

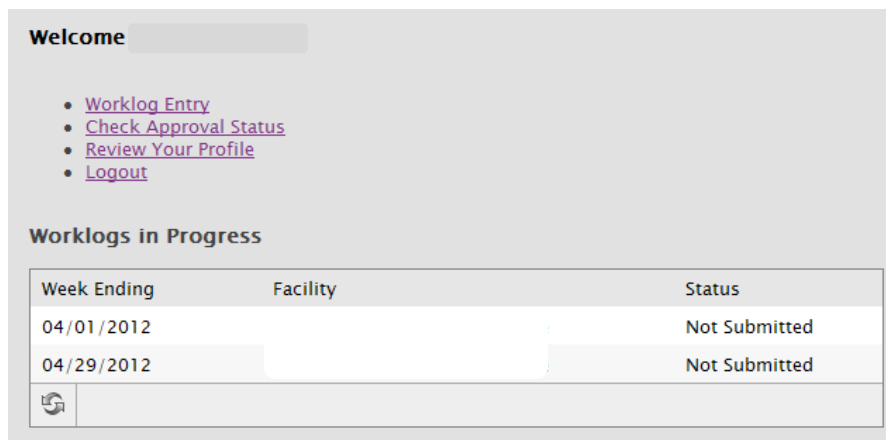
User Guide for the Delta Healthcare Providers Online Worklog Application

The below instructions are valid whether you are using the site from your **computer** or a **mobile device**. All functions are available from both.

Home Page

Once you have logged in to the application, the home page will display the following:

- Links to other pages within the application:
 - **Worklog Entry** – click this link to begin entering a worklog record (REMINDER: do not submit your worklog until all time / mileage for the week has been entered, worklogs must be submitted by **Monday at noon (CST)** for the prior week)
 - **Check Approval Status** - click this link to review the status of previously submitted worklogs
 - **Review Your Profile** – click this link to change your password or to review the contact information Delta Healthcare Providers has on file for you
- **Logout** – click this link to logout of the application
- **Worklogs in Progress** – this window will display worklog records you have begun, but not yet submitted for approval



The screenshot shows the home page of the Delta Healthcare Providers Online Worklog Application. It features a 'Welcome' section with a list of navigation links: [Worklog Entry](#), [Check Approval Status](#), [Review Your Profile](#), and [Logout](#). Below this is a section titled 'Worklogs in Progress' which contains a table with the following data:

Week Ending	Facility	Status
04/01/2012		Not Submitted
04/29/2012		Not Submitted

At the bottom left of the table, there is a small icon of a refresh button.

Worklog Entry

The following instructions apply to creating a new worklog or editing a saved worklog.

1. Clicking on the **Worklog Entry** link from the Home Page or selecting a saved worklog from the **Worklogs in Progress** window will take you to this screen:

Back to Menu

Worklogs must be submitted for approval by Monday at noon (CST) for the prior week's shifts.

Worklog Entry For: **Week Ending 4/29/2...** ▾

Facility:

ACTUAL HOURS WORKED

Day Worked	Time Start	Lunch	Time End	Hours	Daily Miles
No records to display.					

** If you did **NOT** work 40 hours this week, please explain below

40 hours was not made available to me I was not available to work 40 hours

** Reminder – do not submit your worklog until all hours and mileage are entered for the week.

CANDIDATE

Candidate and Delta agree and accept that the terms of the Work Log are binding in conjunction with the Provider Agreement and the Assignment Detail Letter. I certify that the above information is correct.

4/27/2012

2. Worklog Entry For: Week Ending date

- a. This field will default to the **current week** (the week ending date is displayed, the week ends on Sunday).
- b. You may select a prior week if necessary, but you cannot select future dates.
- c. If you select a week that you are not scheduled for an assignment in our system, you will get a message stating you are not scheduled to work that week.
 - i. Double check the date that is selected to be sure it is the correct date, remember it is the **week ending** date.
 - ii. If you feel you have received this message in error, please contact your Delta Healthcare Providers representative immediately. You will be unable to enter a worklog for the week you have selected until this is resolved.

Back to Menu

Worklogs must be submitted for approval by Monday at noon (CST) for the prior week's shifts.

Worklog Entry For: **Week Ending 4/22/2...** ▾

You are not scheduled for work during the week of 4/22/2012

3. Facility

- a. This field will display the name of the facility you are scheduled for assignment at for that week.
- b. If you are booked at **multiple facilities** that week, you will enter **multiple worklog records** – one for each facility. **Select the appropriate facility** for the record you are entering.

4. Actual Hours Worked

- a. This section is where you will record the following:
 - i. Start and End times for each day
 - ii. Indicate if it is a pre-approved Reward Day
 - iii. Daily mileage
 - iv. Lunch time
- b. Click on **Add new record** to enter time for each day, the following box will pop-up:

The screenshot shows a pop-up window titled "Insert" with a close button (X) in the top right corner. The form contains the following fields and controls:

- Day Worked:** A text box containing "4/24/2012" and a calendar icon to its right.
- Time Start:** A text box containing "7:45 AM" and a clock icon to its right.
- Time End:** A text box containing "5:15 PM" and a clock icon to its right.
- Reward Day:** A checkbox that is currently unchecked.
- Daily Miles:** A text box containing "30.00" with a small downward arrow to its right.
- Lunch (in minutes):** A dropdown menu showing "45".
- Buttons:** "Insert" and "Cancel" buttons at the bottom.

- c. **Day Worked** – select the day you are entering time for by clicking the calendar button
- d. **Time Start** – enter or select the time you started working that day
- e. **Time End** – enter or select the time you stopped working that day
- f. **Reward Day** – check the box only if it is a **pre-approved** reward day
- g. **Daily Miles** – enter your mileage (if applicable) for that day
- h. **Lunch (in minutes)** – enter your lunch time for that day, you cannot enter lunch time that is less than 30 minutes
- i. Click the **Insert** button at the bottom of the box to save the record
- j. Click the **Cancel** button at the bottom of the box to cancel out of the record and NOT save it

When the pop-up closes, you will see the Actual Hours Worked section updated with your total hours and mileage per day and totals of each for the week.

The screenshot shows the "Actual Hours Worked" section of a timesheet application. At the top, there is a "Back to Menu" link and a "Timesheet Entry For:" dropdown menu set to "Week Ending 4/8/20...". Below this is a "Facility:" field. The main section is titled "ACTUAL HOURS WORKED" and contains a table with a "+ Add new record" button above it. The table has columns for "Day Worked", "Time Start", "Lunch", "Time End", "Hours", and "Daily Miles". There are two data rows, each with a red "X" button on the far right. A summary row at the bottom shows "Total Hours: 17.5" and "Total Miles: 74".

Day Worked	Time Start	Lunch	Time End	Hours	Daily Miles	
4/2/2012	8:00 AM		5:00 PM	9		X
4/3/2012	8:00 AM	30	5:00 PM	8.5	74	X
				Total Hours:	Total Miles:	
				17.5	74	

The **x** on the far right side of each row can be used to DELETE that row.


5. Submit for Approval

- a. **Make sure you are completely done entering your hours for the week and all applicable mileage.**
- b. Check your total hours – **if you worked less than 40 hours**, you must check one of the boxes explaining why, or enter an explanation in the text box – you cannot submit a worklog that is less than 40 hours without doing so, you will receive an error message:

ACTUAL HOURS WORKED

[+ Add new record](#)

Day Worked	Time Start	Lunch	Time End	Hours	Daily Miles	
4/23/2012	8:00 AM	15	5:00 PM	8.75	32	✘
4/25/2012	8:00 AM		5:00 PM	9		✘
4/27/2012	8:00 AM	30	5:00 PM	8.5	32	✘
				Total Hours:	Total Miles:	
				26.25	64	



** If you did **NOT** work 40 hours this week, please explain below

40 hours was not made available to me I was not available to work 40 hours

** Reminder - do not submit your worklog until all hours and mileage are entered for the week.

- c. **Check the box next to your name** – this is your electronic signature of your worklog
- d. The Submit for Approval button will NOT appear unless you have checked the box next to your name
- e. Click the Submit for Approval button

CANDIDATE

Candidate and Delta agree and accept that the terms of the Work Log are binding in conjunction with the Provider Agreement and the Assignment Detail Letter. I certify that the above information is correct.

4/18/2012

[Submit for Approval](#)

Timesheet was submitted for approval on 4/15/2012

[Print this Entry](#)

- f. You must submit your worklog by **Monday at noon (CST)** for the prior week's shifts
- g. An email will be sent to a contact at the facility that is designated as the worklog approver
 - i. You can view the name of the contact on the **Check Approval Status** page
 - ii. You will receive email confirmation when the record is approved
 - iii. The facility will be required to enter an explanation for any rejections, your Delta Healthcare Providers representative will be notified if this occurs
- h. Facilities are asked to complete approvals by **Monday at 5pm (CST)** for the prior week's shifts

What if the approver who received the email is unavailable to approve your worklog?

1. Contact your Delta Healthcare Providers representative to discuss which of the following directions to follow
2. If there is another contact who can handle the electronic approval, your Delta Healthcare Providers representative can have the worklog re-routed to the other contact for approval
3. If there is not a contact who can handle the approval electronically
 - a. Open the worklog record from the Check Approval Status window
 - b. Print the worklog record out for manual approval

Timesheet was submitted for approval on 4/15/2012

[Print this Entry](#)

- c. Fax the manually signed worklog to **(866) 263-0005**

What if the facility does not wish to participate in the electronic approval of your worklog?

1. First, contact your Delta Healthcare Providers representative to make them aware. You can still use the online worklog to allow for faster processing of your timesheet through our accounting department.
2. Open the submitted worklog record from the Check Approval Status window.
3. Print the worklog record out by Clicking "Print this Entry".
4. Get the hard copy of the worklog signed.
5. Fax the manually signed worklog to **(866) 263-0005**

Check Approval Status

Selecting Check Approval Status from the home page will take you to this screen:

Week Ending	Date Submitted	Approver	Facility	Status	Status Changed
04/15/2012	04/15/2012				

From this screen you can do the following:

- View all previously submitted worklogs
- View their current approval status and the last date the Status Changed
- View the approval contact at the facility that the email was sent to
- Print a copy of the submitted worklog if needed

Review Your Profile

This page will allow you to change your password at any time.

You may also review the contact information we have on file for you.

If you find any of the information to be incorrect, please contact your Delta Healthcare Providers representative to have it corrected.

[Back to Menu](#)

Change your password...

Old Password:

New Password:

Confirm Password:

Please verify the information below, and contact your rep with any changes.

Email Address:
First Name:
First Name:
Specialty:
Mobile Phone:
Home Phone:
Home Address:
City, Postal Code:

