



Contents *(click title to jump to section)*

Why is this important?	1
What is the overall workflow?	1
How do I...?	2
Receive STT login credentials	2
Register for STT using a unique Staff Time Tracker Access Code	2
Log in to STT using login credentials	4
Navigate the STT homepage	5
Edit Location	5
Clock in.....	5
Start meal break	6
Answer/edit meal break attestation	6
End meal break	7
Clock out	7
Edit a timeslip	8
Add a document	11
Use the float functionality	12
What are my internal procedures?	14

Why is this important?

In ShiftWise Flex, Healthcare Delivery Organizations (“HDOs”) have the option to use ShiftWise Staff Time Tracker (“STT”), an online tool that allows contingent labor (“staff”) to enter the shift hours they’ve worked.

Hours entered by staff into STT must be accurate to ensure timely payment.

What is the overall workflow?

When staff enters time in STT, the overall process is:

Log in using ShiftWise login credentials → Clock in to shift → Enter meal breaks → Clock out of shift → Timeslip is created.

The ability to access STT depends on whether the HDO decides to utilize this feature. If so, your staffing agency (“Supplier”) must provide you with a Staff Time Tracker Access Code to register. If a field or feature described below does not appear or is disabled, contact your Supplier or call ShiftWise Customer Support at 1.866.399.2220.

STAFF | Staff Time Tracker (Staff)

How do I...?

Receive STT login credentials

The ability to log in to STT depends on two things:

1. The HDO where you work must choose to utilize STT. Again, this is optional and not all HDOs use it.
2. If the HDO does use STT, your Supplier must first edit your Staff Profile within ShiftWise Flex to grant you access (instructions for Suppliers: locate staff on the Staff page, click the pencil icon to access the Edit Staff window, then scroll to the bottom and click the Enable Staff Time Tracker toggle button, take note of the unique Staff Time Tracker Access Code and the exact spelling of the First Name and Last Name fields).

Depending on your Supplier's preference, it may either:

- a. Provide you with the unique Staff Time Tracker Access Code displayed within the Edit Staff window, along with the exact spelling of your first and last name, so you can register for STT yourself (recommended), or
- b. Create login credentials and register for STT on your behalf.

Contact your Supplier to learn whether the HDO where you work uses STT and to request access.

 *Staff Time Tracker Access Codes are distinct to each Supplier. If you work for multiple Suppliers, or if you worked for a different Supplier in the past, you must create a unique username for each agency.*

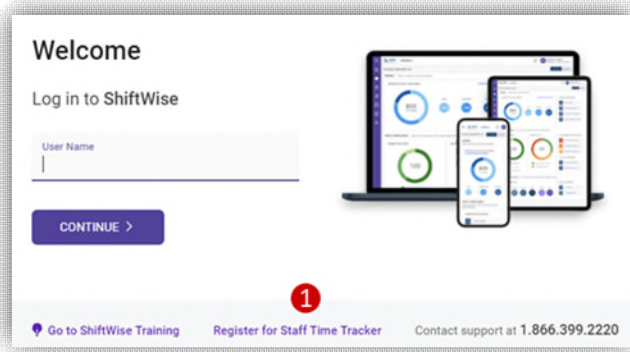
Register for STT using a unique Staff Time Tracker Access Code

To register for STT using the unique Staff Time Tracker Access Code provided by your Supplier:

1. Navigate to [ShiftWise](#), then click the "Register for Staff Time Tracker" link to begin building your STT credentials.

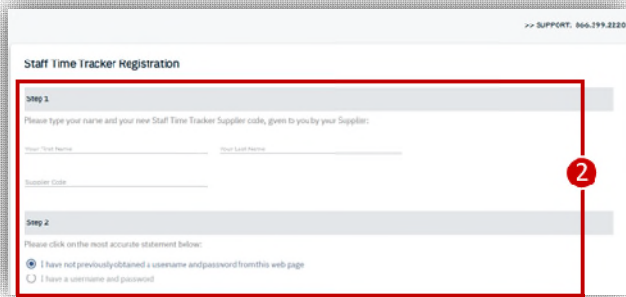


For best results, use Google Chrome as your Internet browser.



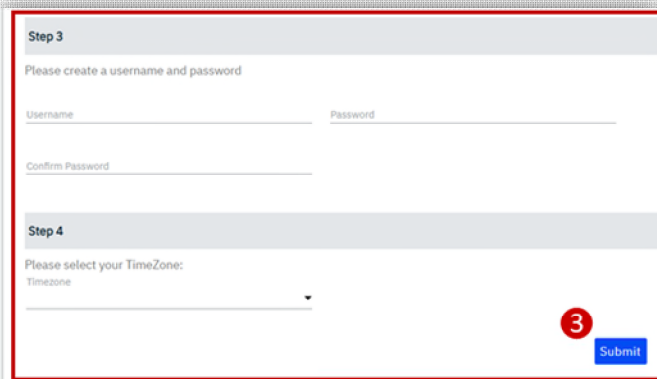
STAFF | Staff Time Tracker (Staff)

2. On the **Staff Time Tracker Registration** page, input information in Steps 1 & 2 (fields defined below):



Field Name	Description
<i>Step 1) Please type your name and your new Staff Time Tracker Access Code, as given to you by your Supplier:</i>	
Your First Name	Enter your first name <u>exactly</u> how your Supplier input it within your ShiftWise Flex Staff Profile.
Your Last Name	Enter your last name <u>exactly</u> how your Supplier input it within your ShiftWise Flex Staff Profile.
Supplier Code	Enter the unique Staff Time Tracker Access Code provided to you by your Supplier. If you do not have the code, please contact your Supplier and request it.
<i>Step 2) Please click on the most accurate statement below:</i>	
I have not previously obtained a username and password from this web page	Select this option to register for STT. If you work for multiple Suppliers, or worked for a different Supplier in the past, you must create a unique username for each agency.

3. After completing the above, Steps 3 & 4 display. Complete these fields next, then click the Submit button to save:



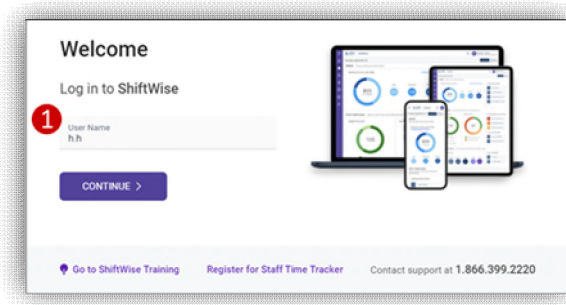
STAFF | Staff Time Tracker (Staff)

Field Name	Description
<i>Step 3) Please create a username and password:</i>	
Username:	Create a unique username. Again, if you work for multiple Suppliers, you must create a unique username for each agency. Do not repeat a previously used username.
Password:	Your password must contain between 12–64 characters (numbers or alpha/special characters are not required). Common passwords (e.g., “Password1!”) are rejected.
Confirm Password:	Type your password again.
<i>Step 4) Please select your Time Zone:</i>	
Time Zone:	Select the Time Zone in which you work.
Submit	When you are satisfied with your credentials, click the Submit button.

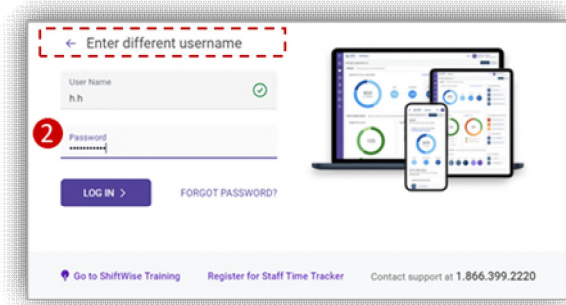
Log in to STT using login credentials

After you’ve created/obtained your STT login credentials, follow these steps to log in:

1. Navigate to [ShiftWise](#), then enter your User Name and click the CONTINUE button.



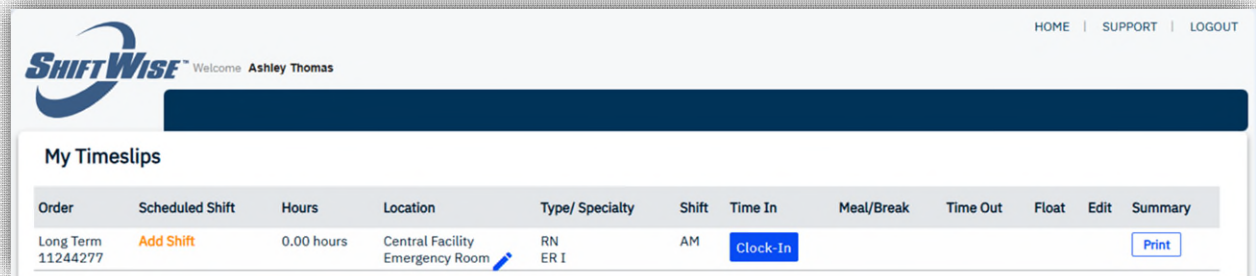
2. On the following screen, enter your password and click the LOG IN button.



As highlighted in the above screenshot, if you work with multiple Suppliers and have multiple STT logins, you can click the “Log in with a different username” link to enter credentials related to that agency.

STAFF | Staff Time Tracker (Staff)

Once logged in, the **My Timeslips** page reflects your booked orders and timeslips (limited to the past six days).



Navigate the STT homepage

Edit Location

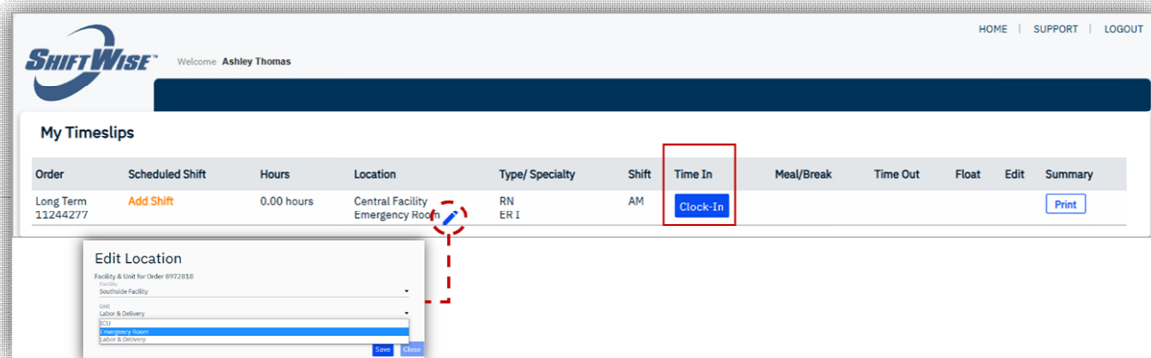
HDOs may grant users the ability to edit the Location prior to clocking in. If you've been asked by the HDO to change your Location, click the blue pencil Edit icon and make the adjustment *before* clocking in for your shift (selection options are limited to the Facility/Unit where you are booked).

If at any point you change your Location, that selection is retained for all future shifts. Double check the Location field is accurate prior to your daily clock in.

If you forget to change your Location prior to clocking in, you must edit the timeslip and change the Location via the **Timeslip Edit** page (see the below section [Edit a timeslip](#) for additional information).

Clock in

To clock in, locate the line item for the shift you are currently working. Under the Time In column, click the Clock-In button.

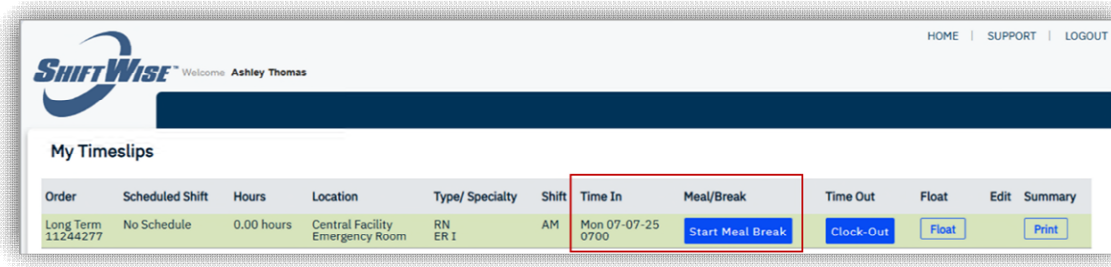


If you do not see a Clock-In button, check with the HDO that you are using a computer that permits clocking in and out of STT.

STAFF | Staff Time Tracker (Staff)

Start meal break

Once clocked in, the line item is highlighted green, the clock-in date & time is captured under the Time In column, and a Start Meal Break button displays. Click the Start Meal Break button and its subsequent End Meal Break button for every break taken during your shift.



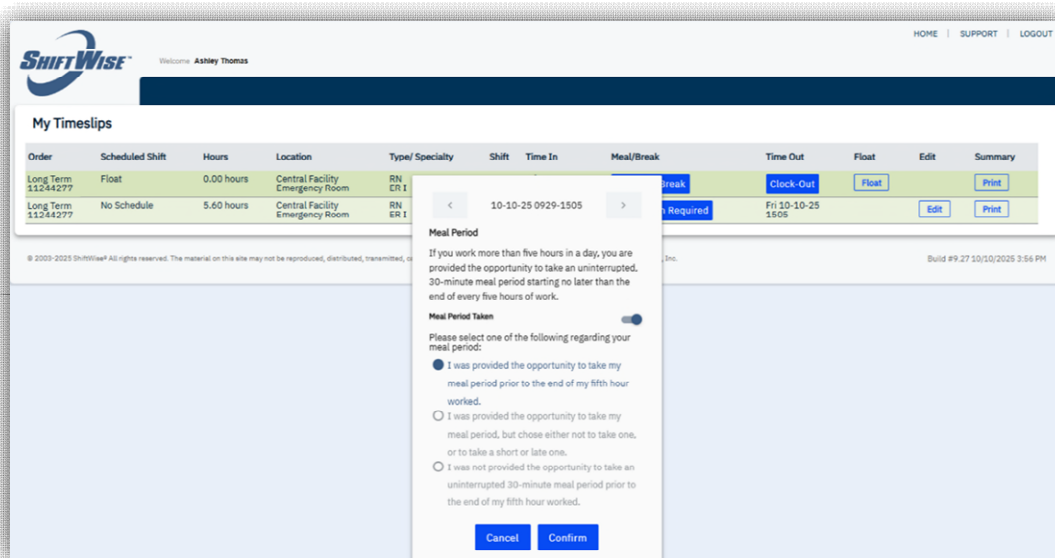
If the HDO entered a Meal Duration when creating the order, clicking the Start Meal Break/End Meal Break buttons nullifies that value. Manually clocking in and out for breaks within Staff Time Tracker captures the actual time taken.

Answer/edit meal break attestation

HDOs may require staff to attest to taking a meal period after every five hours worked. If more than five hours have passed between clocking in and starting your meal break, the following attestation window appears after clicking the Start Meal Break button. You must select and confirm one of the following options:

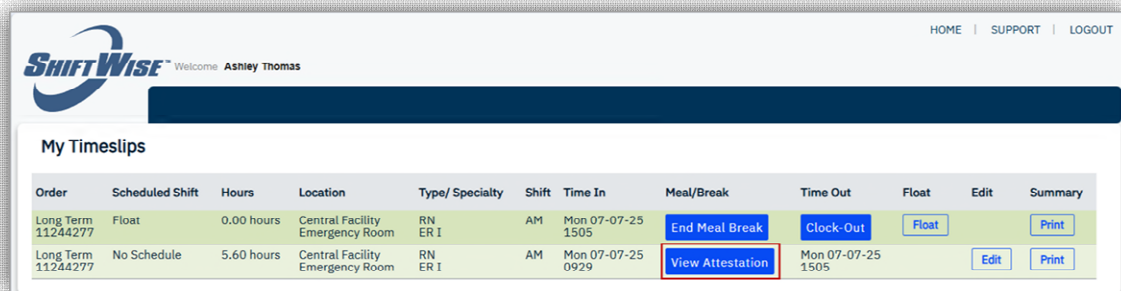
If you work more than five hours in a day, you are provided the opportunity to take an uninterrupted, 30-minute meal period starting no later than the end of every five hours of work.

- I was provided the opportunity to take my meal period prior to the end of my fifth hour worked.*
- I was provided the opportunity to take my meal period, but chose either not to take one, or to take a short or late one.*
- I was not provided the opportunity to take an uninterrupted 30-minute meal period prior to the end of my fifth hour worked.*



STAFF | Staff Time Tracker (Staff)

After clicking Confirm, the Meal/Break column includes a View Attestation button. Click it to review or edit your response.



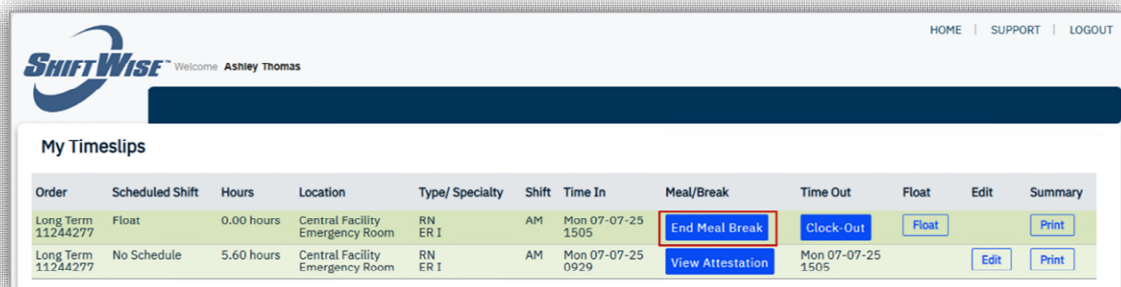
Order	Scheduled Shift	Hours	Location	Type/ Specialty	Shift	Time In	Meal/Break	Time Out	Float	Edit	Summary
Long Term 11244277	Float	0.00 hours	Central Facility Emergency Room	RN ER I	AM	Mon 07-07-25 1505	End Meal Break	Clock-Out	Float		Print
Long Term 11244277	No Schedule	5.60 hours	Central Facility Emergency Room	RN ER I	AM	Mon 07-07-25 0929	View Attestation	Mon 07-07-25 1505		Edit	Print

IMPORTANT:

- This feature can be configured on a facility-by-facility basis and may not apply to all locations.
- Only STT staff can edit meal attestations; HDO and Supplier users cannot make edits on your behalf.
- The list of timeslips on the [My Timeslips](#) page is limited to the past six days. If an attestation is not edited within this timeframe, it can no longer be modified.

End meal break

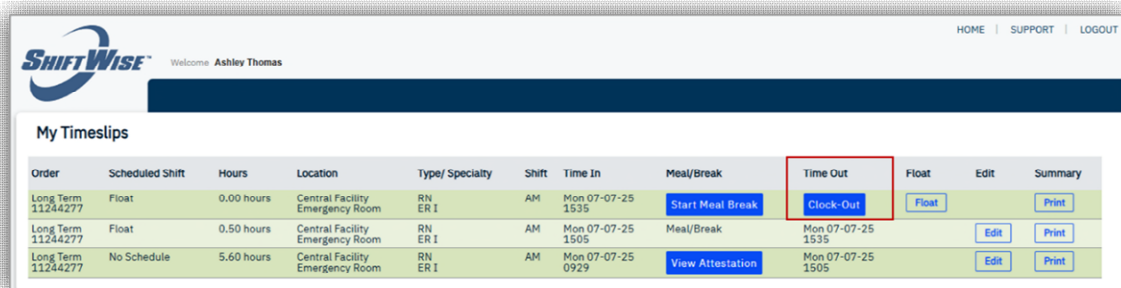
When your break is finished, click the End Meal Break button.



Order	Scheduled Shift	Hours	Location	Type/ Specialty	Shift	Time In	Meal/Break	Time Out	Float	Edit	Summary
Long Term 11244277	Float	0.00 hours	Central Facility Emergency Room	RN ER I	AM	Mon 07-07-25 1505	End Meal Break	Clock-Out	Float		Print
Long Term 11244277	No Schedule	5.60 hours	Central Facility Emergency Room	RN ER I	AM	Mon 07-07-25 0929	View Attestation	Mon 07-07-25 1505		Edit	Print

Clock out

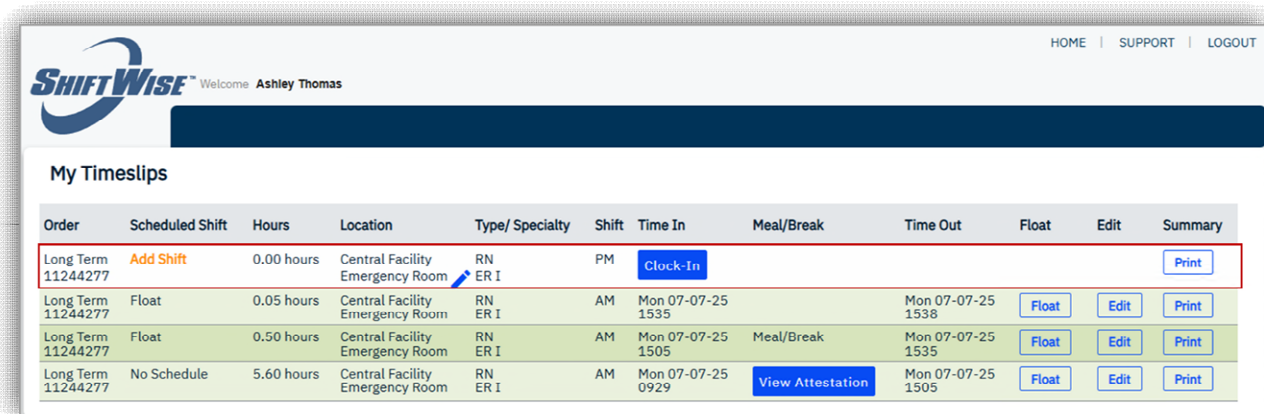
After you have entirely finished your workday, log back in to ShiftWise and locate the shift for which you are currently working. Under the Time Out column, click the Clock-Out button:



Order	Scheduled Shift	Hours	Location	Type/ Specialty	Shift	Time In	Meal/Break	Time Out	Float	Edit	Summary
Long Term 11244277	Float	0.00 hours	Central Facility Emergency Room	RN ER I	AM	Mon 07-07-25 1535	Start Meal Break	Clock-Out	Float		Print
Long Term 11244277	Float	0.50 hours	Central Facility Emergency Room	RN ER I	AM	Mon 07-07-25 1505	Meal/Break	Mon 07-07-25 1535		Edit	Print
Long Term 11244277	No Schedule	5.60 hours	Central Facility Emergency Room	RN ER I	AM	Mon 07-07-25 0929	View Attestation	Mon 07-07-25 1505		Edit	Print

STAFF | Staff Time Tracker (Staff)

After you clock out, the system automatically submits your timeslip for HDO approval and next steps. For a non-Per Diem assignment, which lasts for more than one day, you'll see a new line item appear with another Clock-In button. This is so you may clock in for your *next* shift.



Order	Scheduled Shift	Hours	Location	Type/ Specialty	Shift	Time In	Meal/Break	Time Out	Float	Edit	Summary
Long Term 11244277	Add Shift	0.00 hours	Central Facility Emergency Room	RN ER I	PM	Clock-In					Print
Long Term 11244277	Float	0.05 hours	Central Facility Emergency Room	RN ER I	AM	Mon 07-07-25 1535		Mon 07-07-25 1538	Float	Edit	Print
Long Term 11244277	Float	0.50 hours	Central Facility Emergency Room	RN ER I	AM	Mon 07-07-25 1505	Meal/Break	Mon 07-07-25 1535	Float	Edit	Print
Long Term 11244277	No Schedule	5.60 hours	Central Facility Emergency Room	RN ER I	AM	Mon 07-07-25 0929	View Attestation	Mon 07-07-25 1505	Float	Edit	Print

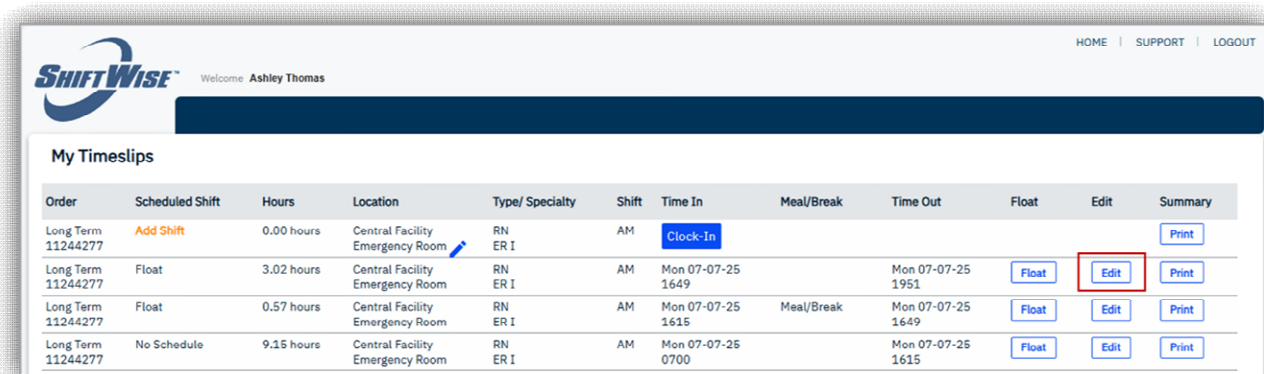


If you forget to clock out at the end of your shift for the day, the Clock-Out button displays only through the following day. Click Clock-Out and then edit the timeslip's End time (enter the value in military time). See the below section [Edit a timeslip](#) for step-by-step instructions on editing a timeslip.

Edit a timeslip

There may be times when you need to edit your timeslip. This function is only available if the HDO allows staff members to edit timeslips. In addition, you may edit a timeslip only if you clocked into your shift on that date. Timeslips can only be edited for the prior six days. Follow these steps to edit timeslips:

1. Log in to [ShiftWise](#).
2. Locate the line item for the timeslip you'd like to modify.
3. Under the Edit column, click the Edit button.



Order	Scheduled Shift	Hours	Location	Type/ Specialty	Shift	Time In	Meal/Break	Time Out	Float	Edit	Summary
Long Term 11244277	Add Shift	0.00 hours	Central Facility Emergency Room	RN ER I	AM	Clock-In					Print
Long Term 11244277	Float	3.02 hours	Central Facility Emergency Room	RN ER I	AM	Mon 07-07-25 1649		Mon 07-07-25 1951	Float	Edit	Print
Long Term 11244277	Float	0.57 hours	Central Facility Emergency Room	RN ER I	AM	Mon 07-07-25 1615	Meal/Break	Mon 07-07-25 1649	Float	Edit	Print
Long Term 11244277	No Schedule	9.15 hours	Central Facility Emergency Room	RN ER I	AM	Mon 07-07-25 0700		Mon 07-07-25 1615	Float	Edit	Print

STAFF | Staff Time Tracker (Staff)

On the **Timeslip Edit** page, the following fields may be available for modification. Editable fields are at the discretion of the HDO:

ShiftWise
Welcome Courtney West

Timeslip Edit - Long Term

Timeslips for Work on Order 13014863 for AM on 10/13/25 Central Facility

Staff: Courtney West Organization: Standard Vendor
Unit: Home Health Order Period: 02/01/25-11/28/25
Cost Center: 479847 - HH Duration: 305 days
Type: RN Mealtime: 30
Specialty: Home Health

Timeslip	Unit / Cost Center	Type / Specialty	Time / Meal	Date / Shift	Bill Codes	Bill Status
29418133-S	Home Health 479847 - HH Comment: 10/14/2025 1137 POT Courtney West	RN Home Health	1010 - 1533 View Attestation Added mileage for todays shift	10/13/2025 Mon AM	Std: 5.38 Mileage: 1.00	Submitted Courtney West EDITING
29418228-S	Home Health 479847 - HH	RN Home Health	1533 - 1900	10/13/2025 Mon AM	Meal Break: 3.45	Submitted Courtney West Edit

TOTALS
Total Hours: 8.83
Add Float

Timeslip 29418133-S Last modified by: Courtney West

Facility: Central Facility
Unit: Home Health
Cost Center: 479847 - HH
Type: RN
Specialty: Home Health

Shift Date: 10/13/2025
Shift: AM

Start: 1010
End: 1533
Mealtime: 0 min
Hours worked: 5.38

Now
Recalc Hours
View Attestation

Bill Hours
Code: Standard
Hours: 5.38

Bill Expenses
Code: Mileage Rate
Units: 1.00
Edit Delete Add

Comments: Add Note

Status: Submitted
Update Update & Return Cancel Cancel & Return



Upon clicking Start Meal Break/End Meal Break for every break taken during your shift, the Bill Hours section reflects a "Meal Break" code.

Field Name	Description
Facility	The facility in which you worked.
Unit	The unit in which you worked.
Type	Your resource type.
Specialty	Your specialty type.
Shift Date	The date when the shift was <i>actually worked</i> . ⚠ You are unable to add shifts more than 24 hours after the fact.
Shift	The type of shift worked, such as <i>NOC</i> (overnight), <i>AM</i> , or <i>PM</i> .
Start	The time when you started the shift (specified in military time). - Click the Now button to populate this field with the current time. - Click the Recalc Hours button after changing this value or the End value.
End	The time when you ended the shift (specified in military time). - Click the Now button to populate this field with the current time. - Click the Recalc Hours button after changing this value or the Start value.

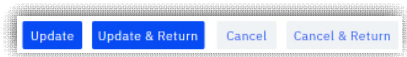
STAFF | Staff Time Tracker (Staff)

Field Name	Description
Mealtime	The number of minutes for your meal break. Click the Recalc Hours button after changing this value. You are unable to add shifts more than 24 hours after the fact.  After clicking Start Meal Break/End Meal Break buttons for every break taken during your shift, this Mealtime field will display zero (0), as each meal break is captured in the system as an individual line item.
Hours Worked	The total hours worked for the shift. This value will auto-calculate based on Start and End times entered.
Recalc Hours	Button for updating the Bill Hours section based on the hours worked.  You must click the Recalc Hours button to update the Billable Hours section on this page. If you add new line items in either the Bill Hours section or the Bill Expenses section and then click the Recalc Hours button, those new additions will be deleted.
View Attestation	A button that is available when the Facility requires staff to attest to taking a meal period after every five hours worked, described above in the section titled Answer/edit meal break attestation. Clicking it opens the meal attestation window where you can view or edit previous attestations. Only staff can edit attestations. Note: If you edit your timeslip and the recalculated Hours Worked field exceeds five hours, the meal attestation window will open and you must select the appropriate radio button.
Bill Expenses > Code	The expense code name for this item (for example, Meals, Mileage, etc.). In Edit or Add mode, choose an expense code name from the drop-down list.
Bill Expenses > Units	The number of units (for example, the number of meals taken, miles driven, etc.) that apply to this line item. In Edit or Add mode, type the number of units that apply.
Edit	Button to adjust a set of Bill Expenses. After clicking Edit in the corresponding row you'd like to modify, a Save button and Cancel button appear. Upon making changes, click Save.  Changing the selection in the Code field automatically repopulates the Rate field according to the bill rate rules set up for each code.
Delete	Button to delete that row.
Add Button	Button to add a new line item. After clicking Add, a Save button and Cancel button will appear. Upon making the addition, click Save.

STAFF | Staff Time Tracker (Staff)

Field Name	Description
Add Hyperlink	After adding a Bill Expense, a link to open a window in which you can upload supporting documentation.
Comments	This field can be utilized to add comments to the timeslip approver.

- Once modifications are made, click the Recalc Hours button to update your timeslip. Again, if entering Bill Expenses, click the Recalc Hours button before entering expenses.
- It's recommended you enter a message into the Comment field to justify the edit, then click the Add Note button.
- Finally, in the lower right corner, click the appropriate action button.



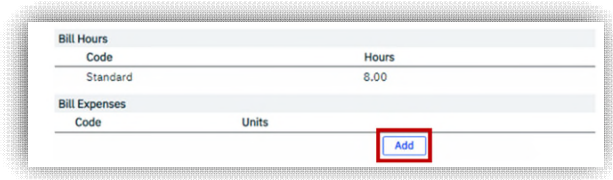
- Upon saving the timeslip, the system automatically routes your timeslip for HDO approval and next steps.

Add a document

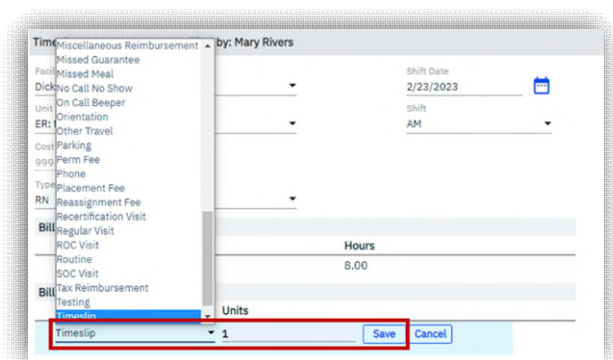
When editing a timeslip, the HDO may request that you add a supporting document. As with all functionalities, this option is at the discretion of the HDO.

Follow these steps to add a file:

- Log in to [ShiftWise](#).
- Locate the line item for the timeslip you'd like to modify.
- Under the Edit column, click the Edit button.
- Scroll down to the Bill Expenses section and click the Add button.



- Select the Code requested by the HDO from the drop-down menu, enter a value within the Units field, and click the Save button.



STAFF | Staff Time Tracker (Staff)

6. In the lower right corner, click the Update button. An Add link then displays. Click the link to upload a file.

The screenshot shows the 'Staff Time Tracker' form. It has two main sections: 'Bill Hours' and 'Bill Expenses'. The 'Bill Hours' section has a table with 'Code' and 'Hours' columns, showing 'Standard' with '8.00' hours. The 'Bill Expenses' section has a table with 'Code' and 'Units' columns, showing 'Timeslip' with '1.00' units. Below the 'Timeslip' row are 'Edit', 'Delete', and 'Add' buttons. A red arrow points from the 'Add' link to the 'Update' button in the bottom right corner. The 'Update' button is highlighted with a red box. Other buttons include 'Update & Return', 'Cancel', and 'Cancel & Return'. There is also an 'Add Note' button and a 'Comments' field.

8. Upon adding the file, the document icon displays.
9. It's recommended you enter a message into the Comment field to justify why you edited the timeslip. Click the Add Note button to save.
7. When finished, click the Update & Return button to return to the [My Timeslips](#) page.

The screenshot shows the 'Staff Time Tracker' form after a file has been added. The 'Bill Expenses' table now shows a document icon next to the 'Timeslip' row. The 'Add Note' button is highlighted with a red box. The 'Update & Return' button is also highlighted with a red box. The 'Comments' field is now visible and empty. The 'Status' dropdown is set to 'Submitted'.

Use the float functionality

There may be times when your assignment changes mid-shift, perhaps to work in a different location of the HDO based on demand. Floating is a function staff can use when clocking in and is only available if an HDO has enabled this feature.

Follow these steps to indicate a float:

1. Log in to [ShiftWise](#).
2. Click the Clock-In button to clock into your shift.

The screenshot shows the 'ShiftWise' 'My Timeslips' page. The header includes the ShiftWise logo, 'Welcome Helen Burns', and links for HOME, SUPPORT, and LOGOUT. The main content is a table with the following columns: Order, Scheduled Shift, Hours, Location, Type/ Specialty, Shift, Time In, Time Out, Float, Edit, and Summary. The first row shows 'Long Term 3366509' with an 'Add Shift' link, '0.00 hours' (Meal: 0 min), 'Dickensian Clinical Facility ER: Nursing', 'RN ER I', 'AM', and a 'Clock-In' button. There is also a 'Print' button in the Summary column.

STAFF | Staff Time Tracker (Staff)

3. Locate the line item for the shift you are currently working (highlighted in green).
4. Under the Float column, click the Float button.

Shift	Time In	Time Out	Float	Edit	Summary
AM	Mon 02-15-21 0630	Clock-Out	Float		Print

5. Clicking the Float button creates a brand new line item on the existing timeslip above the existing line item. When your shift is finished, click the Clock-Out button.

Shift	Time In	Time Out	Float	Edit	Summary
AM	Mon 02-15-21 0630	Mon 02-15-21 0930		Edit	Print
AM	Mon 02-15-21 0930	Clock-Out	Float		Print

6. At this time, you can now click the Edit button to modify the necessary fields related to the Float. This step may not be available to all staff.



For step-by-step instructions on editing, see the section in this document titled [Edit a timeslip](#).

7. Once modifications are made, click the Recalc Hours button to update your timeslip.
8. Finally, in the lower right corner, click the appropriate action button.

Update	Update & Return	Cancel	Cancel & Return
------------------------	-------------------------------------	------------------------	-------------------------------------

9. Upon saving the timeslip, the system automatically routes your timeslip for HDO approval and next steps.



You are able to use this feature only for the current shift.

STAFF | Staff Time Tracker (Staff)

What are my internal procedures?

[This page is provided for your organization to include internal procedures. The content expressed hereafter is not written by ShiftWise and is the responsibility of your organization. For assistance with internal procedures, please contact your Supplier.]