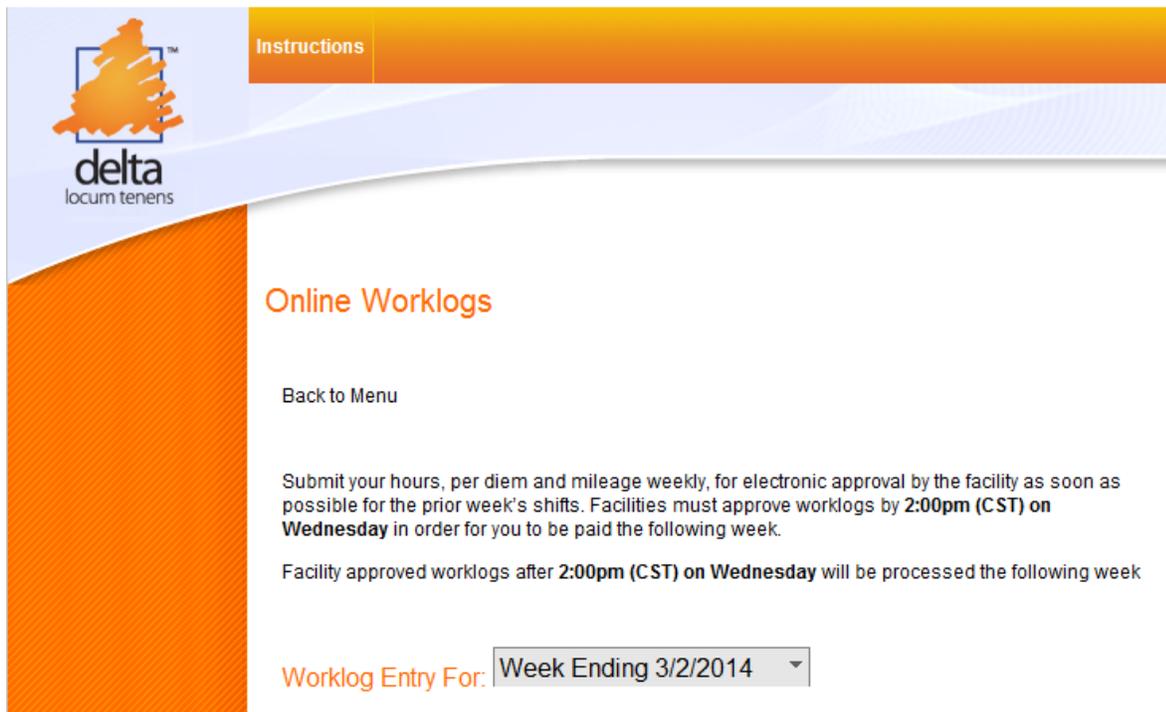**User Guide for the Delta Locum Tenens Online Worklog Application**

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

<u>**Home Page**</u>

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 and reimbursables for the week have been entered). Facilities must approve worklogs **by 2:00pm (CST) on Wednesday** in order for you to be paid the following week. Facility approved worklogs after 2:00pm (CST) on Wednesday will be processed the following 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 Locum Tenens 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

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

Submit your hours, per diem and mileage weekly, for electronic approval by the facility as soon as possible for the prior week's shifts. Facilities must approve worklogs by **2:00pm (CST) on Wednesday** in order for you to be paid the following week.

Facility approved worklogs after **2:00pm (CST) on Wednesday** will be processed the following week

Worklog Entry For: | Week Ending 3/2/2014 ▾ |

Facility:

ACTUAL HOURS WORKED

+ Add new record

Day Worked	PayType	Time Start	Lunch	Time End	Hours	
No records to display.						
					Total Hours: 0	

CALL SHIFTS AND HOURS OF SERVICE ON-CALL

+ Add new record

Day Worked/Scheduled	Pay Type	Time Start	Time End	Hours	
No records to display.					
				Total Hours: 0	

EXPENSES TO BE REIMBURSED   + Add Expenses

**Receipts must be received with Worklog submission in order to be reimbursed

Expense Type	Description	Amount	Receipt	
No records to display.				

Additional Notes:

** Reminder – do not submit your worklog until all hours, mileage and reimbursables 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 date**
   a. This field will default to the **current week.**
   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 Locum Tenens representative immediately. You will be unable to enter a worklog for the week you have selected until this is resolved.

Online Worklogs

Back to Menu

Submit your hours, per diem and mileage weekly, for electronic approval by the facility as soon as possible for the prior week's shifts. Facilities must approve worklogs by **2:00pm (CST) on Wednesday** in order for you to be paid the following week.

Facility approved worklogs after **2:00pm (CST) on Wednesday** will be processed the following week

Worklog Entry For: | Week Ending 2/2/2014 ▼ |

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. **Regular/Premium Hours Worked**
   a. This section is where you will record the following for regular hours:
      i. Start and End times for each shift – **these should be your actual hours worked, not what you were scheduled to work. You will be paid your guaranteed hours, but for malpractice purposes you must enter the hours you actually worked.**
      ii. The Pay Type that applies to each shift; only the following Pay Types apply to this section:
         1. Daily
         2. Hourly
         3. Hourly – Evening
         4. Holiday Daily
         5. Holiday Hourly
         6. Holiday Hourly-Evening
         7. **Any hours above your guaranteed hours will be paid at your Premium rate**
      iii. **Only Pay Types that are included in your ADL are available** for entry (with the exception of Premium). If you feel you are incorrectly missing a Pay Type, please contact your Delta Locum Tenens representative.
      iv. Lunch time

b. Click on **Add new record** to enter time for each shift, the following box will pop-up:

c. **Day Worked** – select the day you are entering time for by clicking the calendar button
d. **Pay Type** – select the appropriate pay for that shift from the list
e. **Time Start –** enter or select the time you started working that shift
f. **Time End –** enter or select the time you stopped working that shift
g. **Lunch (length in minutes)** – enter your lunch time for that shift
h. Click Insert at the bottom of the box to save the record
i. Click Cancel 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 Regular/Premium Hours Worked section updated with your hours.

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

5. **Call Shifts and Hours of Service On-Call**
   a. This section is where you will record the following for call shifts:
      i. Each day scheduled to be on call
      ii. Select the Pay Type that applies to each shift; only the following Pay Types apply to this section:
         1. On Call 24hr
         2. On Call Night
         3. On Call Wknd
         4. Service On-call
         5. Holiday Weekend Call
         6. Holiday Service On-call
         7. On Call Holiday 24hr
         8. On Call Holiday Night
      iii. Start and End times for each day and time you **were actually called or called in**
      iv. **Only Pay Types that are included in your ADL are available** for entry. If you feel you are incorrectly missing a Pay Type, please contact your Delta Locum Tenens representative.

b. Click on **Add new record** to enter time for each shift, the following box will pop-up:

Insert   x

Day Worked/Scheduled   4/30/2012   📅

Pay Type   On Call Wknd ▼

Time Start   ⌚

Time End   ⌚

Insert   Cancel

c. **Day Worked/Scheduled –** select the day you are entering time for by clicking the calendar button
d. **Pay Type** – select the appropriate pay for that shift from the list
e. **Time Start –** enter or select the time you were called in (if applicable – you may have been on call and not called in, so no times are needed)
f. **Time End –** enter or select the time you stopped working that shift
g. Click Insert at the bottom of the box to save the record
h. Click Cancel at the bottom of the box to cancel out of the record and NOT save it
i. **Hours worked above Gratis will be paid at your Premium rate**
j. If you were called in more than once, you can enter a record for the same date with different start and end times

When the pop-up closes, you will see the Call Shifts and Hours of Service On-Call section updated with your hours.

CALL SHIFTS AND HOURS OF SERVICE ON-CALL

+ Add new record

Day Worked/Scheduled	Pay Type	Time Start	Time End	Hours	
4/30/2012	On Call Wknd	12:30 PM	2:30 PM	2	✕
4/30/2012	On Call Wknd				✕
4/30/2012	On Call Wknd	12:30 AM	2:00 AM	1.5	✕
				Total Hours: 3.5	

6. **Expenses to be Reimbursed**
   a. This section is where you will enter the following for reimbursement, if approved per your ADL:
      i. Air
      ii. Lodging
      iii. Mileage
      iv. Per Diem
      v. Rental Car
      vi. Other
   b. Click on the **+Add Expenses** button to enter each expense, the pop-up window below will appear
   c. Select the type of expense from the Expense Detail list
   d. When Mileage and Per Diem are selected, you enter a description and the quantity

   e. The other expenses (Air, Lodging, Rental Car and Other) require you to attach a receipt.
      i. Click **Select** under Attach Receipt
      ii. This will open a **Browse** window where you can select the file to attach
      iii. If you are attaching a photo of your receipt, you must take the picture and save the file prior to attaching the receipt to the reimbursable record – the file will need to be already saved before you can select it
      iv. You can attach receipts from your mobile device as well as your computer
      v. You will not see the **Add This Expense** button until a receipt is attached

When the pop-up closes, you will see the Expenses to be Reimbursed section updated with your expenses.

EXPENSES TO BE REIMBURSED   + Add Expenses
**Receipts must be received with Worklog submission in order to be reimbursed

Expense Type	Description	Amount	Receipt	
Miles		52		✕
Rental Car	Avis 4/25-5/6	125	\Receipt pic.jpg	✕

7. **Additional Notes** – if you have notes regarding your worklog that your Delta Locum Tenens representative or our accounting department need to see, you can enter those in this notes field

8. **Submit for Approval**
    a. Make sure you are completely done entering your hours for the week and all applicable mileage, Per Diem, and reimbursable expenses
    b. Check the box next to your name – **this is your electronic signature of your worklog**
    c. The Submit for Approval button will NOT appear unless you have checked the box next to your name
    d. Click the Submit for Approval button
    e. You must submit your worklog as soon as all hours, mileage and reimbursables for the week have been entered.
    f. Facilities must approve worklogs **by 2:00pm (CST) on Wednesday** in order for you to be paid the following week. Facility approved worklogs after 2:00pm (CST) on Wednesday will be processed the following week.
    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
        iv. The facility is only approving hours worked, per diem and mileage
    h. Facilities are asked to complete approvals by **Tuesday at 8am (CST)** for the prior week's shifts

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.

☑ 4/15/2012

Submit for Approval

Check Approval Status

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

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 – select the record you wish to print, then click on the **Print this Entry** button at the bottom of the screen

What if you have not received approval within 2 hours?
1. Contact your Delta Locum Tenens representative to discuss what action to take
2. If the worklog needs to be manually approved:
   a. Open the worklog record from the Check Approval Status window
   b. Print the worklog record out for manual approval
   c. Fax the manually signed worklog to **(888) 665-5265**

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 Locum Tenens representative to have it corrected.