LSU School of Medicine – Time Tracking System (September 2018)

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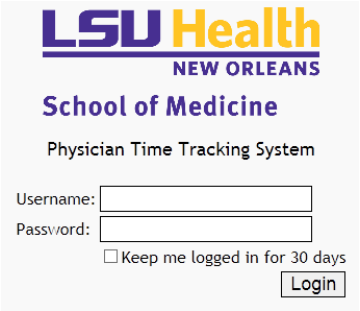
Logging In / Logging Out

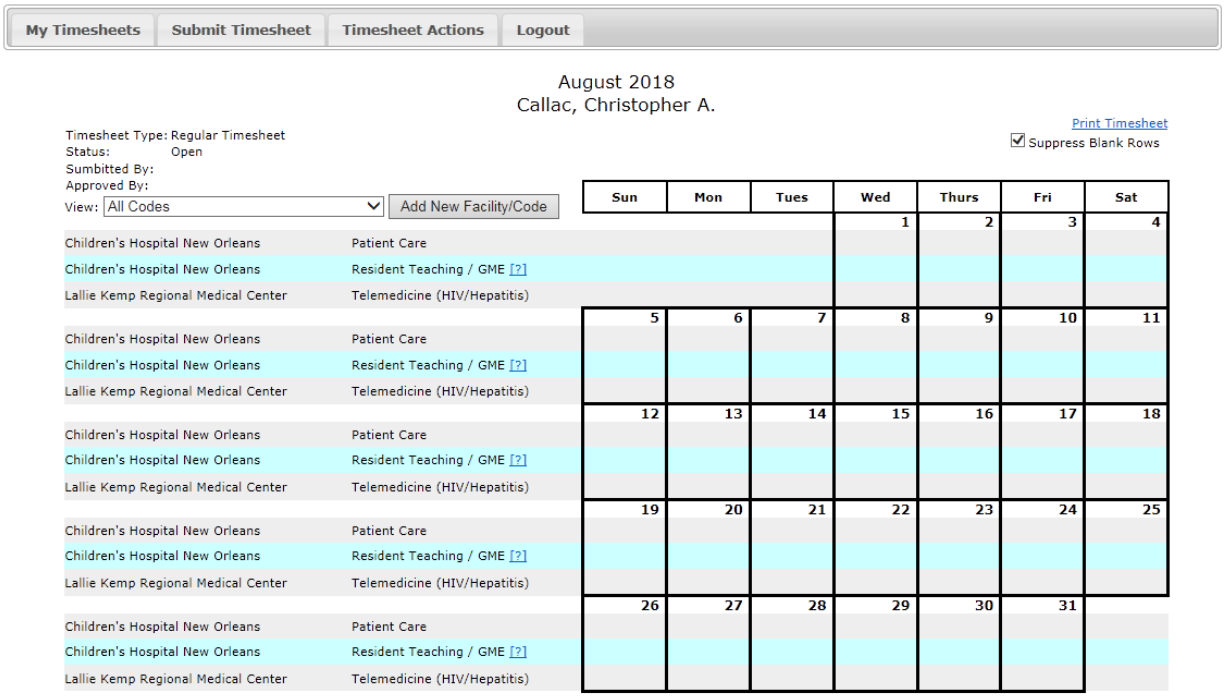
Go to https://www.medschool.lsuhsc.edu/fiscal_affairs/TimeTracking/TimeEntry.aspx to log into the system.



Log in with current LSU username and password. The "Keep me logged in for 30 days" checkbox may be used if you wish to stay logged in on the current machine for 30 days. Using the "Log Out" button while in the system will log you out, regardless of the state of the checkbox.

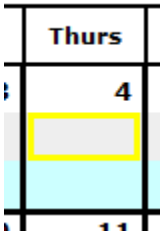
Time Entry

Time Entry screen

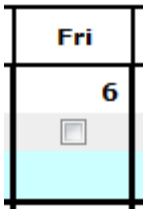


The Tab Bar across the top will look different depending on what permissions you have in the system. Only people with administrative privileges will see the “Other Timesheets” and “Tools’ tabs. Click on any tab to see the options available.

To enter time for any day, click in the cell for the facility/code you wish to enter time for. The cell will have a yellow border, and time may be entered.

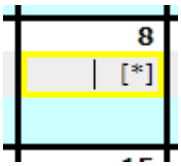


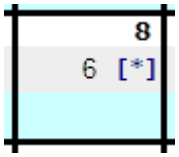
Some entries on your timesheet may see a checkbox instead of allowing a value to be entered. Simply check the checkbox to indicate that the type of work was performed on the given day.

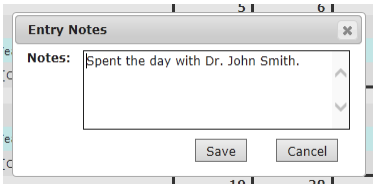


Time Entry with Notes

Some entries will also allow notes to be entered along with the recorded entry. Cells which allow notes will show [*] when active. If an entry has notes entered already, [*] will always be visible. Clicking the [*] will allow you to view or edit the attached notes.



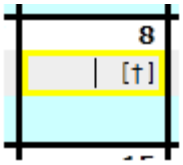


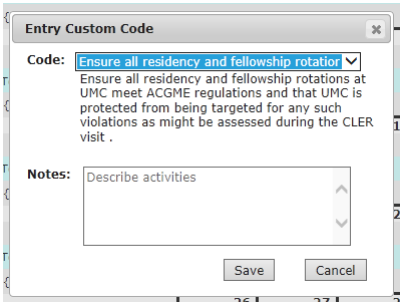


Clicking on the [*] link will open up the notes for the current entry in a popup window. Any necessary changes can be made to the notes. Click “Save” to accept the changes, or click cancel to discard them. (The changes to the notes will still not be saved until the timesheet itself is saved.)

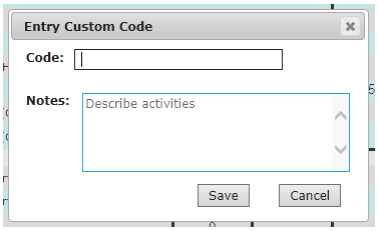
Time Entry with Code Selection / Directorship Code Entries

Some entries (such as directorship entries) will require choosing a specific code when recording time. These cells will have a [†]. Click the [†] to view or edit the code selection.





In the code selection window, the drop down menu will list all available codes. In many cases, what is shown in the drop down menu will be a condensed or abbreviated description of the entire code text. When an entry is chosen from the drop down menu, the full text of the selection is shown below. Notes, if available or required for the chosen code, may be updated below the code. Click "Save" to accept the changes, or "Cancel" to discard them.



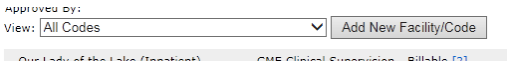
Some entires may allow for text entry of the code, rather than selection from the list. In these situations, the popup window will have a text field instead of a menu. Simply type in the appropriate code, and and then click "Save" to save changes or "Cancel" to discard them.

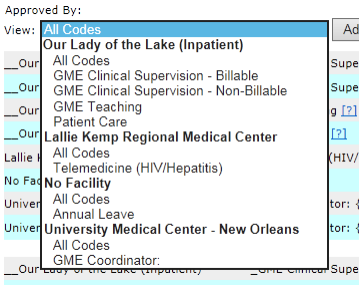
Keyboard Navigation

The arrow keys on the keyboard can be used to navigate between cells on the timesheet. The active cell will always be highlighted in yellow. The tab key will also move to the right (and wrap around to the next row when at the end of the row), and the enter key will move down. When at a checkbox field, the checkbox can be checked/unchecked using the spacebar.

Filtering Facilities / Codes on Timesheet

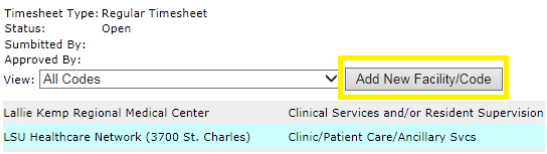
In the case of a timesheet where there are a large number of rows, rows may be hidden to allow for easier timesheet navigation. To the left of the "Add New Facility / Code" button is the menu which can filter the facilities and codes visible on the timesheet. Clicking in the menu will display a listing of all facilities and codes on the current timesheet. Choosing a single code listed under a facility heading will show only the single code that has been chosen. Choosing the "All Codes" entry under a single facility will show all entries for the chosen facility. Choosing "All Codes" will display all facilities and codes. When changing the view, all unsaved changes will be maintained, so saving the timesheet before showing/hiding codes is not necessary.



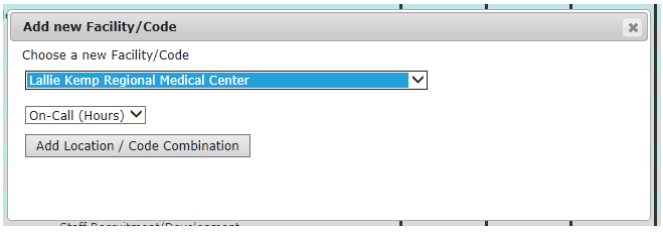


Adding Additional Location / Code to Timesheet

To add a new location / code to the timesheet, click the "Add New Facility / Code" button. A popup window will open allowing you to choose the desired location and code combination to add to your timesheet.



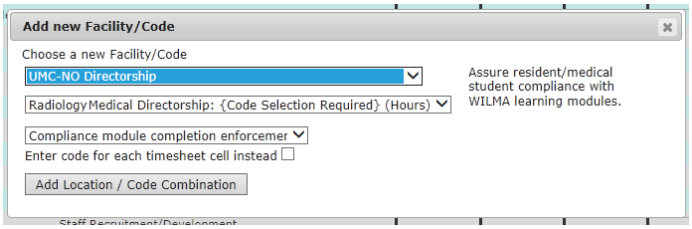
First, choose the desired location. Once the desired location is chosen, the codes available for that location will be shown in the menu below. Only codes that do not exist yet on the current timesheet will be shown. Choose the desired code and click the



"Add Location / Code Combination" button. The timesheet will refresh and the new row will be shown.

Add New Custom Code / Directorship Row to Timesheet

When adding a new location/code to the timesheet, if the code chosen is a custom code (or directorship code), the window will change and look slightly different.



Below the code menu will be a list of the custom code / directorship code items that are available for the chosen code. If the custom code is one that allows free text rather than a pre-defined menu choice, a textbox will be shown instead of another menu. To the right of the facility and code menus is the full code text (the menu only contains the abbreviated code).

There are two different options for adding a custom code / directorship code to a timesheet.

Option 1: Add the code selection as a distinct line item on the timesheet.

This will cause a single line to be added, where all entries for the given line will be for the chosen code. This is recommended if there is an entry that is needed often, such as a meeting that happens daily. Clicking the "Add Location / Code Combination" button after choosing the custom code selection will do this. (In the image above, clicking the button would add a new row of "Radiology Medical Directorship: Compliance module completion enforcement" to the timesheet.)

Option 2: Add a generic custom code line to the timesheet.

This will add a line to the timesheet, but for each day when a value is recorded, a custom code selection will need to be made. Checking the "Enter code for each timesheet cell instead" checkbox will add a row like this. (In the image above, after checking the checkbox and clicking the add button, a "Radiology Medical Directorship {Code Selection Required} row will be added to the timesheet.)

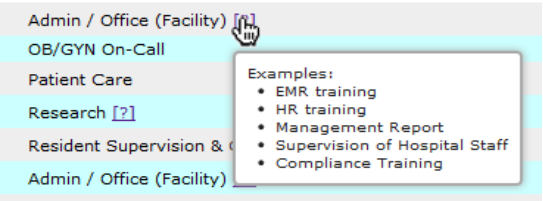
After adding the custom code to the timesheet (using either method), the timesheet will refresh and the new row will be visible on the timesheet. In the sample entry here, the top line is the generic code entry, where the detailed code selection is required for each cell where a value is entered (as indicated by the [†]), and the lower row is the row where the code has been applied to the full row.

UMC-NO Directorship	Radiology Medical Directorship: {Code Selection Required}	1.5 [†]
UMC-NO Directorship	Radiology Medical Directorship: Compliance module completion enforcement [?]	2.5

It is possible for multiple custom code rows to be added to a single timesheet. If two directorship activities need to be recorded for a single day, adding a second row for the same code will allow both entries to be recorded.

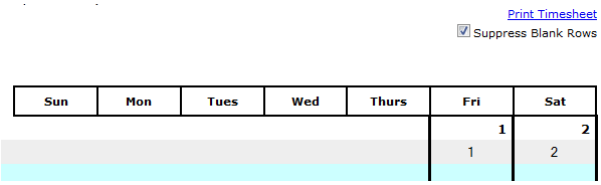
Work Code Additional Information

Certain work codes shown on the timesheet include helpful information and examples about when time should be recorded for that code. This is indicated by a **[?]** being shown after the work code. This detailed information can be viewed by placing the mouse cursor over a **[?]** link on the timesheet. The additional information will display in a hovering window. Moving the cursor away from the **[?]** will cause the additional info to disappear.



Printing Timesheet

The timesheet may be printed using the Print Timesheet link visible in the top right corner of the time entry screen. The Print Timesheet link will not be shown for a new timesheet until the timesheet has been saved. Click the Print Timesheet link to open a PDF of the current timesheet that can be printed or saved. The Suppress Blank Rows checkbox will cause rows with no entries to not be printed.

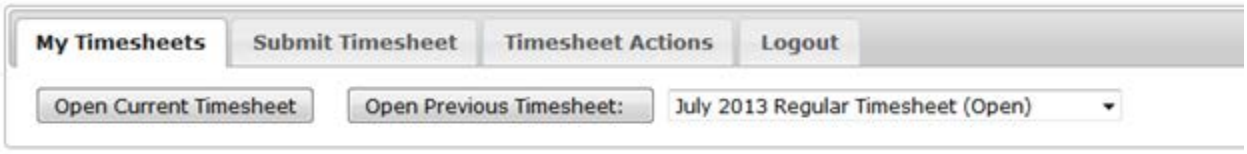


Opening Current Timesheet

By default, you will be brought to the current timesheet. The current timesheet is defined as:

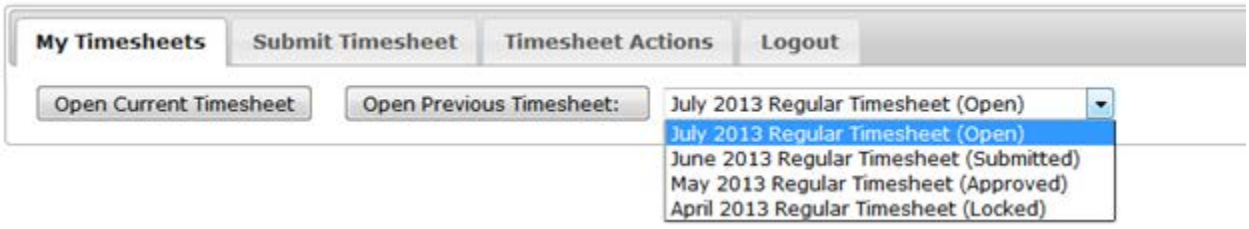
> The earliest saved and unsubmitted timesheet OR the timesheet for the current month

You can always be brought back to the current timesheet by clicking the "My Timesheets" tab and clicking the "Open Current Timesheet" button.



Opening Previous Timesheets

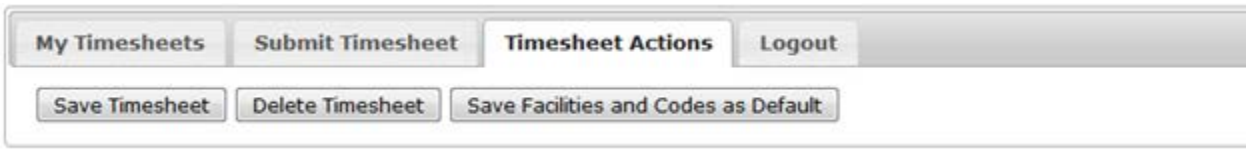
Previous timesheets may be opened by clicking the "My Timesheets" tab, choosing the desired timesheet from the dropdown menu, and then clicking "Open Previous Timesheet".



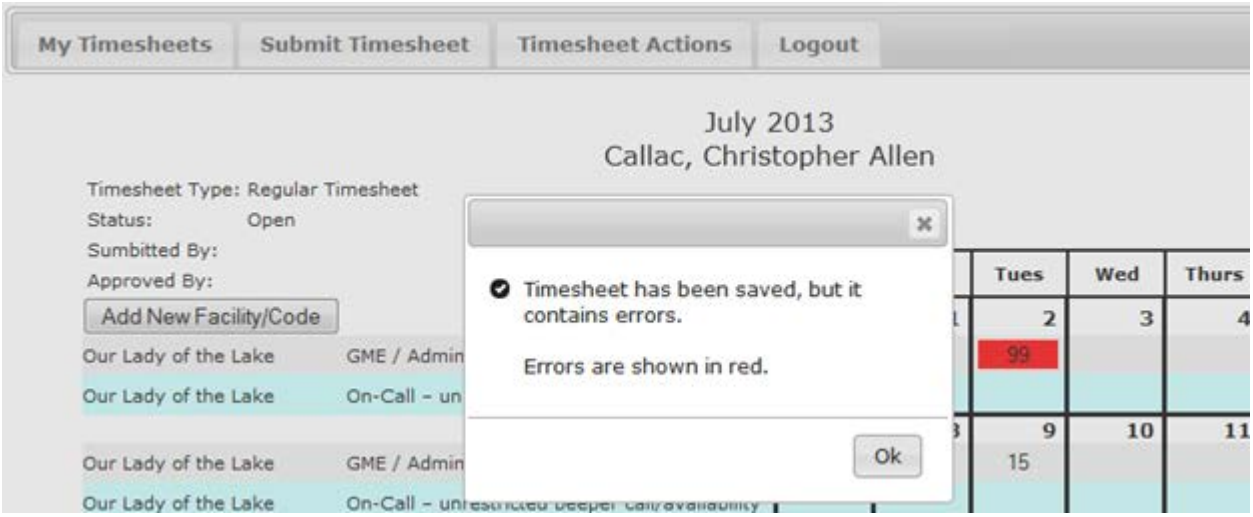
Timesheets with a status of Submitted, Approved, and Locked will be opened in a read-only view.

Saving Timesheet

To save a timesheet, click the "Timesheet Actions" tab, and then click the "Save Timesheet" button.

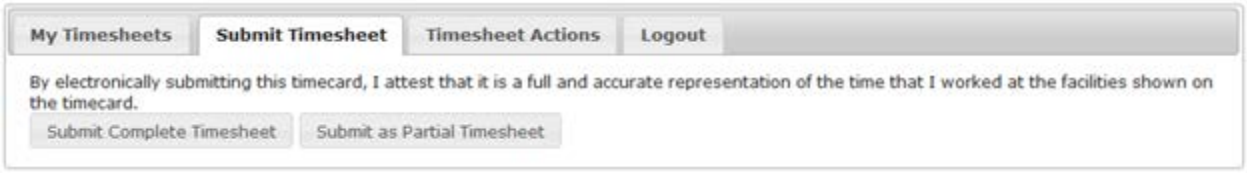


Logging out of the system, or navigating away from the current timesheet without saving will discard any changes. Upon saving, any errors on the timesheet will be highlighted in red.



Submitting Timesheet

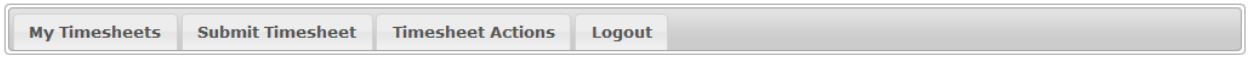
To submit a timesheet, click the "Submit Timesheet" tab and click the "Submit Complete Timesheet" button.



If a timesheet contains errors, it cannot be submitted until the errors have been corrected. If the errors are actually correct as they are, a business manager can over-ride the error-check and allow the timesheet to be submitted with errors.

Submitting Partial Timesheet

Some departments may wish for their physicians to submit timesheets for periods shorter than a whole month. This may be accomplished by using the "Submit as Partial Timesheet" button. When a partial timesheet is submitted, the entered time for the given time period is locked, and a new partial timesheet can be opened for the remainder of the month. When editing the 2nd partial timesheet for a given month, all entries from the previous timesheet will be shown, but the values are locked and greyed out.



July 2013
Callac, Christopher Allen

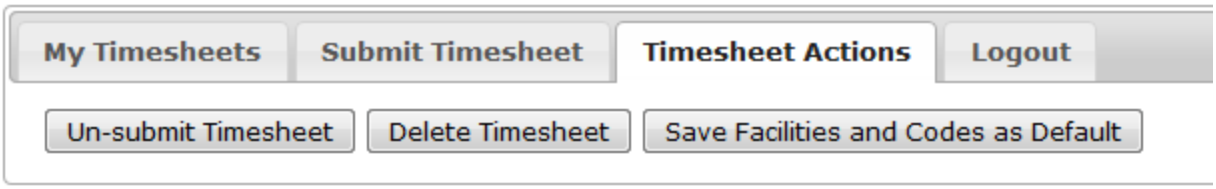
Timesheet Type: Partial Timesheet
Status: Open
Sumbitted By:
Approved By:

Add New Facility/Code

		Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4	5	6
PartialTimecardRowRepeater.aspx Our Lady of the Lake	GME / Admin		8	8	8	8	8	
Our Lady of the Lake	On-Call – unrestricted beeper call/availability							
		7	8	9	10	11	12	13
PartialTimecardRowRepeater.aspx Our Lady of the Lake	GME / Admin		8	8	8	8	8	
Our Lady of the Lake	On-Call – unrestricted beeper call/availability							
		14	15	16	17	18	19	20
PartialTimecardRowRepeater.aspx Our Lady of the Lake	GME / Admin							
Our Lady of the Lake	On-Call – unrestricted beeper call/availability							

Unsubmitting a Timesheet

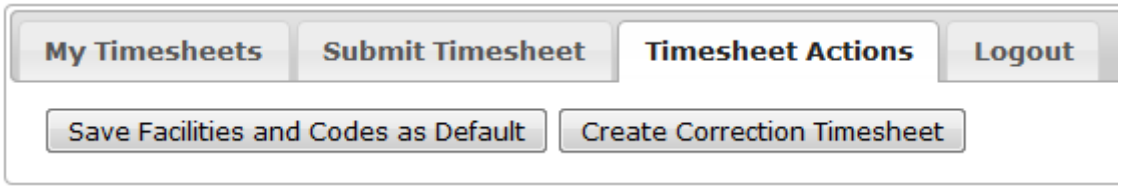
Once a timesheet has been submitted, it cannot be changed. However, if the timesheet has not yet been approved, it can be unsubmitted. To unsubmit a timesheet, click the "Timesheet Actions" tab, and then click the "Un-submit Timesheet" button.



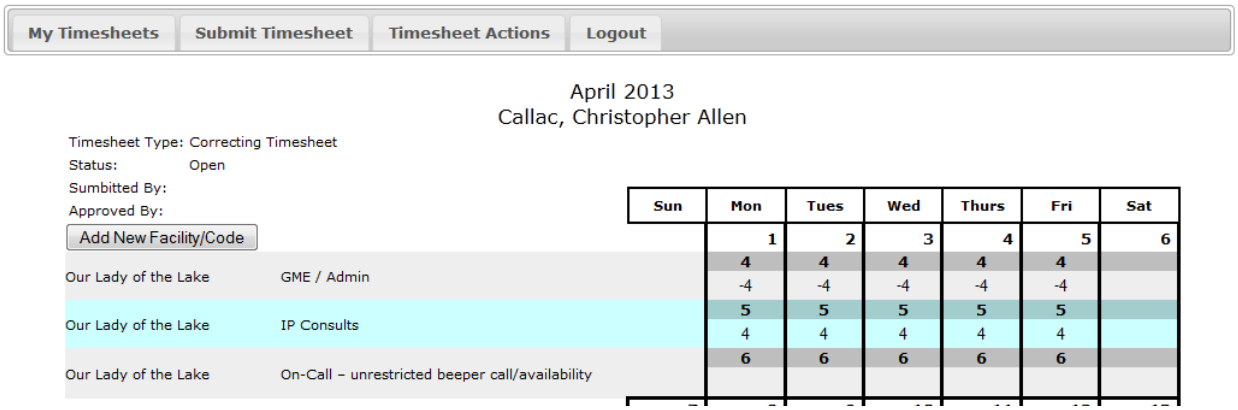
Only timesheets with a status of "Submitted" may be unsubmitted. If the timesheet has already been approved, only a manager may unsubmit it. If the timesheet has a status of Locked, it is not possible to unsubmit the timesheet.

Correction Timesheet

Once a timesheet has reached a status of "Locked", it may no longer be changed. If changes need to be made, they are done through a Correction Timesheet. Create a Correction Timesheet by clicking the "Timesheet Actions" link and then click on the "Create Correction Timesheet" button.



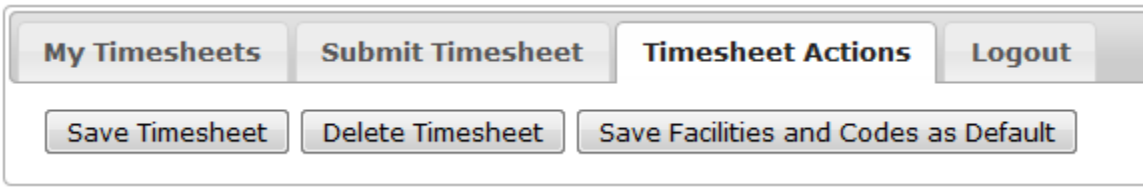
A Correction Timesheet will show all entries currently in place for the existing timesheet(s) for the chosen month. All changes needed should be made in the various cells. Negative numbers should be used to indicate a reduction in hours for a facility/code's entry for a given day, and positive numbers should be used for an increase in hours.



Once all data is entered, the correction timesheet gets submitted and approved in the same way as a regular timesheet.

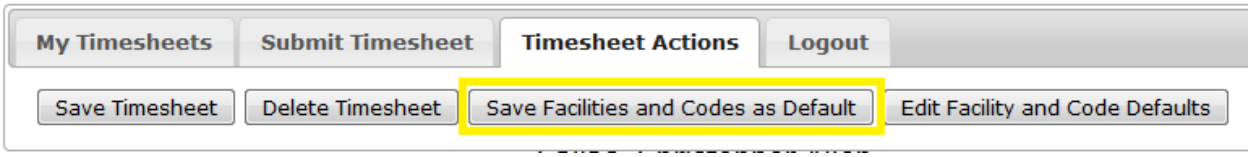
Deleting Timesheet

Only timesheets that have an "Open" status may be deleted. To delete a timesheet, click the "Timesheet Actions" tab and then click the "Delete Timesheet" button



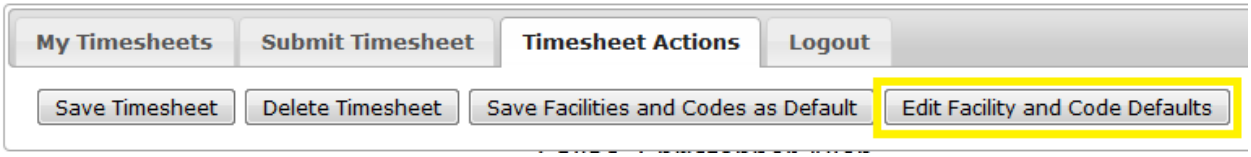
Saving as Default

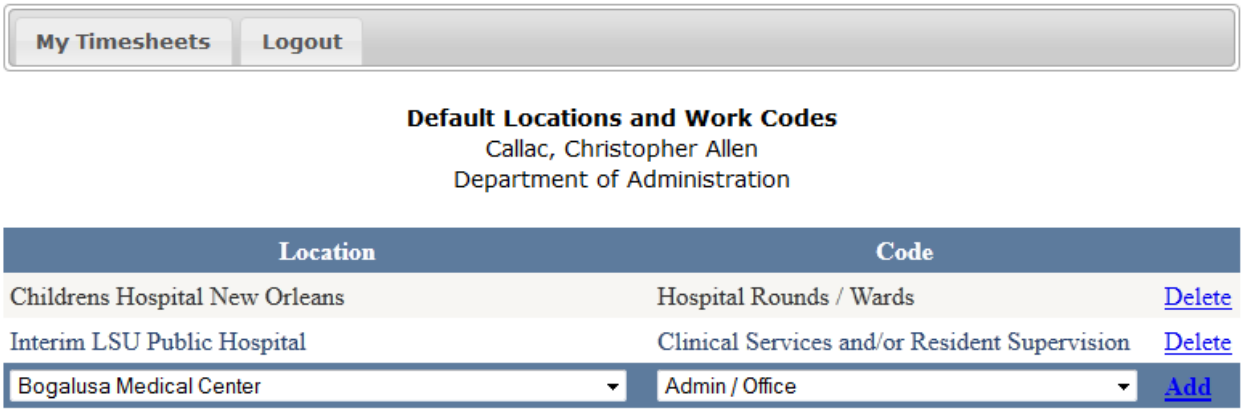
If the facilities and codes currently shown on your timesheet are the ones you use most frequently, you can choose to save them as your defaults. This will cause these items to be shown on your new timesheet each month. To save the current entries as defaults, click on "Save Facilities and Codes as Defaults" on the "Timesheet Actions" tab.



Adding and Deleting Timesheet Defaults

To add and delete specific entries from your timesheet defaults, click the "Edit Facility and Code Defaults" button on the Timesheet Actions tab. **NOTE: Any unsaved changes to your timesheet will be lost.**





Click "Delete" to delete any entry you do not wish to be on your timesheet defaults. This will NOT cause any time entered to be removed. If your current timesheet shows time entered for the deleted facility/code, the time will remain on your timesheet.

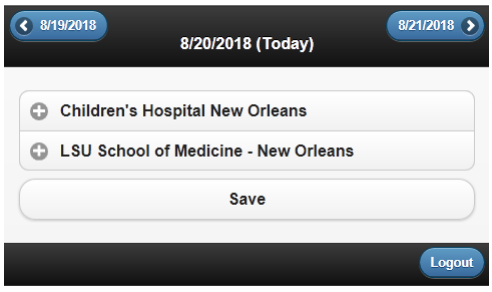
To add a facility/code combination, choose the facility and code, and then click the "Add" link on the right. This entry will now show on your timesheet.

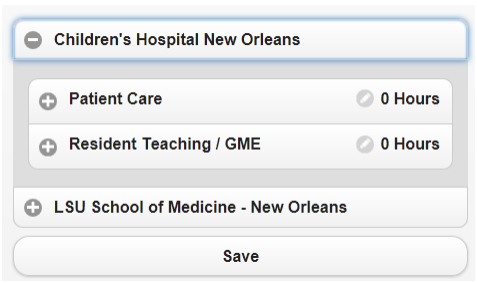
Use the "My Timesheets" tab to return to the timesheet you were currently working on.

Time Entry from Mobile Devices

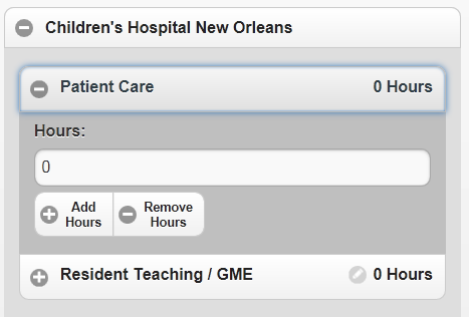
A mobile interface has been designed to allow easy entry from mobile devices. To log in from a mobile device, go to https://www.medschool.lsuhsc.edu/fiscal_affairs/TimeTracking or scan the QR Code. The system will detect that a mobile device is being used and allow you to log on to the mobile site, or log on to the desktop version if you choose.

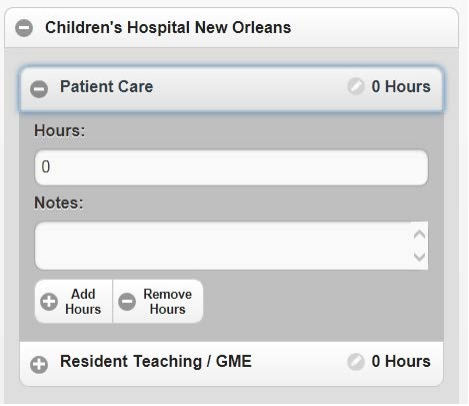
Login is identical to the regular login screen, and the "Keep me logged in for 30 days" is also available. It is **HIGHLY RECOMMENDED** that this be checked when using a mobile device.



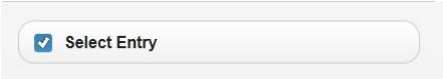


The mobile entry screen defaults to the current day's entries, and displays all facilities shown on your current timesheet. Click on any facility to expand it and show the codes currently on your timesheet for the chosen facility. Only facilities/codes already on your timesheet may be edited with the mobile interface. Adding new facilities/codes, along with submitting your timesheet, may only be done on the regular version of the timesheet.





To edit the hours for a given facility/code, click on the entry. The box will expand with a field to enter the number of hours worked. The hours may also be adjusted by clicking the "Add Hour" and "Remove Hour" buttons. These buttons will cause the recorded hours to go up/down by 1 hour each time pressed. If the chosen entry allows notes, a pencil icon will be shown next to the number of hours, and when opened, a text box will be available for entering notes.



Some entries may display a checkbox instead of the "Add Hour" and "Remove Hour" buttons. Simply click the "Select Entry" button to check/uncheck and confirm that you did/did not perform the indicated work for the day shown.

Once any desired time is entered, click the "Save" button on the screen to save the entries. After the save is complete, you will receive a message stating "Changes Saved".

Other days may be opened on the mobile view by using the arrows at the top of the screen. Any changes made must be saved before moving to a different day.

Definitions and Details

Timesheet Statuses

Open – The timesheet can be modified at will by the owner.

Submitted – The timesheet has been submitted to management for approval. It can be unsubmitted by the owner.

Approved – The timesheet has been approved by management. It can only be viewed by the owner, but it can be unsubmitted by a manager.

Locked – The timesheet has been locked by accounting and may not be changed by anyone. This is to ensure that once a timesheet has been invoiced, no changes can be made. The only changes allowed after being locked are those that are entered through a correction timesheet. The original timesheet is left intact.

Timesheet Error Types

Type 1 – An error that exists on the current timesheet. This type of error will prevent a person from being able to submit their timesheet (although it can be overridden by a manager). This will be things like working over 24 hours in a single day.

Type 2 – This is an error that spans across multiple timesheets (such as 2 partial timesheets, or a regular and correcting timesheet). It will be triggered when the summation of the 2 (or more) timesheets causes a condition such as working over 24 hours in a single day. An error of Type 2 is contributed by the timesheet that it is being shown on. So any timesheet showing this type of error is partially caused by the data entered on the timesheet.

Type 3 – This error is shown when a current period's timesheets contain an error, but the error is NOT compounded by the currently viewed/edited timesheet. This would be something like a partial timesheet being filled out for the 2nd half of the month, but there is an error on the partial timesheet for the first half of the month. This error will be shown to the user (or manager), but will not prevent the submission or approval of the given timesheet.