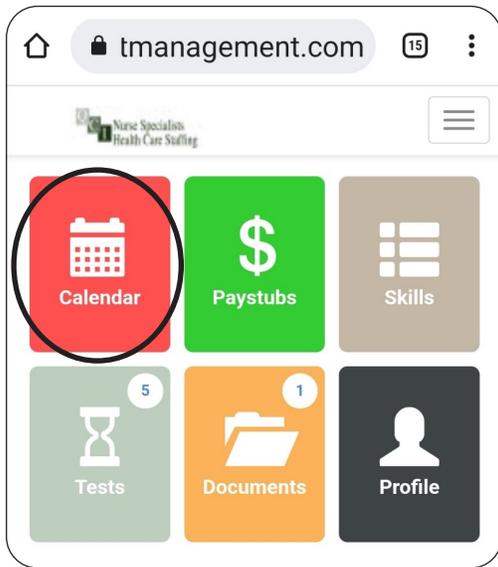


## Timecard Submission Instructions

### STEP 1 - Login

- Go to: [qcihealthcare.com](http://qcihealthcare.com)
- Select 'Employee Login'
- Login using your CTM credentials.
- Then select the 'Calendar' icon

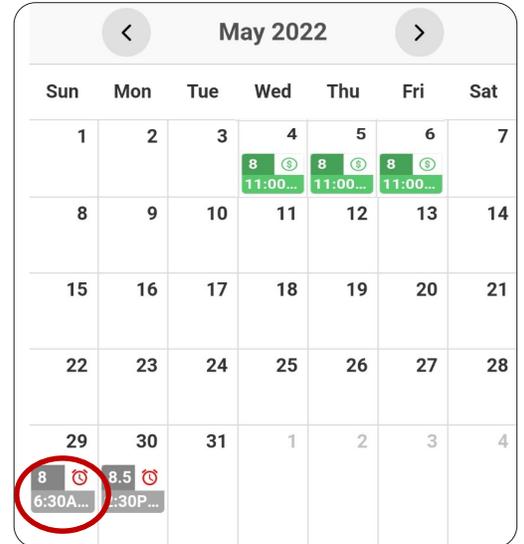


### STEP 2 - Calendar / Shift Management

The calendar view can show 3 things about your shifts.

1. The dollar sign signifies that the shift has already been paid.
2. Once a shift is submitted and pending from our end for processing, the shift will turn grey.
3. The red clock in the right corner of a shift means that you need to submit a timecard still.

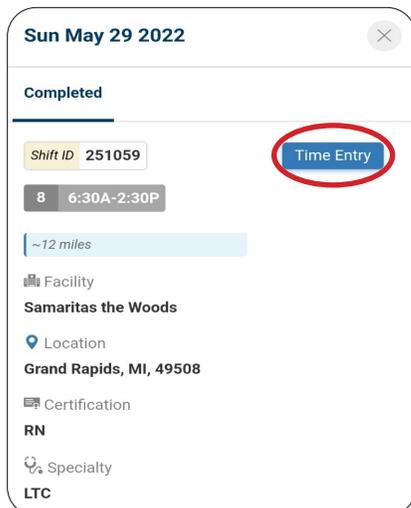
- If you aren't sure whether or not a shift has been submitted, you can press the shift to double check.
- Please Note: Viewing your submitted shifts and timecards will not replace MyInfo to view pay-stubs.



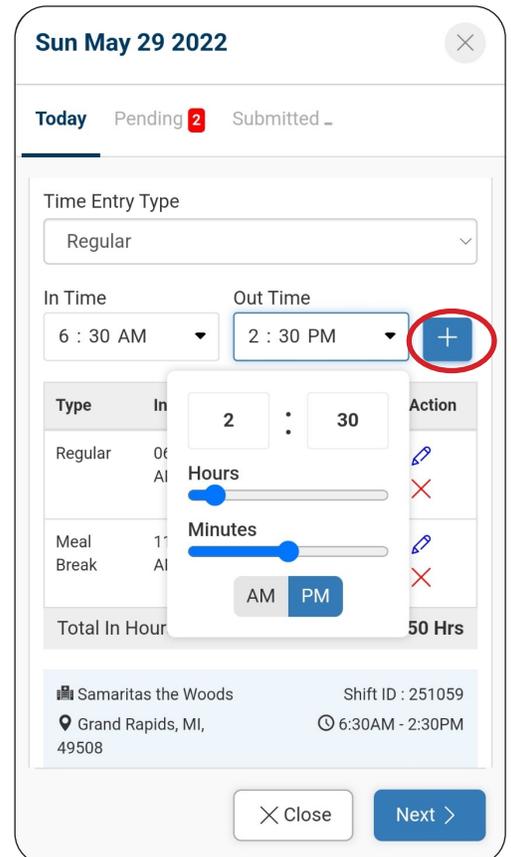
### STEP 3 - Time Entry

To submit a timecard, press the shift that you'd like to submit. The date will show basic information regarding the shift.

Press the **Time Entry** box to begin.



- From there, you'll see a screen like the one on the right.
- If there was no change to the times worked from the scheduled times, then you can leave the shift as is.
- If your times worked are different from the schedule, then simply press the time you want to change and a box like the one here will appear. Use the slider or press on the box to change the time as needed.
- When finished, press the '+' plus sign to add the shift times.



## STEP 4 - Meal Breaks

If a meal break was taken, you'll also need to list this here. To enter a meal break press the **Regular drop down** after you have added your overall shift times.

Sun May 29 2022

Today Pending **2** Submitted \_

Time Entry Type

Regular

Callback

OnCall

Regular

**Meal Break**

Other Break

Missed Meal Break

Did you take a meal break? Select 'Back' to go back and enter your meal break, select 'Confirm' to confirm no meal break was taken.

Confirm Back

You'll then be prompted to add your in and out times from the break taken. While the option is available, QCI does require meal breaks for shifts greater than 6 hours. These are automatically added to each shift unless no lunch is both circled and authorized by the facility.

If no meal break is added- you will be prompted to input this information. If you in fact worked through your meal break, then simply press **confirm**.

Entering a meal break should address your change in the total hours at the bottom of the shift. If this all looks correct, press **next**.

Sun May 29 2022

Today Pending **2** Submitted \_

Time Entry Approval Summary

Time Entry Type

Meal Break

In Time 11 : 30 AM Out Time 12 : 00 PM

Type	In	Out	Total	Action
Regular	06 : 30 AM	02 : 30 PM	8.00 Hrs	
Meal Break	11 : 30 AM	12 : 00 PM	0.50 Hrs	

Total In Hours **7.50 Hrs**

Samaritas the Woods Shift ID : 251059

Close Next >

## STEP 5 - Timesheet Upload

The system requires timecard verification. To start, all facilities will keep the same timecard procedures - submission will simply entail following the steps to upload rather than emailing/ texting or dropping off the timecard. Press **Upload**.

Timesheet Upload

No Preview Available

Only JPG, JPEG and PNG files are allowed to be uploaded.

Upload

Samaritas the Woods Shift ID : 251059

Grand Rapids, MI, 49508 6:30AM - 2:30PM

Total In Hours **7.50 Hrs**

## CROP THE CARD!

Please take the additional time upon upload to crop all of the excess from the timecard. The upload should be one timecard to the shift with nothing in the image aside from the timecard itself. When done editing - press the **blue checkmark** in the upper right corner - then proceed by selecting **next**.

Rotation Zoom

Sun May 29 2022

Today Pending **2** Submitted \_

Timesheet Upload

Only JPG, JPEG and PNG files are allowed to be uploaded.

Upload

Samaritas the Woods Shift ID : 251059

Grand Rapids, MI, 49508 6:30AM - 2:30PM

Total In Hours **7.50 Hrs**

Close < Back Next >

## STEP 6 - Submit Card

Lastly you will be prompted to include shift notes. Rather than noting shift incentives or holiday pay questions on the timecard as you may have done in the past, you would include these notes here. Any special approval notes- covid tests etc. can also be attached directly to the shift using the checkbox to upload additional images. When ready, simply press **submit**.

Type	In	Out	Total
Regular	06 : 30 AM	02 : 30 PM	8.00 Hrs
Meal Break	11 : 30 AM	12 : 00 PM	0.50 Hrs
Total In Hours			7.50 Hrs

## \* Digital Approval Option \*

As time progresses with the new system, we will be working to eliminate paper copies of timecards as much as possible. This will only minorly change the way that the timecards are submitted. Shifts will need to be **verified at the facility** for submission in many cases. Rather than upload the timecards as approved, you will complete your digital submission of hours then the facility approver will be prompted to sign and review.

Philip Marsh  
Valley View Care Center  
Grand Rapids, MI, 49544  
Shift ID : 251058

Total In Hours: 8.50 Hrs

Facility Approver: Name & Title\*  
Test sign- HR User

Approver Signature:\*  
Sign your name here:  
clear

Approve

**If you did not take a lunch**, the approver will be prompted to confirm at this time. Once reviewed, they will be able to hit confirm, and then approve. If you did in fact take a lunch, they should return the phone and ask you to add the times accordingly.

Missed Meal Break

Time entries for this shift do not include a meal break. Select 'Confirm' to verify that no meal break occurred, select 'Back' to have the Healthcare Professional go back and add a meal break.

Back Confirm

## SUCCESS!

Once hours are approved, the system will generate a timecard using the submitted information. You will then be able to add notes and submit the same as with the other method.

Valley View Care Center  
Grand Rapids, MI, 49544

Temp Details  
Company: QCI Staffing Training  
Temp Name: Your Name Here  
Certification: RN  
Specialty: LTC

Shift Details  
Shift Date: 05/30/2022  
Shift ID: 251058  
Shift Time: 2:30P-11:00P

Type	In	Out	Total
Regular	02 : 30 PM	11 : 00 PM	8.50 Hrs
Total In Hours			8.50 Hrs

Approver confirmed on 6/6/2022 2:45PM that no meal break occurred.

Approver Signature

Edit

## Notes

- Double shifts will require two separate approvals lunch acknowledgments and submissions
- Timecards cannot be submitted prior to the completion of the scheduled work hours. The on-call line can edit the scheduled hours in the instance of unanticipated circumstances
- You may have two different formats of timecard submission- do not wait until you have left the facility to complete your timecard.