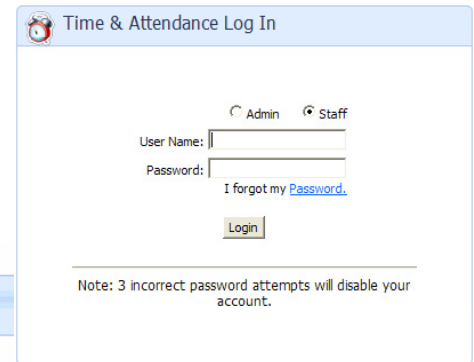


Quick Reference for Employee

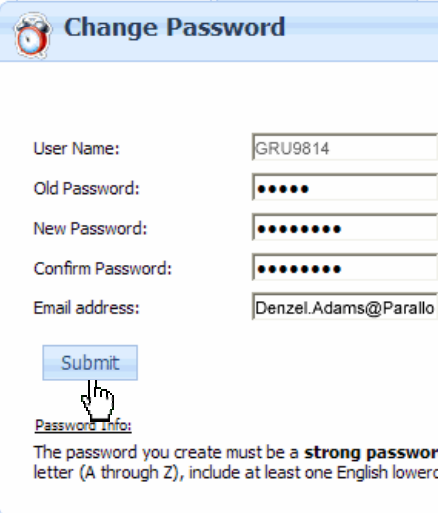
Initial Staff Login

- From the Log In page, select the **Staff** option, type your **User Name** (Universal 3-4 ID) and **Login Password** (EIN) and click **Login**.

The Change Password form opens. The initial login forces you to change the password. For password rules, see **Password Info** in the footer of the Change Password page.



[Change Password](#) | [Security Questions](#)



Change Password

User Name: GRU9814

Old Password:

New Password:

Confirm Password:

Email address: Denzel.Adams@Parallo

Submit

Password Info:
The password you create must be a **strong password**. It must be at least seven (7) characters long, include at least one English uppercase letter (A through Z), include at least one English lowercase letter (a through z), and include at least one numeral (0 through 9).

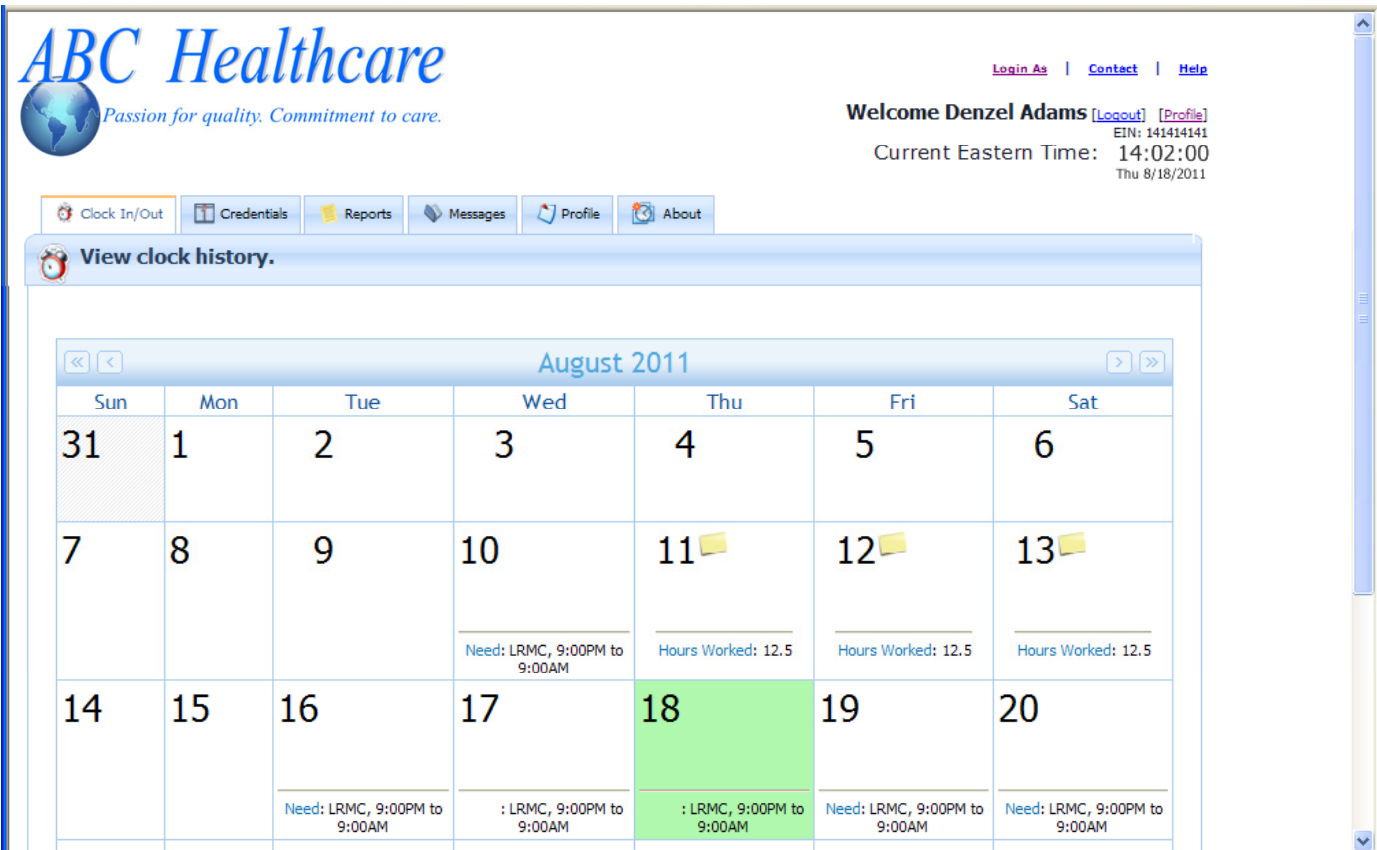
- From the Change Password form, type your **Old Password** (the current password), type your **New Password**, (following the Password Rules for a strong password) and type it again in the **Confirm Password** box.

- Click **Submit**. Two security questions appear.

Note: If your new password is the same as your old password, an error message appears.

- Select two security questions from the **Question 1** and **Question 2** drop-down lists, type the answers. and click **Submit**.

The ABC application opens to your Calendar page, where you can view your Clock In/Out Calendar page, your Credentials page, your Reports, your Messages, your Profile page, and the About page.



ABC Healthcare
Passion for quality. Commitment to care.

[Login As](#) | [Contact](#) | [Help](#)

Welcome **Denzel Adams** [Logout](#) | [Profile](#)
EIN: 141414141
Current Eastern Time: 14:02:00
Thu 8/18/2011

[Clock In/Out](#) | [Credentials](#) | [Reports](#) | [Messages](#) | [Profile](#) | [About](#)

View clock history.

August 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10 Need: LRMC, 9:00PM to 9:00AM	11 Hours Worked: 12.5	12 Hours Worked: 12.5	13 Hours Worked: 12.5
14	15 Need: LRMC, 9:00PM to 9:00AM	16	17 : LRMC, 9:00PM to 9:00AM	18 : LRMC, 9:00PM to 9:00AM	19 Need: LRMC, 9:00PM to 9:00AM	20 Need: LRMC, 9:00PM to 9:00AM

Entering My Time

1 Log In as a Staff Member.

The ABC application opens to the **Time In/Out** tab, with a green highlight on today's date.


Any day with a booked shift shows **Status: Scheduled**, the **Facility**, and **Start/End** time.

A **Clock** icon appears on each day of the current work week.

Status info appears on a day you are booked for a Shift.

The Time Record page opens from the **Clock** icon.

A green highlight appears on today's **Scheduled**.

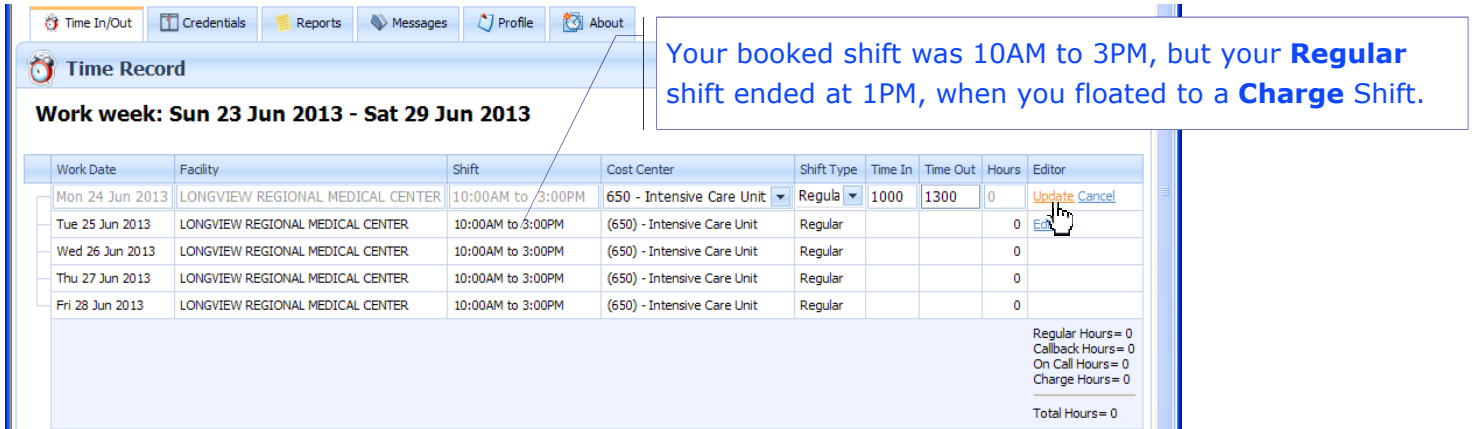


June, 2013						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
	Status: Scheduled LRMC, 10:00AM to 3:00PM	Status: Scheduled LRMC, 10:00AM to 3:00PM	Status: Scheduled LRMC, 10:00AM to 3:00PM	Status: Scheduled LRMC, 10:00AM to 3:00PM	Status: Scheduled LRMC, 10:00AM to 3:00PM	
30	1	2	3	4	5	6

Entering My Time

- To enter your Time for any scheduled Shift (except future shifts) click the **Clock** icon.

The Time Record form opens, with inline edit fields available for the day that you clicked.



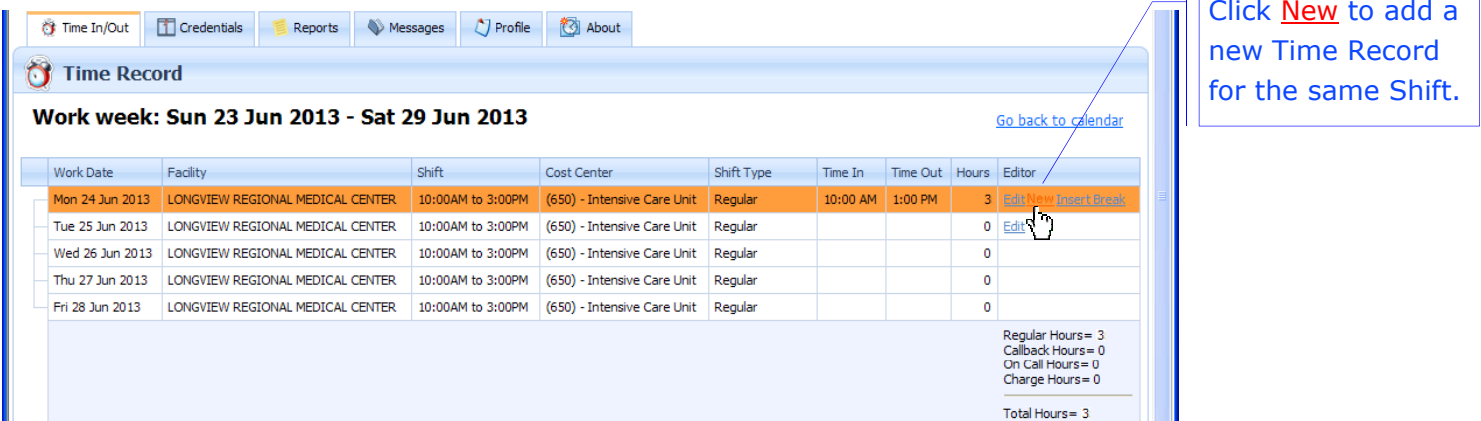
Your booked shift was 10AM to 3PM, but your **Regular** shift ended at 1PM, when you floated to a **Charge** Shift.

Work Date	Facility	Shift	Cost Center	Shift Type	Time In	Time Out	Hours	Editor
Mon 24 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	650 - Intensive Care Unit	Regula	1000	1300	0	Update Cancel
Tue 25 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	Edit
Wed 26 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	
Thu 27 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	
Fri 28 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	

Regular Hours= 0
 Callback Hours= 0
 On Call Hours= 0
 Charge Hours= 0
Total Hours= 0

- Enter your time in 24-hour format (or 12-hour format) without a colon, and click the **Update** link.

The Time record is now submitted, but until it is approved (and therefore locked) you can **Edit** the record, insert a **New** record for this shift, or **Insert Break** time.



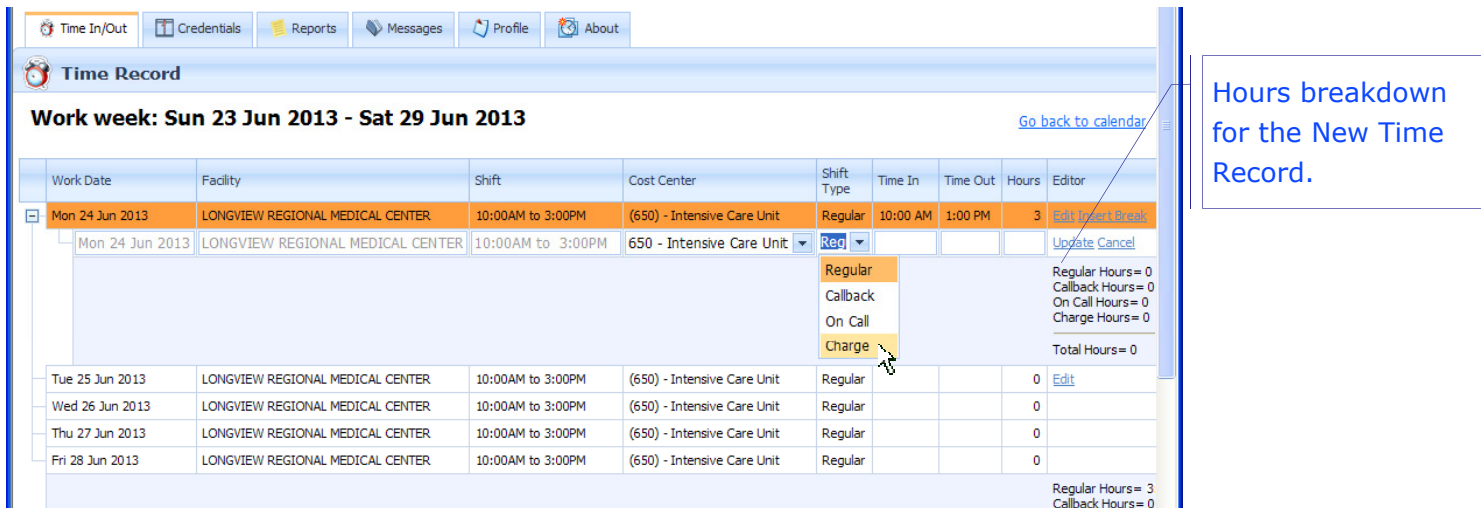
Click **New** to add a new Time Record for the same Shift.

Work Date	Facility	Shift	Cost Center	Shift Type	Time In	Time Out	Hours	Editor
Mon 24 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular	10:00 AM	1:00 PM	3	Edit New Insert Break
Tue 25 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	Edit
Wed 26 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	
Thu 27 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	
Fri 28 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	

Regular Hours= 3
 Callback Hours= 0
 On Call Hours= 0
 Charge Hours= 0
Total Hours= 3

- To add a new Time Record, click the **New** link to open a new Time Record for this Shift.

Example: If you floated from your **Regular** shift to a **Charge** shift, add a **New** Time Record.



Hours breakdown for the New Time Record.

Work Date	Facility	Shift	Cost Center	Shift Type	Time In	Time Out	Hours	Editor
Mon 24 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular	10:00 AM	1:00 PM	3	Edit Insert Break
Mon 24 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	650 - Intensive Care Unit	Reg				Update Cancel
Tue 25 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	Edit
Wed 26 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	
Thu 27 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	
Fri 28 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	

Regular Hours= 3
 Callback Hours= 0
Total Hours= 0

Entering My Time

- 5 Select the **Shift Type**, enter the **Time In** and **Time Out**, and click **Update**.

Work Date	Facility	Shift	Cost Center	Shift Type	Time In	Time Out	Hours	Editor
Mon 24 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular	10:00 AM	1:00 PM	3	Edit Insert Break
Mon 24 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	650 - Intensive Care Unit	Chai	1300	1500		Update Cancel

The new **Charge** shift shows Time In/Out as 1PM to 3PM. The breakdown (the last row in the **Editor** column) shows **Regular Hours=3** and **Charge Hours=2**.

Time In/Out | Credentials | Reports | Messages | Profile | About

Time Record

Work week: Sun 23 Jun 2013 - Sat 29 Jun 2013 [Go back to calendar](#)

Work Date	Facility	Shift	Cost Center	Shift Type	Time In	Time Out	Hours	Editor
Mon 24 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular	10:00 AM	1:00 PM	3	Edit New Insert Break
Mon 24 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Charge	1:00 PM	3:00 PM	2	Edit New Insert Break
Tue 25 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	Edit
Tue 25 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	Edit
Wed 26 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	
Wed 26 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	
Thu 27 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	
Thu 27 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	
Fri 28 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	
Fri 28 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	

Regular Hours= 3
 Callback Hours= 0
 On Call Hours= 0
 Charge Hours= 2

 Total Hours= 5

- 6 To add a break, click **Insert Break** on the Shift where the break occurred.

The Insert Break form opens, with the Facility name, the Area, and the Break Start and End.

Enter **Break Start** and **Break End** in 24-hour (or 12-hour) format, and click the **Insert Break** button.

Insert Break [Close]

Facility: LONGVIEW REGIONAL MEDICAL CENTER

Area: (650) - Intensive Care Unit Shift: 10:00AM to 3:00PM

Break Start: Break End:

Time In/Out Time in 24 Hour Format
e.g. 0900 (9:00 AM), 21:30 (9:30 PM)

Viewing My Time Record

Now the Time Record shows the Regular Shift divided into two Time Records:

- The first **Regular** shift ends at a new **Time Out** that matches the **Start Break** time.

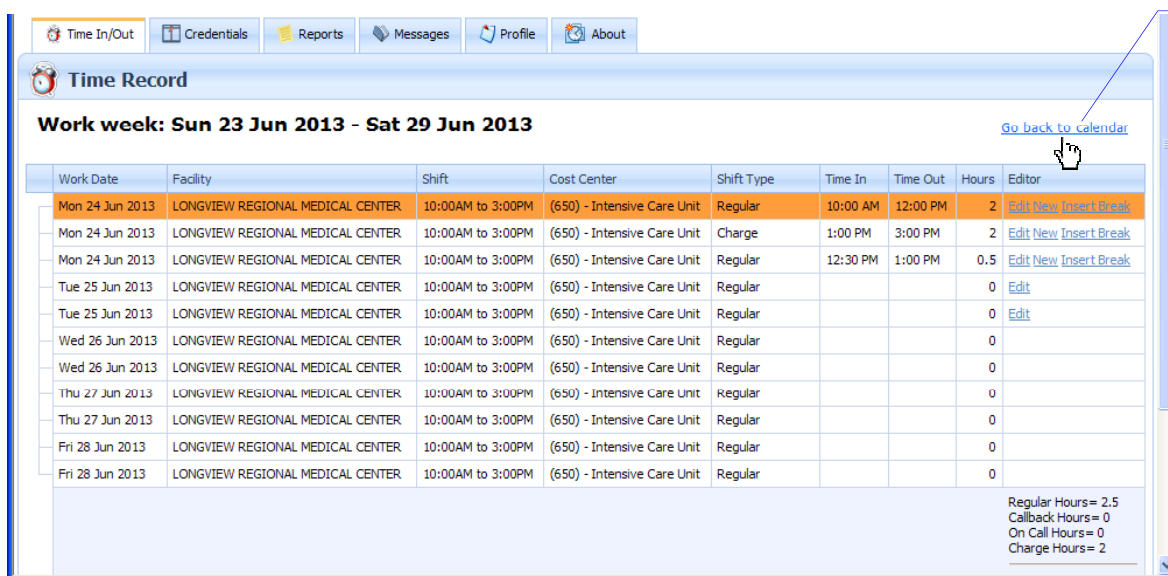
Example: The first **Regular** shift is now 10AM to 12PM: 2 Hours

- The second **Regular** shift starts at the new **Time In** that matches the **End Break** Time.

Example: The second **Regular** shift is now 12PM to 12:30PM: 0.5 Hours

The **Charge** shift stays the same, because the **Break** was inserted in the **Regular** shift.

Example: The **Charge** shift is 1PM to 3PM: 2 Hours



Return to the Calendar view.

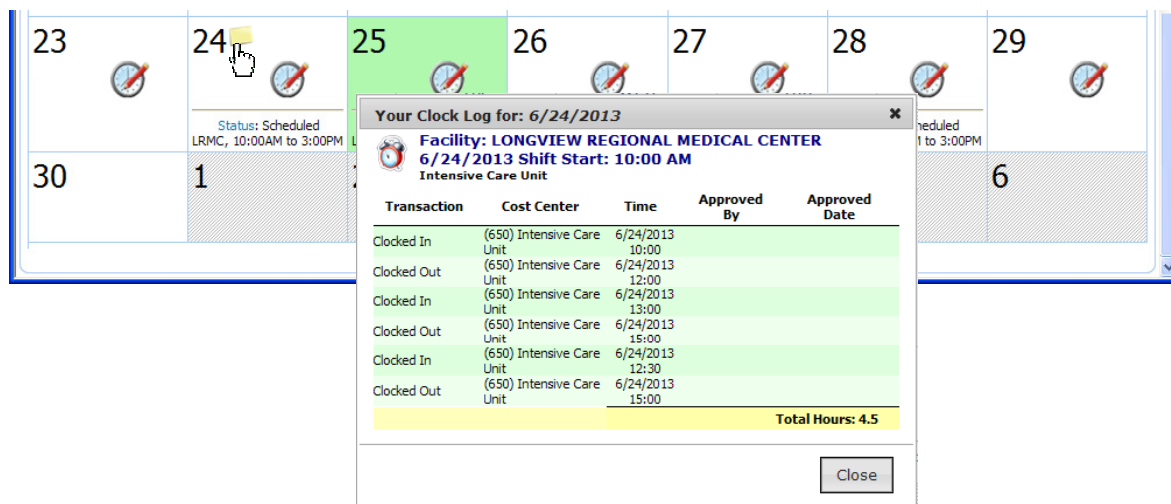
Work Date	Facility	Shift	Cost Center	Shift Type	Time In	Time Out	Hours	Editor
Mon 24 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular	10:00 AM	12:00 PM	2	Edit New Insert Break
Mon 24 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Charge	1:00 PM	3:00 PM	2	Edit New Insert Break
Mon 24 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular	12:30 PM	1:00 PM	0.5	Edit New Insert Break
Tue 25 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	Edit
Tue 25 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	Edit
Wed 26 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	
Wed 26 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	
Thu 27 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	
Thu 27 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	
Fri 28 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	
Fri 28 Jun 2013	LONGVIEW REGIONAL MEDICAL CENTER	10:00AM to 3:00PM	(650) - Intensive Care Unit	Regular			0	

Regular Hours = 2.5
 Callback Hours = 0
 On Call Hours = 0
 Charge Hours = 2

- To view your Time entries for any date with a Time Record, click the **Go back to calendar** link or the **Time In/Out** tab to go back to the Calendar, and click the **Folder** icon in the date box.

Your Clock Log window opens, with a list of your Time entries for this date.

Notice that your report shows the **Total Hours** (minus the Break you inserted).



Transaction	Cost Center	Time	Approved By	Approved Date
Clocked In	(650) Intensive Care Unit	6/24/2013 10:00		
Clocked Out	(650) Intensive Care Unit	6/24/2013 12:00		
Clocked In	(650) Intensive Care Unit	6/24/2013 13:00		
Clocked Out	(650) Intensive Care Unit	6/24/2013 15:00		
Clocked In	(650) Intensive Care Unit	6/24/2013 12:30		
Clocked Out	(650) Intensive Care Unit	6/24/2013 15:00		
Total Hours: 4.5				

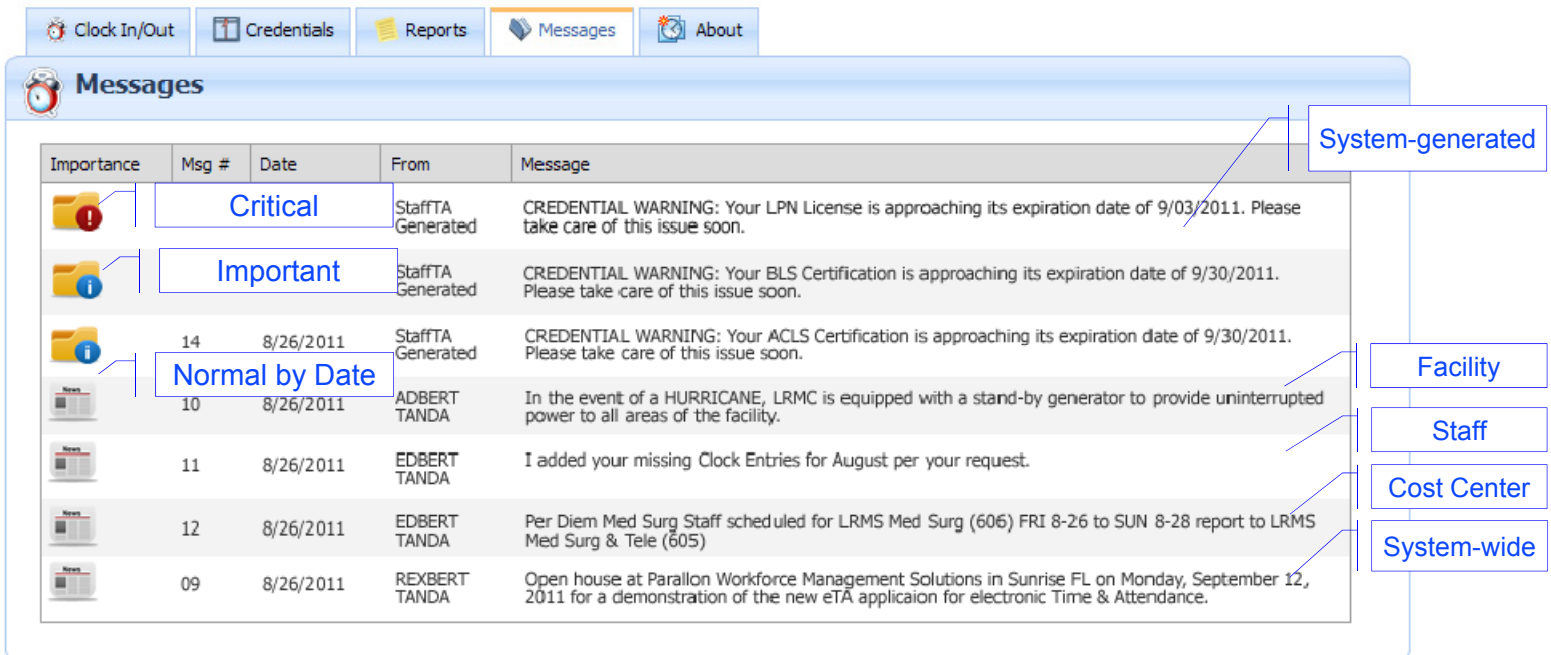
Viewing Messages

At an unregistered workstation, you can view messages for

- Yourself From either the eTA Administrator or the eTA Time Editor
- Your Facility From the eTA Administrator
- Your Cost Center From the eTA Time Editor

System-generated messages are generated by the ABC application, such as upcoming expiration of your credentials.


EXAMPLE: System-generated, Facility, Staff, Cost Center, and System-wide Messages

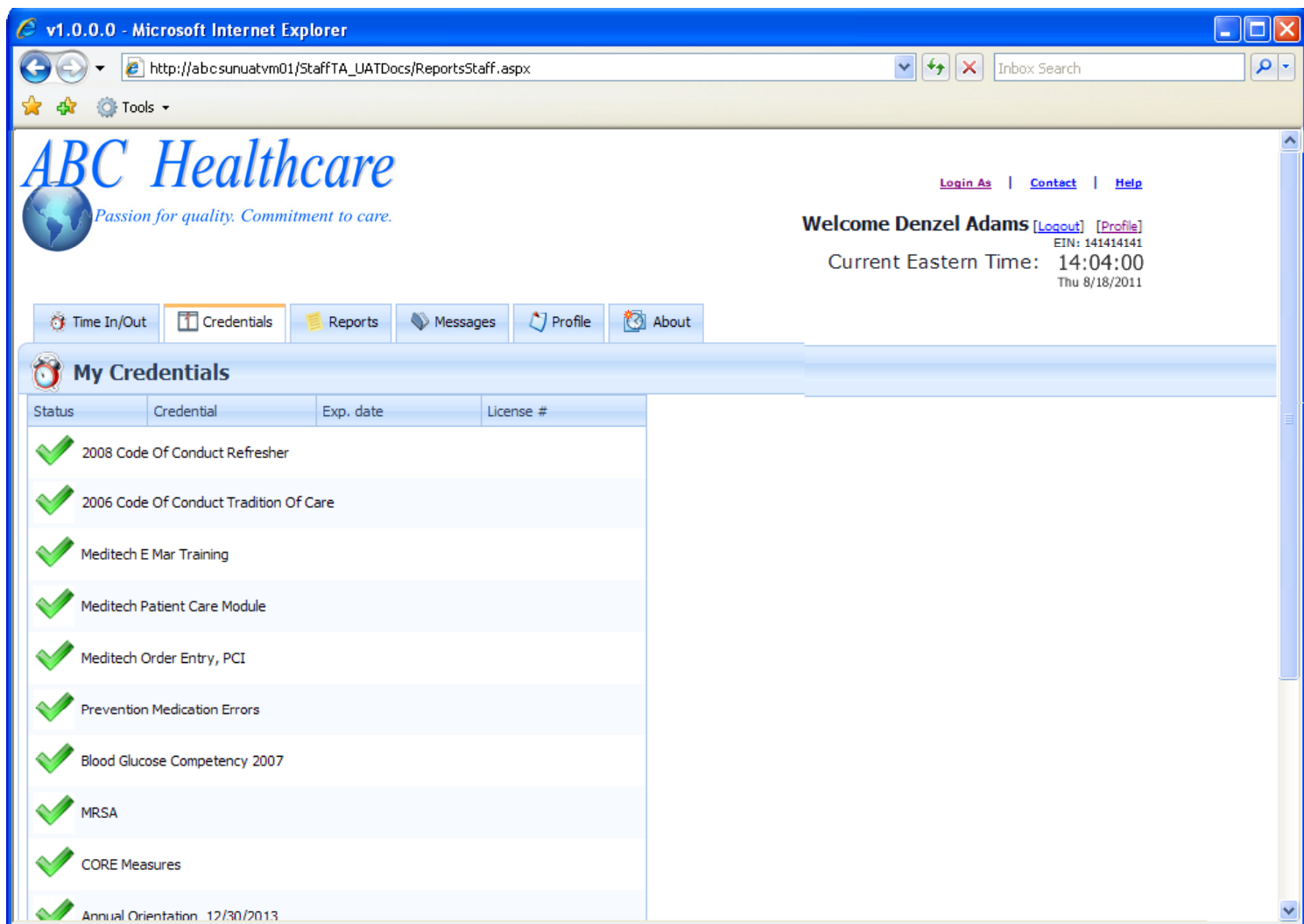












Importance	Msg #	Date	From	Message	Source
Critical			StaffTA Generated	CREDENTIAL WARNING: Your LPN License is approaching its expiration date of 9/03/2011. Please take care of this issue soon.	System-generated
Important			StaffTA Generated	CREDENTIAL WARNING: Your BLS Certification is approaching its expiration date of 9/30/2011. Please take care of this issue soon.	System-generated
Normal by Date	14	8/26/2011	StaffTA Generated	CREDENTIAL WARNING: Your ACLS Certification is approaching its expiration date of 9/30/2011. Please take care of this issue soon.	System-generated
	10	8/26/2011	ADBERT TANDA	In the event of a HURRICANE, LRMC is equipped with a stand-by generator to provide uninterrupted power to all areas of the facility.	Facility
	11	8/26/2011	EDBERT TANDA	I added your missing Clock Entries for August per your request.	Staff
	12	8/26/2011	EDBERT TANDA	Per Diem Med Surg Staff scheduled for LRMS Med Surg (606) FRI 8-26 to SUN 8-28 report to LRMS Med Surg & Tele (605)	Cost Center
	09	8/26/2011	REXBERT TANDA	Open house at Parallon Workforce Management Solutions in Sunrise FL on Monday, September 12, 2011 for a demonstration of the new eTA applicaion for electronic Time & Attendance.	System-wide

Viewing My Credentials

The Credentials page shows your credentials in this order:

-  Expired/Non-Compliant
-  About to Expire (30/60/90 days)
-  Compliant



Status	Credential	Exp. date	License #
	2008 Code Of Conduct Refresher		
	2006 Code Of Conduct Tradition Of Care		
	Meditech E Mar Training		
	Meditech Patient Care Module		
	Meditech Order Entry, PCI		
	Prevention Medication Errors		
	Blood Glucose Competency 2007		
	MRSA		
	CORE Measures		
	Annual Orientation	12/30/2013	

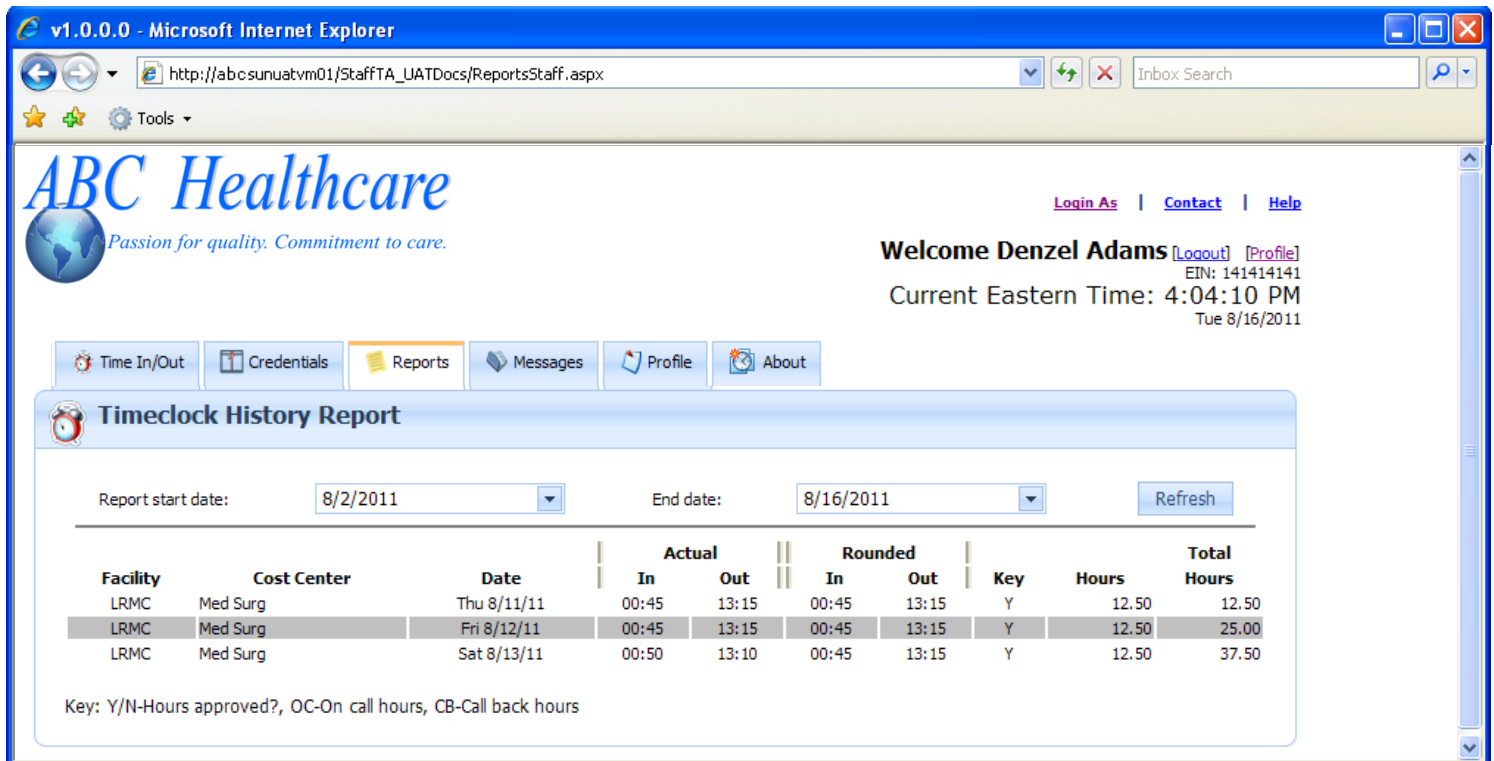
Viewing My Reports

- 1 Log In as a Staff Member.

The ABC application opens to the **Time/In Time Out** tab in Calendar view.

- 2 Click the **Reports** tab.

The Timeclock History Report opens, with the default **End date** set at today, and the default **Start date** set at 2 weeks before today.



The screenshot shows a Microsoft Internet Explorer browser window displaying the ABC Healthcare website. The page title is "v1.0.0.0 - Microsoft Internet Explorer". The address bar shows the URL "http://abc.sunatvm01/StaffTA_UATDocs/ReportsStaff.aspx". The page content includes the ABC Healthcare logo and navigation links for "Login As", "Contact", and "Help". A welcome message for "Denzel Adams" is displayed, along with the current Eastern Time: 4:04:10 PM on Tue 8/16/2011. A navigation menu includes "Time In/Out", "Credentials", "Reports", "Messages", "Profile", and "About". The "Reports" tab is selected, showing the "Timeclock History Report". The report displays a table with columns for Facility, Cost Center, Date, Actual In/Out, Rounded In/Out, Key, Hours, and Total Hours. The report start date is 8/2/2011 and the end date is 8/16/2011. A "Refresh" button is present. The table data is as follows:

Facility	Cost Center	Date	Actual		Rounded		Key	Hours	Total Hours
			In	Out	In	Out			
LRMC	Med Surg	Thu 8/11/11	00:45	13:15	00:45	13:15	Y	12.50	12.50
LRMC	Med Surg	Fri 8/12/11	00:45	13:15	00:45	13:15	Y	12.50	25.00
LRMC	Med Surg	Sat 8/13/11	00:50	13:10	00:45	13:15	Y	12.50	37.50

Key: Y/N-Hours approved?, OC-On call hours, CB-Call back hours

- 3 Click the **Start date** arrow to open a calendar and select a date; click the **End date** arrow to select a date.

- 4 Click the **Refresh** button to filter your report by the selected **Start** and **End** dates.