

CLOCK IN & OUT OF STAFF TIME TRACKER — PC VIEW (STAFF)

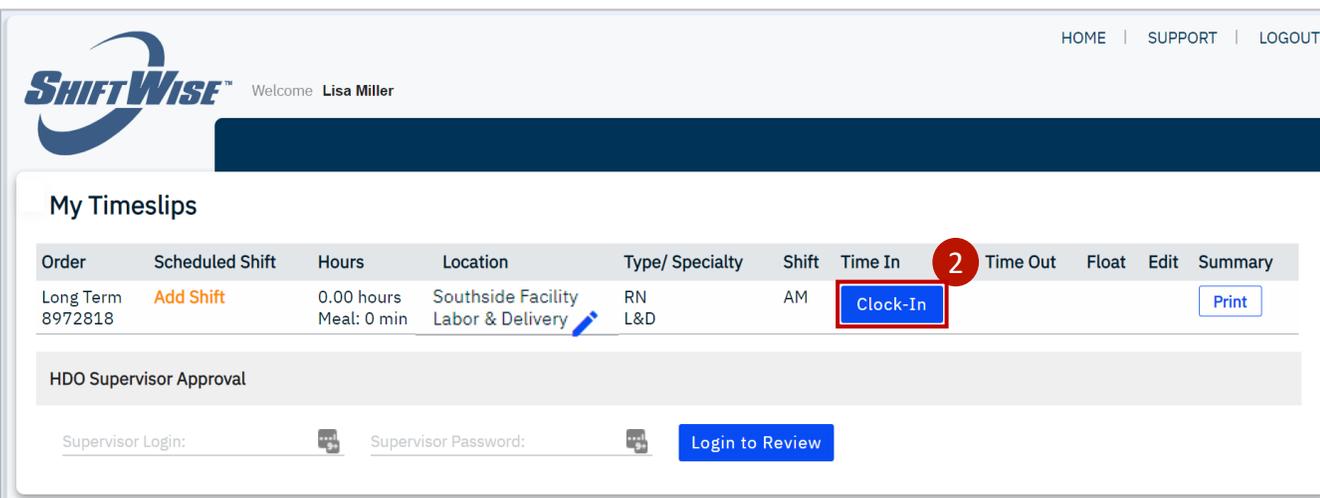
Clocking in and out of ShiftWise Staff Time Tracker on a PC? Follow these steps (mobile view on following page).

When booked to a Healthcare Delivery Organization (“HDO”) that utilizes ShiftWise Staff Time Tracker (“STT”), you’ll clock in and out of your shifts using the system. **Register for STT prior to starting your assignment** (reference the [Register for STT](#) QRG to learn how).

1. Navigate to [ShiftWise VMS](https://secure.shiftwise.net/esp/login/login.aspx) (https://secure.shiftwise.net/esp/login/login.aspx). On the login page, enter the username you created upon registering for STT and click Next. From there, you’ll be asked to enter your password.



2. Logging in for the first time, your booked order will appear on the [My Timeslips](#) page. At the beginning of your shift, click the Clock-In button.

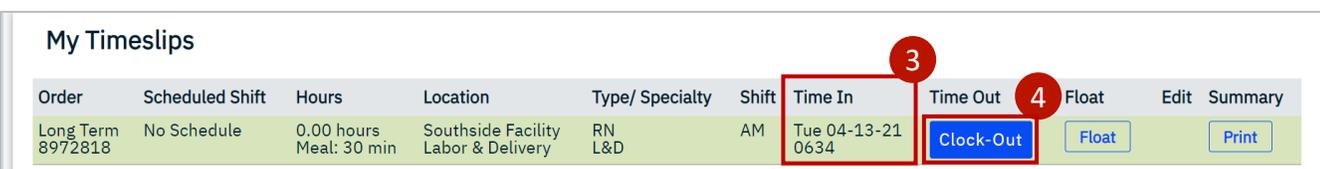


HDOs may grant users the ability to edit the Location prior to clocking in. If you’ve been asked by the HDO to change your Location, click the blue pencil Edit icon and make the adjustment before clocking in for your shift (options are limited to the Facility/Unit where you are booked). Upon changing your Location, that selection will be retained for all future shifts; double-check Location accuracy 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.

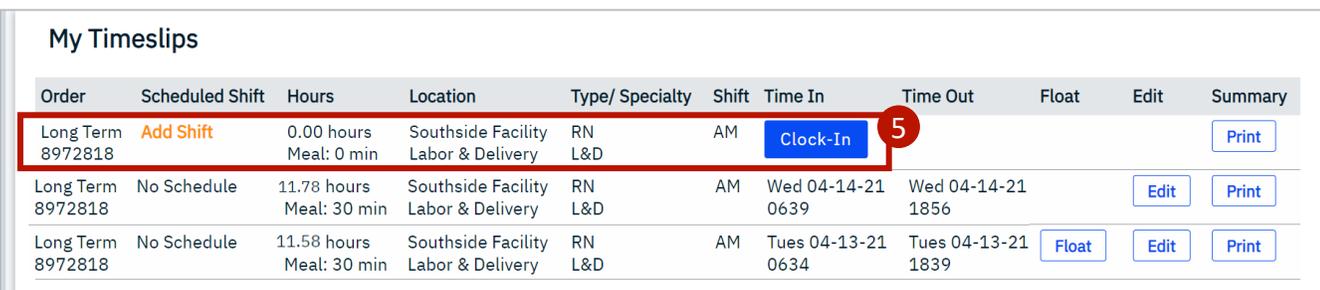
The HDO Supervisor Approval area on this page is for HDO use only.

3. After clicking the Clock-In button, the row turns green, and the clock-in date & time displays under the Time In column.

Every time you click a Clock-In and Clock-Out button, the date & time are captured under the Time In and Time Out columns.



4. At the end of your day, log in and click the Clock-Out button. **Review dates & hours at the end of every shift for accuracy.**



5. The next time you log in for a shift, you’ll see “Add Shift” in the Scheduled Shift column. Click its corresponding Clock-In button to clock in for the new day.

As the workweek progresses, timeslip entries will stack one on top of the other in descending date order. Only entries from the past six days will display.

CLOCK IN & OUT OF STAFF TIME TRACKER — MOBILE DEVICE VIEW (STAFF)

Clocking in and out of ShiftWise Staff Time Tracker on a mobile device? Follow these steps (PC view on prior page).

When booked to a Healthcare Delivery Organization (“HDO”) that utilizes ShiftWise Staff Time Tracker (“STT”), you’ll clock in and out of your shifts using the system. **Register for STT prior to starting your assignment** (reference the [Register for STT](#) QRG to learn how).

Log in to [ShiftWise VMS](https://secure.shiftwise.net/esp/login/login.aspx) (<https://secure.shiftwise.net/esp/login/login.aspx>).

1. Logging in for the first time, your booked order will appear on the [My Timeslips](#) page. At the beginning of your shift, click the Clock-In button.

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 (options are limited to the Facility/Unit where you are booked). Upon changing your Location, that selection will be retained for all future shifts; double-check Location accuracy 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.

The HDO Supervisor Approval area on this page is for HDO use only.

2. After clicking the Clock-In button, the entry turns green, and the clock-in date & time is now displayed in the row labeled Time In.

Every time you click Clock-In and Clock-Out, the date & time are captured in the Time In and Time Out rows. On mobile devices, these rows are particularly helpful in identifying which timeslip is which.

3. At the end of your day, log in and click the Clock-Out button. **Review dates & hours at the end of every shift for accuracy.**

4. The next time you log in for a shift, you’ll see “Add Shift” in the Scheduled Shift row. Click its corresponding Clock-In button to clock in for the new day.

As the workweek progresses, timeslip entries will stack one on top of the other in descending date order. Only entries from the past six days will display.

ShiftWise HOME SUPPORT LOGOUT

My Timeslips

Order	Long Term 8972818
Scheduled Shift	Add Shift
Hours	0.00 hours Meal: 0 min
Location	Southside Facility Labor & Delivery
Type/Specialty	RN L&D
Shift	AM
Time In	Clock-In 1
Time Out	
Float	Float
Edit	
Summary	Print

HDO Supervisor Approval

Supervisor Login: _____

Supervisor Password: _____

[Login to Review](#)

ShiftWise HOME SUPPORT LOGOUT

My Timeslips

Order	Long Term 8972818
Scheduled Shift	No Schedule
Hours	0.00 hours Meal: 30 min
Location	Southside Facility Labor & Delivery
Type/Specialty	RN L&D
Shift	AM
Time In	Tue 04-13-21 0634 2
Time Out	Clock-Out 3
Float	Float
Edit	
Summary	Print

ShiftWise HOME SUPPORT LOGOUT

My Timeslips

Order	Long Term 8972818
Scheduled Shift	Add Shift
Hours	0.00 hours Meal: 0 min
Location	Southside Facility Labor & Delivery
Type/Specialty	RN L&D
Shift	AM
Time In	Clock-In 4
Time Out	
Float	
Edit	
Summary	Print

Order	Long Term 8972818
Scheduled Shift	No Schedule
Hours	11.58 hours Meal: 30 min
Location	Southside Facility Labor & Delivery
Type/Specialty	RN L&D