09/19/2023 Not Submitted		Time in Time out Lunch	Total
		Next Week 09/20/2023 - 09/26/2023 Not Submitted		0:00 0:00	0:00
		DID NOT WORK CREATE TIMECARD		Call off reason	ADD
				Comments	ADD



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.

← BACK		St	rong Memorial Hos	pital		Weekly
Wed 13	Thu 14	Å I	Your work week has chang Please contact your recruit for assistance.	ed. X ter	Mon 18	10e 19
0:00	0:00	0 0:00	0:00	0:00	0:00	0:00
Regular		/				CLEAR
Time in	Time out L	Lunch				Total
Time in	Time out L	Lunch 0:00				Total 0:00

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.

									¢ ℝ
	← BACK			Billing	S Clinic Hos	spital		Weekly	
	5un 24 0:00		25 8:00	1ue 26 000	27 000	7hu 28 000	29 000	5at 30 000	
	Regular G	This is a	night shift	-				CLEAR	
	Time in	Time out	Lunch					Total	
-	21:00	05:00	0:00					8:00	
	Call off reason							ADD	
	Comments							ADD	
	Home Health I	Alleage							
	On Call							CLEAR	
	Time in	Time out						Total	
		0.00						0:00	
	Call Back							CLEAR	
	Time in	Time out						Total	
	0:00	0:00						0:00	
	+ ADD CALL E	ACK							
				ADD FILES		SUBMIT			

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.

Hazel Hawkins Memorial Hospital					
Assignment Dates	07/24/2023 - 10/21/2023				
Current Week	09/17/2023 - 09/23/2023				
Not Submitted					
Next Week	09/24/2023 - 09/30/2023				
Not Submitted					

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

Welcome, G	eorge Costanza!		
Hazel Hawkins	Memorial Hospital	Welcome, G	eorge Costanza!
Assignment Dates	07/24/2023 - 10/21/2023		5
Current Week Not Submitted	09/17/2023 - 09/23/2023	Hazel Hawkins Assignment Dates	Memorial Hospital
Next Week Not Submitted	09/24/2023 - 09/30/2023	Current Week Did Not Work	09/17/2023 - 09/23/2023
DID NOT WORK	CREATE TIMECARD	Next Week Not Submitted	09/24/2023 - 09/30/2023
Double checking that You won't get pai	t you didn't work this week. d if you select Confirm.	DID NOT WORK	CREATE TIMECARD
CANCEL			

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.



	REVIEW YOUR WEEK 09/17 - 09/23						
Make su	Make sure everything looks good before submitting your timesheet						
	Regular	On Call	Call Back				
	40:00	0:00	0:00				
Select Ma	nager		ADD NEW				
Add notes	5						
C/	ANCEL		CONFIRM				

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

Make s	ure everything) looks good	before submitti	ing your
		timesheet		
	Regular	On Call	Call Back	
	40:00	0:00	0:00	
				CANC
Manager Fu	ull Name* —			
Mary Wi	shard			
Mary Wis	shard 🚽			
Mary Wis Manager Er mary.wis	shard mail* shard@nlem	nmc.com	-	
Mary Wis Manager Er mary.wis	shard mail* shard@nlem	nmc.com	-	
Mary Wis Manager Er mary.wis Add notes	shard mail*	nmc.com	-	
Mary Wis Manager Er mary.wis Add notes	shard mail* shard@nlem	nmc.com	-	
Mary Wis Manager Er mary.wis	shard mail*	nmc.com	-	
Mary Wis Manager Er mary.wis - Add notes	shard@nlem	nmc.com	-	

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.



	-								Recruiter: Ela	ine Benes
			_	0	0			Games	Restaura	* 10 / 02 / 2022
	ΤR	IAG	iΕ	Ge	orge Cos	tanza		George	Coelanza	
				Nort	hern Light Faste	m Maine M	Aedical Center	Employe	e Signature	Date
					Faci	lity Name		Manage	er Signature	Date
REGU	LAR HOURS	(PLEASE SHO	W TIME WORK	ED IN MILITAI	RY TIME)					
	DATE	TIME IN	TIME OUT	LUNCH	TOTAL HOURS	HOME	REASON FOR		COMMENTS	
SUN	09/24/23					The Ivin	CALL OFF			
MON	09/25/23	08:00	16:30	00:30	08:00					
TUE	09/26/23	08:00	16:30	00:30	08:00					
WED	09/27/23	07:00	15:30	00:30	08:00					
THU	09/28/23	08:00	16:30	00:30	08:00					

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



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



												Continue
You have	completed a	II required f	ields. Please	clic <mark>k 'Con</mark> ti	nue'.							>
	1									Recruiter:	Elain	e Benes
	TR	IAG	Е	Ge	eorge Cos	stanza		4	George	Costanza		10 / 02 / 2023
					Empk	oyee Name			Employe	Signature	4	Date
				Nort	hern Light Easte	ern Maine M	ledical Center		Cosmo	oramer	^	10 / 02 / 2023
					Faci	lity Name			Manage	er Signature	9.	Date
REGUL	AR HOURS	(PLEASE SHO	W TIME WORKI	ED IN MILITAI	RY TIME)		/					
	DATE	TIME IN	TIME OUT	LUNCH	TOTAL HOURS	HOME HLTH MIL	REASON FOR CALL OFF			COMMEN	ITS	
SUN	09/24/23											
MON	09/25/23	08:00	16:30	00:30	08:00							
TUE	09/26/23	08:00	16:30	00:30	08:00							
WED	09/27/23	07:00	15:30	00:30	08:00							

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

Northern Light E	astern Maine Medical enter	Northern Light Eastern Maine Medic Center				
Assignment Dates	07/31/2023 - 10/29/2023	Assignment Dates	07/31/2023 - 10/29/2023			
Current Week Signature Submitted	09/24/2023 - 09/30/2023	Current Week Received	09/24/2023 - 09/30/2023			
Next Week Not Submitted	10/01/2023 - 10/07/2023	Next Week Not Submitted	10/01/2023 - 10/07/2023			
DID NOT WORK	CREATE TIMECARD	DID NOT WORK	CREATE TIMECARD			

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.



Regular	CLEAR	+ (D	Precept/	Charge legular I	hours e	xceed	b
Time in Time out Lunch	Total	10	Han 11	Tur 12	wed	Thu 14	15	54
15:00 23:00 00:30	7:30	000	7.30	0.00	0.00	0.00	0.00	0:00
Call off reason	ADD	Reg	ular					CLEAR
Comments	ADD	Time	ein T	23:00	Lun	ch 30		Total
	0770	Call of	freasion		200			ADD
Precept/Charge	07:30	Comm	ents					ADD
Iome Health Mileage	0	Preces	pt/Charge	i.				07:45
		Home	Health M	lleage				0

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.

Regular		CLEAR
Time in Time	out Lunch	Total
06:00 15:0	00:30	8:30
Call off reason		ADD
Comments		ADD
Precept/Charge		0:00
Home Health Mileag	•	15

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:

