

EDIT A TIMESLIP (HEALTHCARE DELIVERY ORGANIZATIONS “HDOs”)

Need to edit a Timeslip? Follow the below steps.

Write down the name of the staff member booked to the order. If possible, also write down/copy the timeslip number. When ready:

1. Click the [Timeslips](#) tab.
2. In the Search area, enter the Timeslip Number and/or the staff's First and Last Name (partial or full). Then, click the Search button. If you do not know this information, use the remaining fields to narrow results.



Status defaults to Submitted and Disputed, which are the best settings to locate an editable timeslip. Expand or clear the From/To date range to broaden results.

3. Click the blue pencil Edit icon (✎) to edit.



Your ability to add timeslips depends on the user rights assigned to you. If you do not have the necessary user rights, contact your organization's ShiftWise Administrator.

4. From the [Timeslip Edit](#) page, modify the necessary fields within this section, then click the Recalc Hours button.



For Long Term timeslips, the Shift Date defaults to the last date of the contract; adjust as needed. Enter Start/End in military time.

5. Add or modify Bill Hours and Bill Expenses. Click the [Add](#) link to upload documents. It's also recommended to Add Note.



If you add new line items within Bill Hours and/or Bill Expenses before clicking the Recalc Hours button, those new additions will be deleted.

6. If necessary, change the Status (e.g., Approved, Disapproved).
7. Click the appropriate action button to finish.

Bonuses:

8. Click the Resources tab for additional learning content.
9. For Long Term orders, click Add Shift to add a new timeslip related to the order.

Timeslips can be edited up until the moment your organization approves. Upon approval, the system includes it within a pending Supplier statement, which is then reviewed by your associated Supplier (staffing agency). If necessary, the Supplier can dispute timeslips from the statement, which your organization must then review and re-approve. When all timeslips on the statement are accurate, the Supplier must accept the charges and submit it to your organization for final approval. An Invoice number is then generated.