

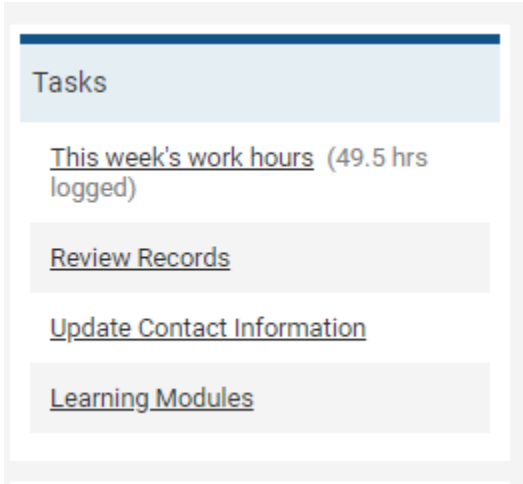
# Logging Work (Duty) Hours

Trainees are able to document work hours on a two week rolling basis. At any given time, Trainees have access to the current week and previous week's work hours. Each Sunday Trainees lose access to one week and gain access to the next week. Once you lose access to the week, the system is locked and you are unable to log those missed work hours. By design, there is no Trainee unlock..

## From your Home page:

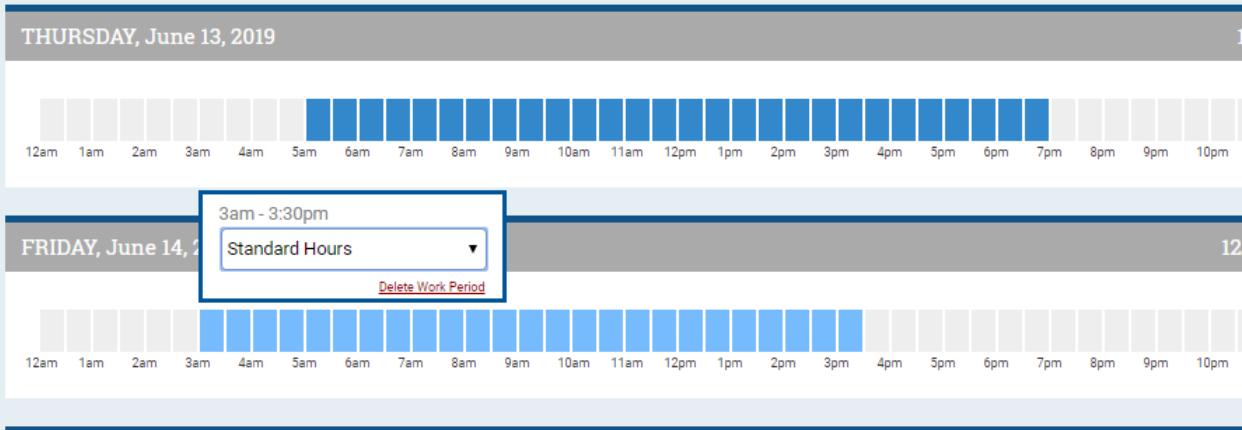
Go to the Tasks Section:

Select "This week's work hours"




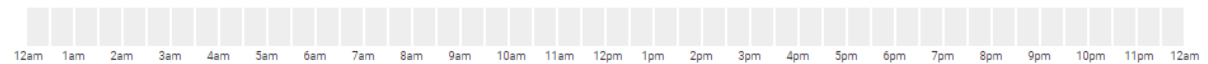
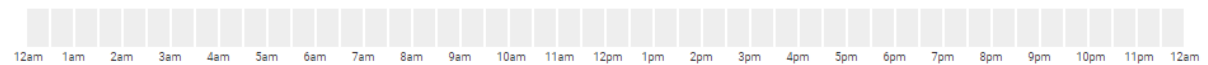
From the Weekly Work Hours page, Select your start and end time on the selected day and if they are:

- 1-Standard Work Hours
- 2- Home Call (Called In)
- 3- Clinical work from Home



# Logging Work (Duty) Hours

Be sure to "Save Incomplete Work Hours" until the week is finished or "Submit Work" hours if you are done for the week:

<b>THURSDAY, June 13, 2019</b>	<b>14 hrs total</b>
	
<b>FRIDAY, June 14, 2019</b>	<b>0 hrs total</b>
	
<b>SATURDAY, June 15, 2019</b>	<b>0 hrs total</b>
	

Standard Hours:	<input type="text" value="49.5 hrs"/>
Home Call (called in):	<input type="text" value="0 hrs"/>
Clinical Work From Home:	<input type="text" value="0 hrs"/>
<b>Total:</b>	<input type="text" value="49.5 hrs"/>

# Logging Work (Duty) Hours

## Logging Work Hours on the MedHub App:

After logging into the MedHub Mobile App, navigate to the Work Hours page, the current calendar week will be displayed. You are able to document work hours for two-week rolling periods in weekly blocks. After the two-week period, you are locked out and a small lock icon will appear indicating that a week can no longer be edited. To navigate to the previous week, tap the small arrow at the upper left-hand side of the screen.

### To Log Work Hours:

1. Select the day of the week at the top of the screen for which the hours are to be entered.

2. Select the **Choose Time Type** drop-down to select the type of hours being logged.

**Note:** Moonlighting will only be available as an option if the institution has approved moonlighting.

3. Select the **Start** time by tapping on the time box and using the time picker pop-up to select hours. Select if the **End** of work hours ended on the current calendar day or the following calendar day by clicking on the calendar days listed. Select the **End** time using the time picker pop-up to select hours.

4. Tap the **Add** button to add the work hours. Total work hours are tallied at the bottom of the screen as they are entered.

5. Click on other days of the week at the top of the screen to continue entering time for each day of the week.

Additional types of work hours may be selected before leaving the screen.

## Deleting an Entry

To delete entered work hours, tap on the desired entry that has already been logged, and tap on the **Delete Hours** text button to delete the entry. Select **Yes** on the pop-up to confirm the work hours deletion, or select **Cancel** to go back.

## Submitting Work Hours / Viewing the Weekly Compliance Checklist

The graphical display shows the work hours that have been entered for the allowed time period. Any potential violations that have been identified will be displayed in the 'Weekly Compliance Checklist' portion of the screen. The compliance checklist will update in real time as hours are entered.

To submit the recorded work hours, tap the **Submit Hours** button at the bottom of the Work Hours screen.