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 <u>Register for STT</u> QRG to learn how).

- Navigate to <u>ShiftWise VMS</u> (<u>https://secure.shiftwise.net/esp/login/login.aspx</u>). 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 <u>before</u> 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.

 ${\mathbb R}^{\mathbb R}$ 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.



	Nelcor	me Lisa Miller					F	IOME	SUPP	ORT LOG
My Time	eslips									
Order	Scheduled Shift	Hours	Location	Type/ Specialty	Shift	Time In	2 Time Out	Float	Edit	Summary
Long Term 8972818	Add Shift	0.00 hours Meal: 0 min	Southside Facility Labor & Delivery 🧨	RN L&D	AM	Clock-In				Print
HDO Super	visor Approval									
Supervisor Login:		Supervisor Password:		Login to Review						

My Timeslips									
Order	Scheduled Shift	Hours	Location	Type/ Specialty	Shift	Time In	Time Out	4 Float	Edit Summary
Long Term 8972818	No Schedule	0.00 hours Meal: 30 min	Southside Facility Labor & Delivery	RN L&D	AM	Tue 04-13-21 0634	Clock-Out	Float	Print

My Tim	eslips									
Order	Scheduled Shift	Hours	Location	Type/ Specialty	Shift	Time In	Time Out	Float	Edit	Summary
Long Term 8972818	Add Shift	0.00 hours Meal: 0 min	Southside Facility Labor & Delivery	RN L&D	AM	Clock-In	5			Print
Long Term 8972818	No Schedule	11.78 hours Meal: 30 min	Southside Facility Labor & Delivery	RN L&D	AM	Wed 04-14-21 0639	Wed 04-14-21 1856		Edit	Print
Long Term 8972818	No Schedule	11.58 hours Meal: 30 min	Southside Facility Labor & Delivery	RN L&D	AM	Tues 04-13-21 0634	Tues 04-13-21 1839	Float	Edit	Print



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Log in to ShiftWise VMS (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 <u>before</u> 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.

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- 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.

SHIFTWISE SHIFTWISE SurrWise HOME SUPPORT LOGOUT HOME SUPPORT LOGOUT HOME SUPPORT LOGOUT My Timeslips My Timeslips My Timeslips Long Term Long Term Order Order Long Term 8972818 Order 8972818 8972818 No Schedule Scheduled Shift Add Shift Scheduled Shift Add Shift Scheduled Shift 0.00 hours Meal: 30 min Hours 0.00 hours Hours Hours 0.00 hou Meal: 0 min Meal: 0 min Southside Facility Location Labor & Deliver Southside Facility Southside Facility Location Location Labor & Delivery Labor & Delivery Type/Specialty RN L&D RN Type/Specialty RN Type/Specialty L&D AM 1&D Tue 04-13-21 Time In Shift AM AM Shift 0634 Time In Clock-Ir Time In Clock-In (4 Time Out Clock-Out Time Out Time Out Float Float Float Float Edit Edit Edit Summary Print Print Summarv Summar Print Long Term Order HDO Supervisor Approval 8972818 No Schedule Scheduled Shif 11.58 hours Hours Meal: 30 min Southside Facility Location Labor & Delivery RN Type/Specialty Login to Review 1.&D

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