

# TIME & SCHEDULE SOLUTION FREQUENTLY ASKED QUESTIONS – CLINICAL CONTRACTOR/TRAVELER VERSION

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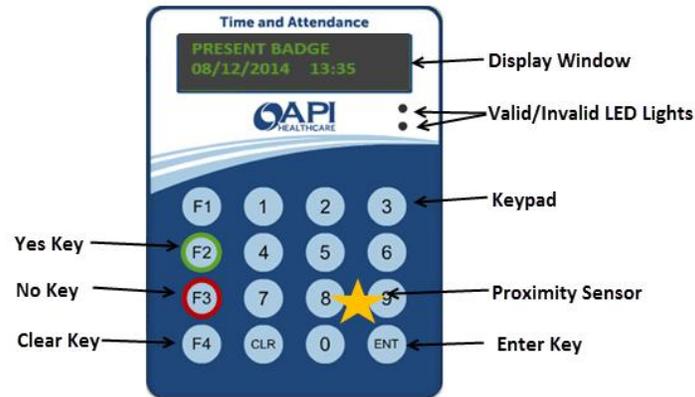
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## TIME & ATTENDANCE QUESTIONS FOR CONTRACTORS/TRAVELERS

Topics in this document are specific to managing your timekeeping activities using the Badge Readers and the Time & Schedule Solution PC Portal.

### HOW DO I CLOCK IN AND OUT USING THE BADGE READER?

Badge Readers will be available throughout St. Luke's facilities; typically placed high traffic areas.



To present your badge, hold the badge steadily over the 8 and 9 keys on the keypad. *Successful* presentation is noted by the following:

- The Valid LED light displays green.
- The Valid audible tone sounds.
- The message in the Display Window changes to the first prompt, **“Is this your Final OUT Punch?”**
  - If **YES**, press **F2**.
    - Reader will display **“Have you taken your full uninterrupted lunch today?”**
    - If **YES**, press **F2**. Reader will display **“Special Code”** prompt. If **NO**, press **F3**. Time & Schedule Application will add 30 minutes to shift for day. Reader will display **“Special Code”** prompt.
  - If **NO**, press **F3**.
  - Reader will display **“Special Code”** prompt.
- You are not expected to enter anything in the **“Special Code”** prompt. Wait 10 seconds for the Display to indicate, **“Transaction Accepted.”** You may also press the **Enter Key** to move through the prompts until **“Transaction Accepted”** appears in the display window.



#### **Please Note:**

- If you take more than the 30-minute meal period, you will clock **OUT** for that time and clock back in upon your return from lunch.

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- If you leave the site you must clock **OUT** while off St. Luke's property.
- If you clock **IN/OUT** for lunch for duration of 30-35 minutes, the system will round the clocking back to 30 minutes.
- If you clock **OUT** for more than 35 minutes, actual time will not be taken, the system will round to the nearest quarter hour.
- If you clock **OUT** during the day for less than 30 minutes that time will be filled back in and 30-minute auto-deduction will not be applied.

## HOW DO I LOG IN TO THE PC PORTAL?

There are three ways to log in to the PC Portal.

### At work use a SLHS Computer to:



1. Click the **Time and Schedule** desktop icon.
2. Go to Internet Explorer → <http://inside.slrmc.org> → **Time and Schedule** → Click **Go to Log In Page**

### From home:

1. Go to <http://www.stlukesonline.org/tass/>.
2. Click **Go to Log In Page**.

### Log in information:

**Username** = Your SLHS Network ID (example: smithm)

**Password** = Your SLHS Network Password

## WHAT IF I FORGOT OR LOST MY BADGE?

You can still log your time. Simply access the PC Portal and clock in via Quick Badge.

 A screenshot of the 'Time and Attendance Staffing and Scheduling' login page. The page features the API Healthcare logo and a 'Welcome' message. A red rectangular box highlights the login form, which includes fields for 'User Name', 'Password', and 'Domain' (with a dropdown menu set to 'SLI Account'). There is also a checkbox for 'Quick Badge Only' and a 'Sign In' button at the bottom of the form.

**NOTE:** If the badge is lost, please follow your site process for replacing your badge, typically, HR or Facilities.

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## WHAT DO I DO IF I MISS A CLOCKING?

If you forget to clock in or out at the Badge Reader or the PC Portal, you can correct it by **Adding a Clocking**.

1. Log in to the Time & Schedule PC Portal. (See [page 2.](#))
2. Remember your log in is your Network Log In and Password.
3. Go to **Employee Screen** → **Employee Favorites** → **Add Clocking**

Fill in the following fields:

- 1) **Date:**
- 2) **Time:**
- 3) **User Shift Answer:** If this your final **OUT** clocking answer the lunch question here. Select **Yes** or **No** to indicate whether or not you took 30-minute lunch.
- 4) **Requested Reason:** Let your supervisor know why you are requesting a clocking (Usually, "I forgot to clock out" works just fine).
- 5) Click **Save**.

The screenshot shows the 'Add Clocking' form with the following details:

- Employee:** Jose Garcia (ID: 1050005)
- Pay Period:** 05/31/2015 - 06/13/2015
- Date:** 06/08/2015
- Time:** 15:30
- User Shift Answer:** Yes
- Requested Reason:** I forgot to punch out!

**Note:** After adding a Clocking, you will see the requested clocking on your Time Card Screen (TCS), however, your time will not be adjusted until after your supervisor approves the added clocking.

Transactions (List)			
	Transactions	Date	Time
<input type="checkbox"/>	IN	b Mon 08/11/2014	07:00
<input type="checkbox"/>	OUT	b Mon 08/11/2014	15:30
<input type="checkbox"/>	IN	b Tue 08/12/2014	06:58
<input type="checkbox"/>		[ Tue 08/12/2014	15:30
<input type="checkbox"/>	IN	b Wed 08/13/2014	06:56

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## HOW DO I CORRECT A CLOCKING?

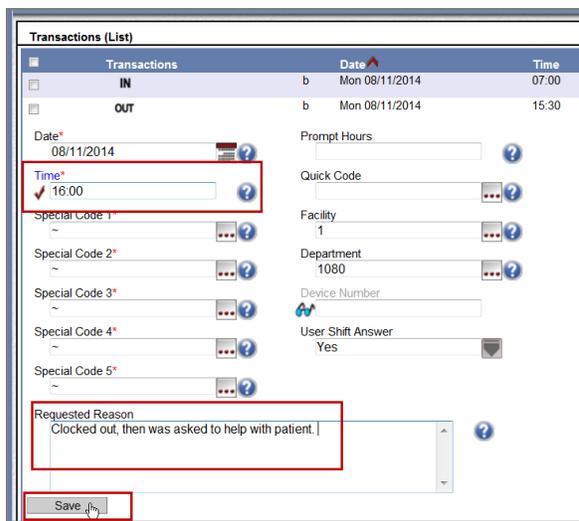
If you need to correct a clocking, for example you clocked out at the end of the day and then were asked to perform an additional task, you would correct the **Out** clocking for that day.

Access the Time and Schedule PC Portal.

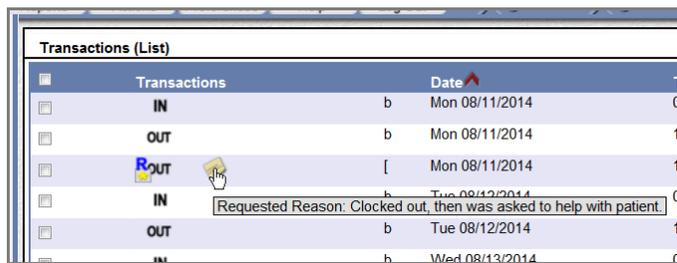
1. Go to **Employee Screen**→**Time Card Screen (TCS)** →**Transactions List**.
2. Click the date area of the specific clocking.



3. Make necessary adjustment(s), add a Requested Reason for the edit and click **Save**.



4. If you are correcting an **OUT** clocking, please remember to provide a **Yes** or **No** response for the **User Shift Answer**. This is the field for your lunch attestation.



**NOTE:** You will now see your old clocking plus the new corrected clocking. After your supervisor approves the edit, the initial clocking will disappear from your **Transactions (List)** screen.

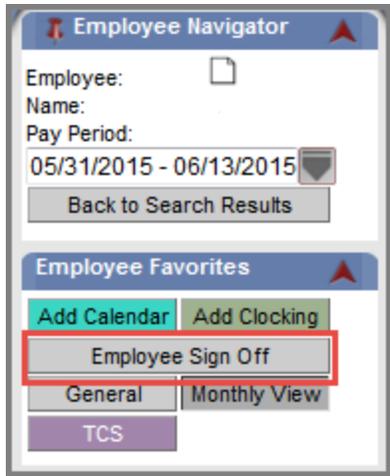
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## HOW DO I SIGN OFF ON MY TIME CARD?

Contractors/travelers are required to sign off on their time cards.

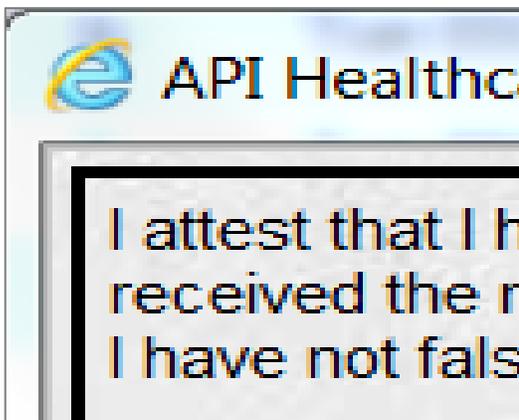
At the end of your last shift for the pay period:

1. Log in to the Time & Schedule PC Portal. (see [page 2.](#))
2. Go to **Employee Screen**.
3. Review **Transactions (List)** and **Pay Distribution**, and correct any errors.
4. When you are satisfied that your time card is accurate, go to **Quick Badge** and record your **Out** clocking. (You can also use the Badge Reader to clock out).
5. Return to **Employee Screen>Employee Favorites**.
6. Click **Employee Sign Off**.



7. At the pop-up, select **I Agree**.

**NOTE:** If you are signing off from an off-site computer, you may need to disable your Pop-up blocker.



If you make any adjustments to your time card after you sign off, the sign off will be canceled. You will need to repeat the sign-off process. Please sign off AFTER your last OUT punch for the pay period.

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## MEAL PERIOD BASICS – WHAT DO I NEED TO KNOW?

Contractors/travelers are required to verify that they did or did not receive a 30-minute uninterrupted meal period each day. Each time you use the Badge Reader or clock via a Quick Badge in the PC Portal, you will see a prompt:

**Final Out Punch?**  
F2=Yes F3=No

*Final out punch?*  
*If yes, F2, if no, F3.*

- On your last punch of the day, you will press **F2** or answer **Yes**, to the **Final Out Punch** question.
- For all other times this prompt appears (such as while floating or clocking out for lunch) the employee will press **F3** or answer **No**.
- When **Yes/F2** is selected, a second prompt will appear:

**Full Lunch?**  
F2=Yes F3=No

*Full lunch? If yes, F2, if no, F3.*

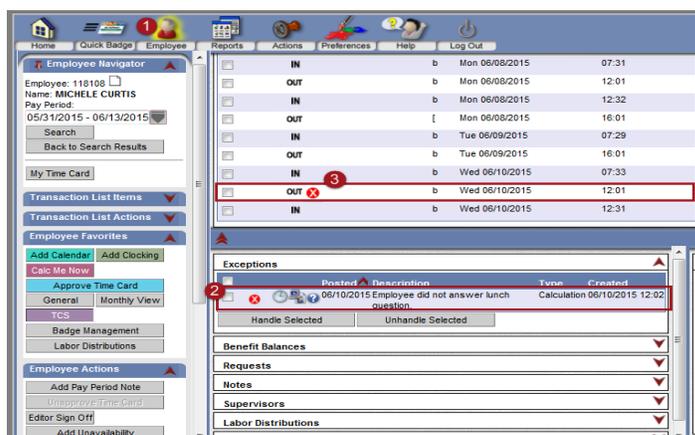
- Answer **Yes** to the Lunch prompt only if you received a full, uninterrupted 30-minute meal period.
- If no lunch was taken or the lunch was interrupted, Contractors/travelers will answer **No**.
- Do not leave the questions unanswered. This will generate a Critical exception which must be corrected.
- If you take longer than a 30-minute lunch, clock **Out** when you leave for lunch and **In** when you return. Then answer **Yes/F2** to the lunch question on your final out clocking.

## HOW DO I CORRECT A MISSED LUNCH QUESTION?

If you need to correct a Critical exception for “Employee did not answer lunch question,” you can correct this in your Time Card Screen (TCS).

To correct this error,

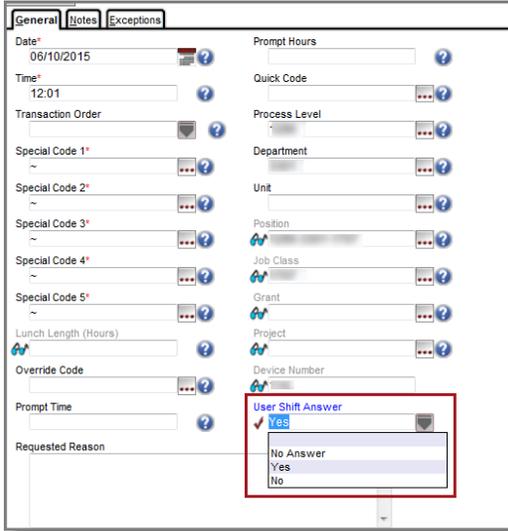
1. Go to **Employee Screen** → **Time Card Screen** → **Transactions (List)**.
2. Identify the error.
3. Click date field of the **OUT** clocking containing the error to open up the clock detail.



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- Using the **User Shift Answer** drop down menu, select the appropriate answer to the lunch question. Your options are No Answer, Yes, and No. Please select either **Yes** or **No**.

Do not select **No Answer** as it will create an error code.



The screenshot shows a web form with several fields. The 'User Shift Answer' dropdown menu is highlighted with a red box. The dropdown menu is open, showing the following options: Yes (selected), No Answer, Yes, and No. The form also includes fields for Date, Time, Transaction Order, Special Code 1-5, Lunch Length (Hours), Override Code, Prompt Time, Requested Reason, Prompt Hours, Quick Code, Process Level, Department, Unit, Position, Job Class, Grant, Project, and Device Number.

- Click **Save**.

## CAN I ACCESS THE TIME & SCHEDULE PC PORTAL FROM AN OFF-SITE LOCATION?

You can access the Time & Schedule Application from a non-St. Luke's PC to review your time card as well as to add Clocking entries.

- Go to: <http://www.stlukeonline.org/tass> .
- Click the **Go to Log-In Page** link.

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