

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

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Logging In / Logging Out

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

LSU Health
NEW ORLEANS
School of Medicine
Physician Time Tracking System

Username:

Password:

☐ Keep me logged in for 30 days

Login

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

My Timesheets Other Timesheets Submit Timesheet Timesheet Actions Tools Logout

August 2018
Callac, Christopher A.

[Print Timesheet](#)
☒ Suppress Blank Rows

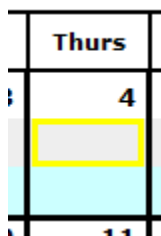
Timesheet Type: Regular Timesheet
Status: Open
Submitted By:
Approved By:
View:

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Children's Hospital New Orleans Patient Care				1	2	3	4
Children's Hospital New Orleans Resident Teaching / GME [?] [?]							
Lallie Kemp Regional Medical Center Telemedicine (HIV/Hepatitis)							
Children's Hospital New Orleans Patient Care	5	6	7	8	9	10	11
Children's Hospital New Orleans Resident Teaching / GME [?] [?]							
Lallie Kemp Regional Medical Center Telemedicine (HIV/Hepatitis)							
Children's Hospital New Orleans Patient Care	12	13	14	15	16	17	18
Children's Hospital New Orleans Resident Teaching / GME [?] [?]							
Lallie Kemp Regional Medical Center Telemedicine (HIV/Hepatitis)							
Children's Hospital New Orleans Patient Care	19	20	21	22	23	24	25
Children's Hospital New Orleans Resident Teaching / GME [?] [?]							
Lallie Kemp Regional Medical Center Telemedicine (HIV/Hepatitis)							
Children's Hospital New Orleans Patient Care	26	27	28	29	30	31	
Children's Hospital New Orleans Resident Teaching / GME [?] [?]							
Lallie Kemp Regional Medical Center Telemedicine (HIV/Hepatitis)							

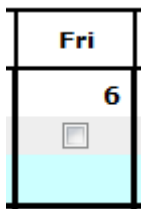
The Tab Bar across the top will look different depending on what permissions you have in the system. Only people with administrative privileges will see the “Other Timesheets” and “Tools’ tabs. Click on any tab to see the options available.

Time Entry

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.

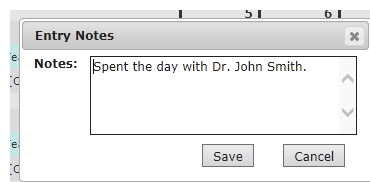
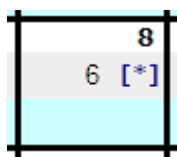
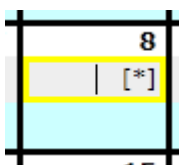


Some entries on your timesheet may see a checkbox instead of allowing a value to be entered. Simply check the checkbox to indicate that the type of work was performed on the given day.



Time Entry with Notes

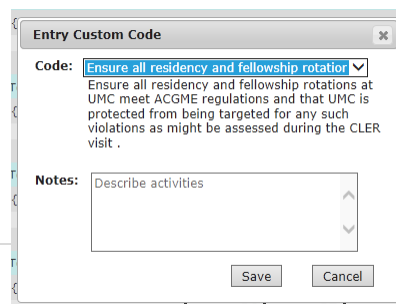
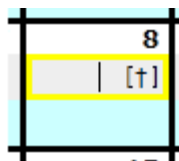
Some entries will also allow notes to be entered along with the recorded entry. Cells which allow notes will show [*] when active. If an entry has notes entered already, [*] will always be visible. Clicking the [*] will allow you to view or edit the attached notes.



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 entries 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 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

UMC-NO Directorship	Radiology Medical Directorship: {Code Selection Required}	1.5 [†]
UMC-NO Directorship	Radiology Medical Directorship: Compliance module completion enforcement [2]	2.5

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.

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.

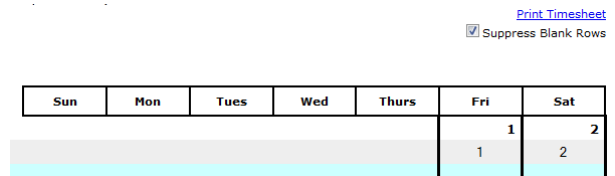
Work Code Additional Information

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.

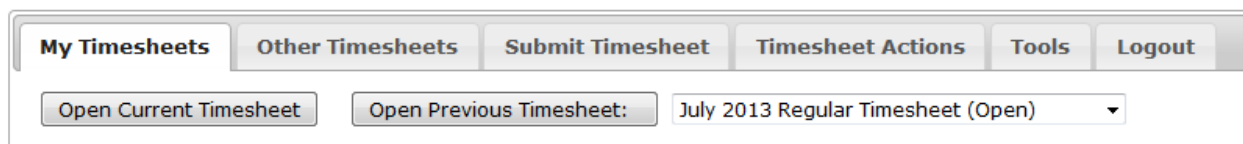


Opening Current Timesheet

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

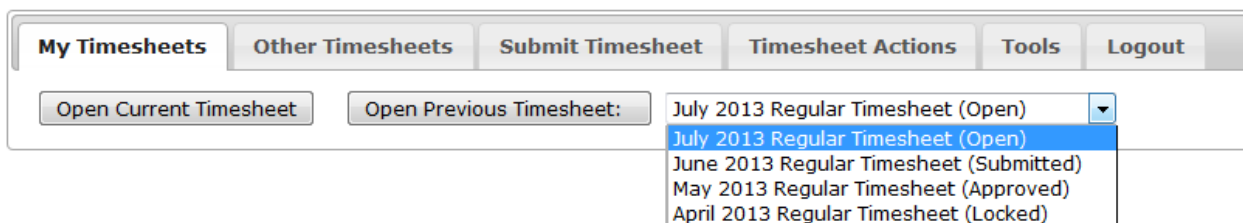
- The earliest saved and unsubmitted timesheet
- OR
- the timesheet for the current month

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.

Opening Other Timesheet

If granted permission to view or edit timesheets on behalf of others, these timesheets can be opened by clicking on the “Other Timesheets” tab. Choose the person from the dropdown list, and then choose to open their current timesheet or a previous timesheet.

The screenshot shows the 'Other Timesheets' tab selected. Below the tabs, there is a dropdown menu showing 'Fake BR Physician 1'. To the right of the dropdown are two buttons: 'Open Current Timesheet' and 'Open Previous Timesheet:'. To the right of the 'Open Previous Timesheet:' button is another dropdown menu showing 'June 2013 Regular Timesheet (Open)'.

Once opened, the timesheet will operate in the same way as the user’s current timesheet.

Saving Timesheet

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

The screenshot shows the 'Timesheet Actions' tab selected. Below the tabs, there are three buttons: 'Save Timesheet', 'Delete Timesheet', and 'Save Facilities and Codes as Default'.

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.

The screenshot shows the timesheet interface for 'July 2013 Callac, Christopher Allen'. The 'Timesheet Type' is 'Regular Timesheet' and the 'Status' is 'Open'. A modal dialog box is displayed in the center with the message: 'Timesheet has been saved, but it contains errors. Errors are shown in red.' The dialog has an 'Ok' button. In the background, a calendar grid is visible with dates 2, 3, 4, 9, 10, 11. The date 2 has a red box with the number 99 inside it.

Submitting Timesheet

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

My Timesheets
Other Timesheets
Submit Timesheet
Timesheet Actions
Tools
Logout

By electronically submitting this timecard, I attest that it is a full and accurate representation of the time that I worked at the facilities shown on the timecard.

Submit Complete Timesheet
Submit as Partial Timesheet

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.

My Timesheets
Submit Timesheet
Timesheet Actions
Logout

July 2013
Callac, Christopher Allen

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

Add New Facility/Code

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

My Timesheets
Submit Timesheet
Timesheet Actions
Logout

Un-submit Timesheet
Delete Timesheet
Save Facilities and Codes as Default

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.

The screenshot shows a navigation bar with four buttons: "My Timesheets", "Submit Timesheet", "Timesheet Actions", and "Logout". Below this bar, there are two additional buttons: "Save Facilities and Codes as Default" and "Create Correction Timesheet".

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.

The screenshot shows a correction timesheet for April 2013 for Christopher Allen Callac. The timesheet type is "Correcting Timesheet" and its status is "Open". It lists the submitter and approver. Below this is a table with columns for days of the week (Sun to Sat) and rows for different facilities. The table shows current hours and correction values (positive for increase, negative for decrease).

		Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4	5	6
Our Lady of the Lake	GME / Admin		4	4	4	4	4	
			-4	-4	-4	-4	-4	
Our Lady of the Lake	IP Consults		5	5	5	5	5	
			4	4	4	4	4	
Our Lady of the Lake	On-Call – unrestricted beeper call/availability		6	6	6	6	6	

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

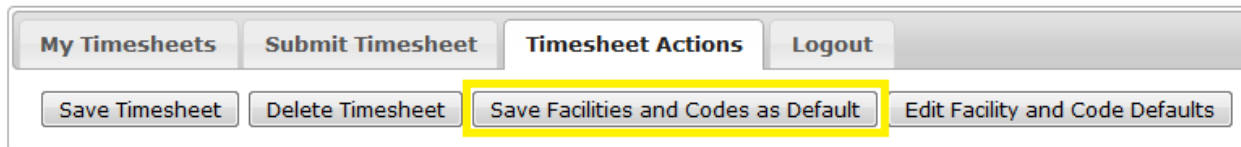
The screenshot shows a navigation bar with four buttons: "My Timesheets", "Submit Timesheet", "Timesheet Actions", and "Logout". Below this bar, there are three additional buttons: "Save Timesheet", "Delete Timesheet", and "Save Facilities and Codes as Default".

Editing Personal Timesheet Defaults

The facilities and codes that are shown on your timesheet can be edited to give you immediate access to the facilities and codes you use most frequently.

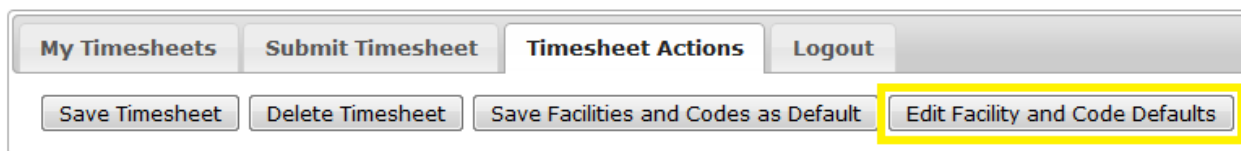
Saving as Default

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.**



Default Locations and Work Codes

Callac, Christopher Allen
Department of Administration

Location	Code	
Childrens Hospital New Orleans	Hospital Rounds / Wards	Delete
Interim LSU Public Hospital	Clinical Services and/or Resident Supervision	Delete
Bogalusa Medical Center	Admin / Office	Add

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.

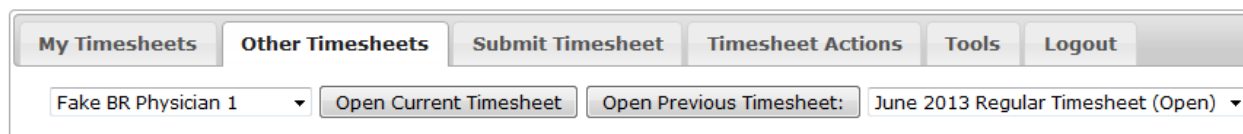
Time Entry on Behalf of Others

All users with management permissions over others may open/edit/submit timesheets on behalf of others. Additionally, individual users can be granted permission to complete timesheets on behalf of others (with no other administrative privileges given). For example, a department secretary can be given access to complete timesheets only for physicians that she works with.

Once another person's timesheet is opened, all functions work identical to the user working on their own timesheet.

Opening Timesheet

To open a timesheet for another person, click the "Other Timesheets" tab, and choose the person you wish to open a timesheet for. The Other Timesheets tab is only visible for people who have been given permission to complete timesheets for others.



The screenshot shows a web interface with several tabs: "My Timesheets", "Other Timesheets", "Submit Timesheet", "Timesheet Actions", "Tools", and "Logout". The "Other Timesheets" tab is selected. Below the tabs, there is a dropdown menu showing "Fake BR Physician 1". To the right of the dropdown are two buttons: "Open Current Timesheet" and "Open Previous Timesheet:". To the right of these buttons is another dropdown menu showing "June 2013 Regular Timesheet (Open)".

Clicking "Open Current Timesheet" will open the current timesheet (as defined earlier) for the given person. Alternatively, a previous timesheet belonging to the chosen person may be opened by choosing the desired timesheet from the menu and clicking the "Open Previous Timesheet" button.

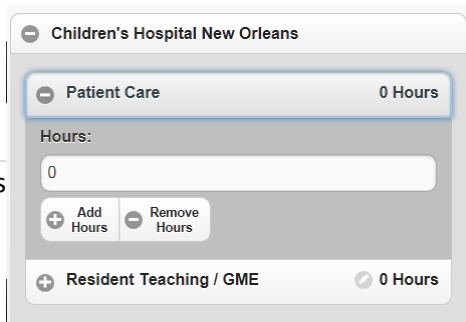
Time Entry from Mobile Devices

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.lsuhschool.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.

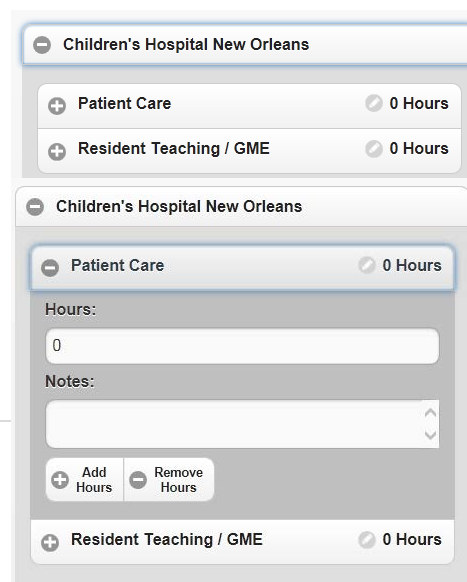


Login is identical to the regular login screen, and the "Keep me logged in for 30 days" is also available. It is **HIGHLY RECOMMENDED** that this be checked when using a mobile device.

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



This screenshot shows a mobile app interface for "Children's Hospital New Orleans". It features a list of categories: "Patient Care" and "Resident Teaching / GME", each with a "0 Hours" indicator. Below the "Patient Care" category, there is a "Hours:" label, a text input field containing "0", and two buttons: "Add Hours" and "Remove Hours".

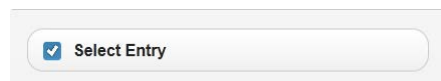


This screenshot shows a mobile app interface for "Children's Hospital New Orleans". It features a list of categories: "Patient Care" and "Resident Teaching / GME", each with a "0 Hours" indicator. Below the "Patient Care" category, there is a "Hours:" label, a text input field containing "0", and a "Notes:" label with a text area. At the bottom, there are two buttons: "Add Hours" and "Remove Hours".

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.

A rectangular button with a light gray background. On the left, there is a small blue square containing a white checkmark. To the right of the checkmark, the text "Select Entry" is displayed in a dark gray font.

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.

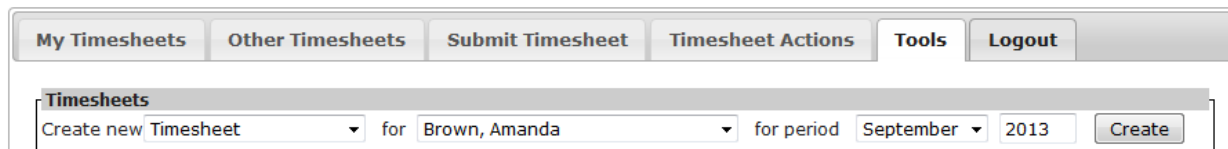
A horizontal bar with a dark background. It contains three date buttons. The first button on the left has a left-pointing arrow and the text "9/23/2013". The middle button has the text "9/24/2013 (Today)". The third button on the right has the text "9/25/2013" and a right-pointing arrow.

Administrative Tools

Creating new Timesheet

By default, timesheets are only created when a person logs time for the current month. If a timesheet needs to be created for a month that has already passed, only a manager can do it.

To create a timesheet for a prior period, click the “Tools” tab. Choose the type of timesheet, select the person who needs the timesheet, select the desired month and enter the 4 digit year. Click the “Create” button to create the timesheet.

A screenshot of a web application interface. At the top, there is a row of tabs: "My Timesheets", "Other Timesheets", "Submit Timesheet", "Timesheet Actions", "Tools", and "Logout". The "Tools" tab is currently selected. Below the tabs, there is a section titled "Timesheets". Inside this section, there is a form with the following elements: a dropdown menu labeled "Create new Timesheet", a text field labeled "for" followed by a dropdown menu showing "Brown, Amanda", another text field labeled "for period" followed by a dropdown menu showing "September" and a text field showing "2013", and a "Create" button.

Once the timesheet is created, a person may open and edit it themselves by using the “Open Previous Timesheet” function under “My Timesheets”.

Approving Timesheets

Timesheets may be approved either from the timesheet itself, or from the Approve Timesheets screen. A timesheet can be approved from the timesheet screen by clicking on the “Timesheet Actions” tab and clicking the “Approve Timesheet” button.

To get to the Approve Timesheets screen, click the “Tools” tab and then click the “Approve Timesheets” button.

The screenshot shows the 'Timesheet Actions' tab selected in the top navigation bar. Below the navigation bar, there are sections for 'Timesheets' and 'Group Timesheets'. The 'Timesheets' section has a dropdown for 'Create new Timesheet' and a 'for' dropdown set to 'Brown, Amanda'. The 'Group Timesheets' section has a dropdown for 'Open Group' set to 'Administration' and a 'Timesheet for period' dropdown set to 'September' for the year '2013'. Below these sections is the 'Other Tools' section, which contains four buttons: 'Approve Timesheets' (highlighted with a yellow box), 'Edit People', 'Edit Permissions', and 'View People & Timesheets'.

A list of all timesheets (which you have management permissions over) will be shown.

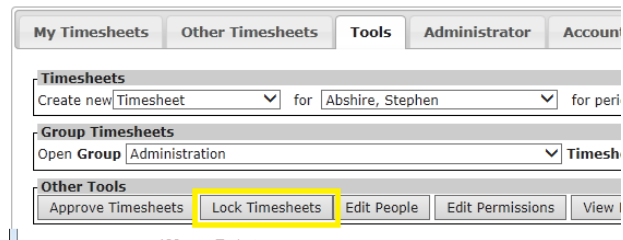
My Timesheets	Other Timesheets	Tools	Accounting	Logout					
Administration									
Submitted Timesheets					All Periods				
Timesheet Details		Timesheet Hours				Timesheet Errors			
Person: Callac, Christopher A. Period: September 2014 Type: Regular Timesheet Status: Submitted		Facility	Code	Days	Hours	No Errors Found			
		LSUSOM-NO	Workday	20 Days					
		CHNOLA	M	11 Hours	11				
		ELCS/EJGH	ONCALL	24 Hours	24				
		NONE	LV-ANNL	8 Hours	8				
		NONE	LV-SICK	10 Hours	10				
		Totals: 20 Days; 53 Hours							
Person: Callac, Christopher A. Period: September 2017 Type: Regular Timesheet Status: Submitted		Facility	Code	Days	Hours	No Errors Found			
		CHNOLA	CALL-ADDL	4 Days					
		CHNOLA	ANES-Reg	28 Hours	28				
		LK	Teled (HIV/He	50 Hours	50				
		OLOL	RS	6 Hours	6				
		UMCNO	PC	1 Hours	1				
		Totals: 4 Days; 85 Hours							
Person: Galendez, Stephanie A. Period: September 2014 Type: Regular Timesheet Status: Submitted		No Hours on Timesheet				No Errors Found			
Person: Relyveld, Helen Period: September 2015 Type: Regular Timesheet Status: Submitted		Facility	Code	Days	Hours	No Errors Found			
		NONE	LV-ANNL	62 Hours	62				
		NONE	LV-SICK	15 Hours	15				
		Totals: 77 Hours							

A summary of all facilities and codes will be shown. Any errors for the given timesheet will also be shown. Clicking the “View Timesheet” link will open the timesheet in a pop-up window. Clicking “Approve Timesheet” will approve the timesheet and remove it from the list. By Default, all submitted timesheets will be shown, for any available periods, for a single department. You can adjust the period, Department, or Timesheet Status by using the drop down menus at the top of the screen. When viewing locked, approved or open timesheets, the “Approve Timesheet” link will not be available.

Any timesheets that contain errors can only be approved by an administrator.

Locking Timesheets

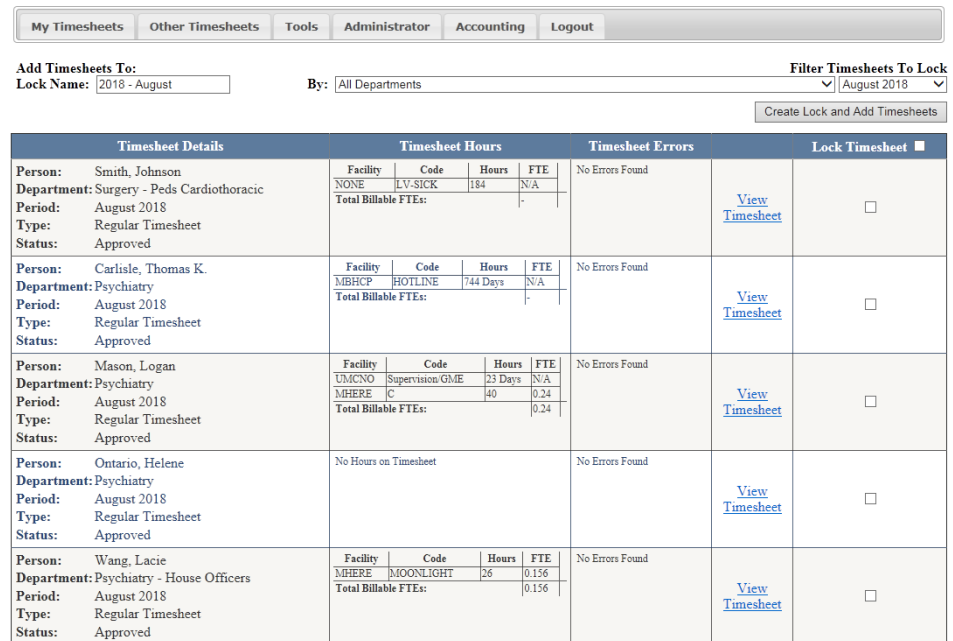
Timesheets may be locked by anyone who is set as an administrator for a given department. To go to the Lock Timesheets screen, click the “Lock Timesheets” button in the Tools tab, in the Other Timesheets section.



The screenshot shows the 'Tools' tab selected in the top navigation bar. Below it, the 'Other Timesheets' section is visible. In this section, the 'Lock Timesheets' button is highlighted with a yellow box. Other buttons visible include 'Approve Timesheets', 'Edit People', 'Edit Permissions', and 'View Timesheets'.

On the Lock Timesheets screen, you will see a listing of timesheets which are available to be locked. You can adjust the list by choosing a department or time period from the drop down menus at the top.

Note: Timesheets can only be locked if they have been submitted AND if it is not past 15 days after the end of the previous month. (So timesheets for July are only available to be locked thru August 15th.) Timesheets not locked by a department will be locked when the Dean’s Office locks all of the unlocked timesheets for the period.



The screenshot shows the 'Lock Timesheets' screen. At the top, there are filters for 'Add Timesheets To:' (Lock Name: 2018 - August) and 'By:' (All Departments). Below the filters is a table with the following columns: Timesheet Details, Timesheet Hours, Timesheet Errors, and Lock Timesheet. The table contains six rows of timesheet data. The 'Lock Timesheet' column has checkboxes for each row.

Timesheet Details	Timesheet Hours	Timesheet Errors	Lock Timesheet																
Person: Smith, Johnson Department: Surgery - Peds Cardiothoracic Period: August 2018 Type: Regular Timesheet Status: Approved	<table border="1"><tr><th>Facility</th><th>Code</th><th>Hours</th><th>FTE</th></tr><tr><td>NONE</td><td>LV-SICK</td><td>184</td><td>N/A</td></tr><tr><td colspan="2">Total Billable FTEs:</td><td>-</td><td></td></tr></table>	Facility	Code	Hours	FTE	NONE	LV-SICK	184	N/A	Total Billable FTEs:		-		No Errors Found View Timesheet	<input type="checkbox"/>				
Facility	Code	Hours	FTE																
NONE	LV-SICK	184	N/A																
Total Billable FTEs:		-																	
Person: Carlisle, Thomas K. Department: Psychiatry Period: August 2018 Type: Regular Timesheet Status: Approved	<table border="1"><tr><th>Facility</th><th>Code</th><th>Hours</th><th>FTE</th></tr><tr><td>MBHCP</td><td>HOTLINE</td><td>744 Days</td><td>N/A</td></tr><tr><td colspan="2">Total Billable FTEs:</td><td>-</td><td></td></tr></table>	Facility	Code	Hours	FTE	MBHCP	HOTLINE	744 Days	N/A	Total Billable FTEs:		-		No Errors Found View Timesheet	<input type="checkbox"/>				
Facility	Code	Hours	FTE																
MBHCP	HOTLINE	744 Days	N/A																
Total Billable FTEs:		-																	
Person: Mason, Logan Department: Psychiatry Period: August 2018 Type: Regular Timesheet Status: Approved	<table border="1"><tr><th>Facility</th><th>Code</th><th>Hours</th><th>FTE</th></tr><tr><td>UMCNO</td><td>Supervision/GME</td><td>23 Days</td><td>N/A</td></tr><tr><td>MHERE</td><td>C</td><td>40</td><td>0.24</td></tr><tr><td colspan="2">Total Billable FTEs:</td><td></td><td>0.24</td></tr></table>	Facility	Code	Hours	FTE	UMCNO	Supervision/GME	23 Days	N/A	MHERE	C	40	0.24	Total Billable FTEs:			0.24	No Errors Found View Timesheet	<input type="checkbox"/>
Facility	Code	Hours	FTE																
UMCNO	Supervision/GME	23 Days	N/A																
MHERE	C	40	0.24																
Total Billable FTEs:			0.24																
Person: Ontario, Helene Department: Psychiatry Period: August 2018 Type: Regular Timesheet Status: Approved	No Hours on Timesheet	No Errors Found View Timesheet	<input type="checkbox"/>																
Person: Wang, Lacie Department: Psychiatry - House Officers Period: August 2018 Type: Regular Timesheet Status: Approved	<table border="1"><tr><th>Facility</th><th>Code</th><th>Hours</th><th>FTE</th></tr><tr><td>MHERE</td><td>MOONLIGHT</td><td>26</td><td>0.156</td></tr><tr><td colspan="2">Total Billable FTEs:</td><td></td><td>0.156</td></tr></table>	Facility	Code	Hours	FTE	MHERE	MOONLIGHT	26	0.156	Total Billable FTEs:			0.156	No Errors Found View Timesheet	<input type="checkbox"/>				
Facility	Code	Hours	FTE																
MHERE	MOONLIGHT	26	0.156																
Total Billable FTEs:			0.156																

WARNING: Once a timesheet has been locked, it can **NOT** be unlocked. Once locked, the only way to make adjustments is to create a correction timesheet.

To lock timesheets, click the checkbox for each timesheet you wish to lock, or click the checkbox at the top of the column to check all checkboxes. Then click the “Add to Selected Lock” or “Create Lock and Add Timesheets” button. (The button will vary depending on if any other timesheets have been locked or not for the given period.)

Group Timesheets

Group timesheets allow activities that are tracked as a “Day” to be entered on behalf of an entire department at one time. These can be entries such as a day of call, which are not recorded hourly. Group timesheets are only accessible by people who are given the permissions of “Manager” over an entire department.


Opening a Group Timesheet

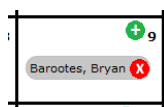
To open a group timesheet, click on the “Tools” tab, choose the department and time period under the “Group Timesheets” heading, and then click “Open”.

The screenshot shows a web interface with a top navigation bar containing tabs: "My Timesheets", "Other Timesheets", "Submit Timesheet", "Timesheet Actions", "Tools" (which is highlighted), and "Logout". Below the tabs, there are two main sections. The first section, titled "Timesheets", contains a form with "Create new" followed by a dropdown menu set to "Timesheet", the text "for", a dropdown menu set to "Abdo, Abir", the text "for period", a dropdown menu set to "September", and a text input field containing "2013". The second section, titled "Group Timesheets", contains a form with "Open Group" followed by a dropdown menu set to "Family Medicine", the text "Timesheet for period", a dropdown menu set to "September", a text input field containing "2013", and an "Open" button.

Editing a Group Timesheet

The screenshot shows a web interface for editing a group timesheet. At the top, it says "September 2013" and "Department of Family Medicine". Below this, there are two dropdown menus: "Barootes, Bryan" and "Bogalusa Medical Center - Overnight Call". To the right of these is a checkbox labeled "Show All Entries". Below the dropdowns is a calendar grid with columns for the days of the week (Sun, Mon, Tues, Wed, Thurs, Fri, Sat) and rows for the dates (1-7 and 8-14). Each date cell contains a green plus sign (+) in a circle. Below the calendar grid, there is a list of entries for each day. The entry for September 9th is highlighted, showing "Barootes, Bryan" with a red X icon next to it.

To schedule someone, choose the person from the drop-down menu indicating who you would like to schedule. Choose the facility/code from the other drop-down menu. Note: Only facility/code combinations that are set up as “Day” entries will be shown. Click the  for any day you wish to schedule the selected person. They will be added to the cell for the given day.



Click the  to remove an entry from the given day.

To schedule on a different facility/code type, choose the new facility/code combination from the drop down menu. Only the entries for a single facility/code can be displayed at a time. Changing the facility will cause the screen to update and show the entries for the newly edited code.

Note: Although the screen will refresh, and all entries for the previously chosen facility/code combination will disappear, they are not gone. They will be saved when the Group Timesheet is saved. Switching the facility/code back to the original one will display them again.

A user has the ability to add/remove the entries from the Group Timesheet on their own individual timesheet. All entries

Once a user has submitted their timesheet, all of their entries on a Group Timesheet are locked and cannot be changed. The user also has the ability to add/remove these entries on their own timesheet.

All entries from a Group Timesheet are shown as checkboxes that can be checked or unchecked as needed.

	8	9	10	11	12	13	14
Bogalusa Medical Center Overnight Call	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Once a user has submitted their timesheet, no new entries can be added/removed from the Group Timesheet screen. Their entries will still be shown on the calendar, but there will not be any button to remove the entry. They will also not be shown in the drop-down menu. If there are no timesheets available for editing, the drop-down menu of people will be hidden entirely.

Thurs
+ 5
Berry, Susan X
Dimitriades, Constantine

Below the calendar is a link entitled “Show Associated Timesheets”. Clicking this link will cause a table of all personnel in the department and the status of their timesheet for the given period. This will allow you to confirm that someone’s timesheet has already been submitted when their entries cannot be changed.

Viewing All Entries

Checking the Show All Entries checkbox at the top of the screen will cause all entries for the current month to be shown on the calendar.

DeWitt, David

Bogalusa Medical Center - OB/GYN On-Call

Show All Entries

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		<div>+ 1</div> <div>DeWitt, David</div> <div>Barootes, Bryan</div> <div>Touro Infirmary - OB/GYN On-Call - Barootes, Bryan</div>	<div>+ 2</div> <div>Children's Hospital New Orleans - OB/GYN Resident Supervision - Barootes, Bryan</div> <div>Touro Infirmary - OB/GYN On-Call - Barootes, Bryan</div>	<div>+ 3</div> <div>DeWitt, David</div> <div>Barootes, Bryan</div> <div>Touro Infirmary - OB/GYN On-Call - Barootes, Bryan</div>	<div>+ 4</div> <div>Barootes, Bryan</div> <div>Touro Infirmary - OB/GYN On-Call - DeWitt, David</div>	<div>+ 5</div>

Entries for the currently chosen facility/code combination will be shown in dark gray, while all other entries will be shown in light gray. Entries can be added/removed for the currently chosen facility/code as before.

Printing a Group Timesheet

A printable PDF of the group timesheet can be printed by clicking on the Timesheet Actions tab, and then clicking the Print Schedule” button.

My Timesheets
Other Timesheets
Timesheet Actions
Tools

Save Timesheet
Print Schedule
Filter Printed Schedule by Facility
☐ Exclude Empty Rows

The print view can be filtered to only show selected facilities by clicking the “Filter Printed Schedule by

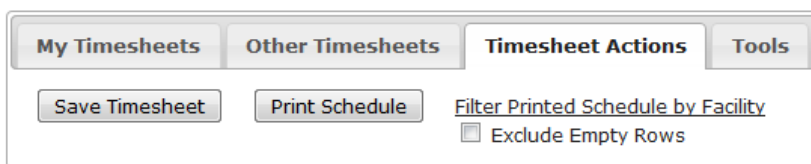
Facility” link and selecting the facilities you wish to include (multiple facilities may be chosen by holding down the Control key while clicking). Unused rows can be excluded from the printed view by choosing the “Exclude Empty Rows” checkbox.

NOTE: Printing a group timesheet will only include entries that have been saved. If entries have been added to the group timesheet but not saved, those entries will NOT be included in the entries that are printed.

Saving a Group Timesheet

All entries made on a Group Timesheet will only be saved by explicitly clicking the “Save Timesheet” button. Navigating away from the Group Timesheet page (or changing to a different department or time period) will cause all unsaved changes to be lost.

To save changes, click the “Timesheet Actions” tab, and then click “Save Timesheet”.

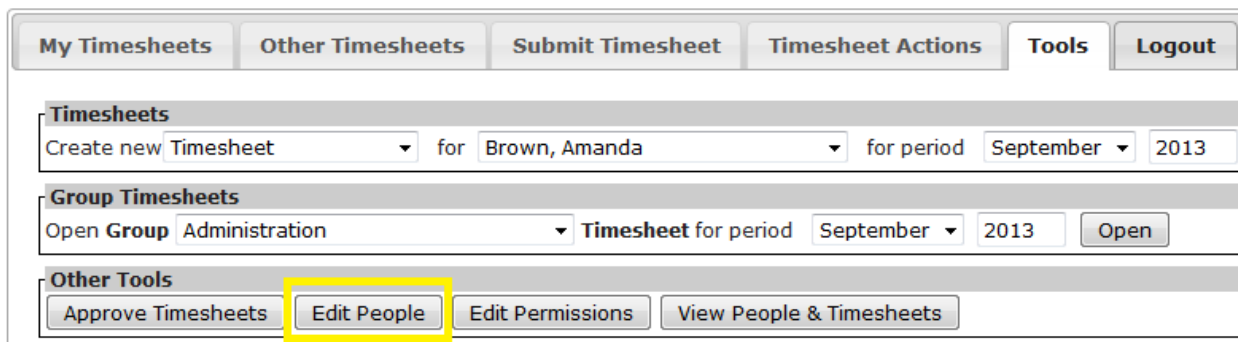


This screenshot shows the 'Timesheet Actions' tab selected. It contains three buttons: 'Save Timesheet', 'Print Schedule', and a link 'Filter Printed Schedule by Facility'. Below the link is a checkbox labeled 'Exclude Empty Rows'.

Saving an entry for a person who does not yet have a timesheet created for the given period will cause a new timesheet to be automatically created for the person for that period.

Adding / Editing People

To add or edit people, click the “Tools” tab and then click the “Edit People” button.



This screenshot shows the 'Tools' tab selected. It contains several sections: 'Timesheets' with a dropdown for 'Create new Timesheet' and a text field for 'for Brown, Amanda'; 'Group Timesheets' with a dropdown for 'Open Group Administration' and a text field for 'Timesheet for period September 2013'; and 'Other Tools' with four buttons: 'Approve Timesheets', 'Edit People' (highlighted with a yellow box), 'Edit Permissions', and 'View People & Timesheets'.

All people that you have permission over will be shown. You can filter the list by choosing a department from the menu at the top.

My Timesheets
Other Timesheets
Tools
Accounting
Logout

Administration

Edit Timesheet Defaults in Bulk

EMPLID	Person	Reporting Department		Facility / Codes	
0123456	Brown, Richard T.	Administration	Edit Person	Administrative User	Delete
0119885	Caldwell, Jack P.	Administration	Edit Person	Edit Defaults	Delete
0189547	Drennan, Krystal	Administration	Edit Person	Administrative User	Delete
2398651	George, Sandy	Administration	Edit Person	Administrative User	Delete
9854445	Halpern, Michael	Administration	Edit Person	Edit Defaults	Delete
					Add

Click “Delete” to delete a person from the system. If the person has already entered timesheets, they will not be totally deleted, but will simply be moved to an inactive status.

Edit Person will let you change a person’s name and reporting department, and designate a person as an Administrative User. Users who are set as Administrative Users can log in and use the system, but they have no timesheets of their own.

Note: The “Reporting Department” is the department/business unit that has approval and administrative privileges over the person. A person may only belong to one reporting department, but permission may be granted for a single person to have privileges over many people or departments.

A new person can be added to the system by clicking the “Add” button at the bottom of the screen.

Add New Person

EMPLID	Person	Reporting Department	
<input type="text"/>	<input type="text"/>	Administration	Add New Person

Enter a person’s EMPLID and Name, choose their reporting department, and click the “Add New Person” link. Once a person is added, they will then be able to log into the system to complete timesheets.

Note: Once entered, a person’s EMPLID cannot be changed.

Edit a Person’s Default Timesheet

“Edit Defaults” will let you edit the default Facility and Code combinations that show up on a person’s timesheet.

Default Facility/Code Selections for Fake BR Physician 2

Location	Code	
Childrens Hospital New Orleans	GME / Admin	Delete
Childrens Hospital New Orleans	Hospital Rounds / Wards	Delete
Childrens Hospital New Orleans	On-Call – unrestricted beeper call/availability	Delete
Childrens Hospital New Orleans	Admin / Office	Add

Choose the desired facility/code combination and click the “Add” link, or click the “Delete” link to remove the facility/code combination. Changing these defaults will **NOT** remove any recorded hours from any timesheet.

My Timesheets
Other Timesheets
Tools
Accounting
Logout

Administration

Edit Timesheet Defaults in Bulk

Editing Default Timesheets In Bulk

All default timesheets can be edited simultaneously for an entire department by clicking the “Edit Timesheet Defaults in Bulk” button in the top right corner.

All uses which you have permission over in the chosen department will be shown. Only one department at a time can be updated, but all available facilities may be updated before saving changes.

Click in any checkbox to add or remove the selected entry from each person’s timesheet. The checkbox at the top of each column will check/uncheck all checkboxes in the column. If a given person already has an entry on their timesheet, the checkbox will already be checked, but can be unchecked if desired.

When working with long codes or a large list of users, it may be helpful to condense the facility names or code names shown. The “Show Abbreviated Facility Names” and “Show Abbreviated Codes” checkboxes

My Timesheets
Other Timesheets
Tools
Accounting
Logout

Make Bulk Changes to Faculty Timesheet Templates

Department:
Administration

Choose Facility:
Children's Hospital New Orleans

☐ Show Abbreviated Facility Names

☐ Show Abbreviated Codes

☐ Rotate Column Headings

Save Changes

Only facilities / codes allowed for the chosen department are shown here. To change codes / facilities available here, go to Tools -> Edit Department Locations

Cells are shaded darker to indicate checked entries that already exist, and are colored red and green for items that will be added or removed. Holding the mouse over any abbreviation will reveal the full name.

EMPLID	Person	[Children's Hospital New Orleans] Additional On - Call Coverage (Non Exclusive Hours)	[Children's Hospital New Orleans] Additional On - Call Coverage (as Checkbox)	[Children's Hospital New Orleans] Admin / Office (Facility) (Exclusive Hours)	[Children's Hospital New Orleans] Clinical Services and/or Resident Supervision (Cardiac) (Exclusive Hours)	[Children's Hospital New Orleans] Clinical Services and/or Resident Supervision (Late) (Exclusive Hours)	[Children's Hospital New Orleans] Clinical Services and/or Resident Supervision (Night) (Exclusive Hours)	[Children's Hospital New Orleans] Clinical Services and/or Resident Supervision (Regular) (Exclusive Hours)	[Children's Hospital New Orleans] Clinical Services and/or Resident Supervision (Weekend) (Exclusive Hours)	[Children's Hospital New Orleans] Committee Meetings (Exclusive Hours)	[Children's Hospital New Orleans] Continuing Medical Education Confer (Exclu Hour
	Change All	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
0119885	Caldwell, Jack P.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9854445	Halpern, Michael	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

will do this. Additionally, the “Rotate Column Headings” checkbox will rotate the headings by 90°, allowing more columns to be viewed simultaneously.

The Bulk Changes screen will only show locations and codes that are available for each department. If additional locations/codes are needed, they should be added to the department (see Edit Department Facilities and Codes).

Once all desired changes have been made for the chosen department, click the “Save Changes” button.

Viewing, Opening, and Printing Timesheets

Timesheets can be viewed, opened and printed from the View People & Timesheets page. Click “View People & Timesheets” on the Tools tab.

The screenshot shows a web interface with a top navigation bar containing tabs: "My Timesheets", "Other Timesheets", "Timesheet Actions", "Tools", and "Logout". Below the tabs, there are three sections: "Timesheets" with a "Create new Timesheet" dropdown and a "for" dropdown set to "Abdo, Abir"; "Group Timesheets" with an "Open Group" dropdown set to "Administration" and a "Timesheet for period" dropdown set to "September"; and "Other Tools" with four buttons: "Approve Timesheets", "Edit People", "Edit Permissions", and "View People & Timesheets". The "View People & Timesheets" button is highlighted with a yellow border.

All people that you have permissions over will be shown, along with the status of their current timesheet.

Filter Timesheets:

All Timesheets November 2013

Filter Departments:

Pediatrics

[Change Timesheet Print Settings](#)

EMPLID	Person	Department	Type	Status	Date	
0072265	Aita-levy, Jerussa	Pediatrics	Partial	Approved	11/26/2013	View Open Print
0077570	Allen, Owen	Pediatrics	No Timesheet			
0091605	Ananth, Mamatha	Pediatrics	Regular	Approved	12/2/2013	View Open Print

The view can be filtered to only show timesheets of a specific status (Open, Submitted, Approved, Locked, or No Timesheet), and can be filtered by period and department. If you do not have permissions for multiple departments, the Filter Departments department drop-down list will not be shown.

Clicking the “View” link will open a pop-up window showing an abbreviated view of the chosen timesheet.

Clicking “Open” will open up the timesheet in the regular (editable) view.

Clicking “Print” will open up a PDF view of the timesheet that can be printed or saved.

Changing Timesheet Print Settings

Timesheets can be filtered during printing to display only the facilities and codes desired. Additionally, a title and reference line can be added to the timesheets as they are printed.

Click the “Change Timesheet Print Settings” button to open the Print Timesheet Settings window.

Print Timesheet Settings

Timesheet Print Settings

Filter Entries by Facility:

- Bogalusa Medical Center
- Children's Hospital New Orleans
- Children's Hospital New Orleans - Baton Rouge
- Children's Hospital New Orleans - Calhoun
- Children's Hospital New Orleans - Lafayette Clinic
- Children's Hospital New Orleans - Metairie Clinic
- Children's Hospital New Orleans - Other
- CHMPC - Kenner

Filter Entries by Code:

- Additional On-Call Coverage
- Admin / Office (Facility)
- Administrative
- Annual Leave
- Bereavement Leave
- Clinic/Patient Care/Ancillary Svcs
- Clinical Services and/or Resident Supervision
- Continuing Medical Education / Conference

Timesheet Title:

Reference Line:

☐ Suppress Blank Rows

[Show All Facilities and Codes](#)

Save Settings

Click on the facility or code to include in the printed timesheet by clicking the desired facility in the list. Multiple facilities or codes can be chosen by holding the CTRL key while clicking on the facility names.

By default, only the facilities and codes available for your department are shown in the lists. If you need to view all facilities available in the system, click the “Show All Facilities and Codes” link in the bottom right corner.

A Timesheet Title can be included in the Timesheet Title box. The Timesheet Title will print at the top of all printed timesheets that you print.

A Reference Line can also be included on the printed timesheets by entering something into the Reference Line box. This will print on the right-hand side of the timesheet, along with a “Reference” header.

Timesheet Title Prints Here ← **Timesheet Title**

November 2013

Bamgbola, Oluwatoyin

Pediatrics

Timesheet Reference Line

Timesheet Type: Regular

Reference: Timesheet Reference Prints Here

Click “Save Settings” to save the settings. These settings will stay in effect until you exit the system or have 10 minutes of inactivity.

Printing All Timesheets

At the bottom of the list, there is a link entitled “Print All”.

Partial	Open	9/16/2013	View	Open	Print
Regular	Open		View	Open	Print
Print All					

This link will cause a single PDF to be generated including ALL timesheets shown on the screen. No entries will be shown/printed for people with no timesheet. Any people with timesheets that contain no recorded time will also not be printed/shown.

Department Facilities and Codes

Each department has the ability to choose exactly which locations and work codes are available for their faculty to choose from. The only facilities and codes available to be added to a timesheet are the codes that are set up for their specific department. This will only allow the facilities and codes that you want to be used by your department's faculty.

Edit Department Facilities and Codes

To edit the facilities and codes available for your department, click the "Tools" tab and then click the "Edit Department Locations" button.

The screenshot shows the 'Tools' tab selected in the top navigation bar. Below the navigation bar, there are sections for 'Timesheets', 'Group Timesheets', and 'Other Tools'. In the 'Other Tools' section, the 'Edit Department Locations' button is highlighted with a yellow border.

You will be given a list of all currently available facility and code combinations for your department. If you oversee multiple departments/sections, you can choose which to view by making the appropriate selection in the Department dropdown.

The screenshot shows the 'Edit Department Locations' page. At the top, there is a 'Department' dropdown menu set to 'Medicine'. Below this, a note states: '*Note - Deleting an item will also remove it from any default timesheets for the specified department. Any timesheets currently open or already submitted/approved will not be affected.' The main content is a table with three columns: 'Location', 'Code', and 'Notes'. The table is divided into sections for different departments: 'LSU School of Medicine - New Orleans', 'No Facility', 'UMC-NO Directorship', and 'Unused Facilities'. Each row in the table has a 'Delete' link and an 'Add' link. The 'Add' link is highlighted in blue.

Location	Code	Notes
LSU School of Medicine - New Orleans		
LSU School of Medicine - New Orleans	Administrative (Hours)	Optional Delete
LSU School of Medicine - New Orleans	Committee Work (Hours)	Optional Delete
LSU School of Medicine - New Orleans	Workday (Days/Checkbox)	Required Delete
LSU School of Medicine - New Orleans	Choose Code to Add	None Add
No Facility		
No Facility	All Codes	None Delete
UMC-NO Directorship		
UMC-NO Directorship	Committee Meetings (Hours)	None Delete
UMC-NO Directorship	Other (Committee Meeting Prep) (Hours)	None Delete
UMC-NO Directorship	Staff Meetings (Hours)	None Delete
UMC-NO Directorship	Choose Code to Add	None Add
Unused Facilities		
LSU Baton Rouge Clinics (Outpatient)	All Codes	None Add

Add Facility / Code Combination

To add a new facility that has not yet been used in your department, choose the facility from the bottom left of the screen, under the “Unused Facilities” header. Then choose the code you wish to add from the list on the right. Click the “Add” link on the right to add the facility/code combination. Alternatively, if you wish to allow all codes at a specific facility, you may choose the “All Codes” entry. This will also allow any future codes set up for the facility to also be used by your faculty.

To add a new code to a facility that is already in use, use the dropdown at the bottom of the section for the desired facility, and then click the “Add” link. The dropdown is not shown when all codes are being used for a specific facility.

Delete Facility / Code Combination

To delete a Facility / Code combination, click the delete link for the entry you wish to delete. Deleting a facility / code combination will not change any timesheets that has already been saved/submitted/approved/locked. However, it will remove the entry from everyone’s default timesheet.

Allow or Require Notes with Entry

The notes column indicates whether users are allowed to enter notes for any entry of the specified facility/code on their timesheet. To allow notes, change the drop down menu in the specified row to the desired setting. Changes are automatically saved. The available options are:

None – No notes are able to be entered

Optional – Notes may be entered

Optional (as Menu) – Notes may be entered, as selected from a drop down menu. The drop down menu allows choosing from any previously entered note entry, or manually adding in a new one.

Required – Note entry is required before submitting timesheet.

Required (as Menu) – Required, using menu as described above.

Special Circumstances

Because there may be situations where a single faculty member (or small subset of faculty members) may need to use a location / code that is not available to the entire department, it is possible to have other items included on their default timesheet. On the “Edit Defaults” screen for a person, managers can check the checkbox titled “Allow selection of facilities / codes not normally available in department”.

Location	Code	
Interim LSU Public Hospital	Resident Supervision & Clinical Instruction	Delete
No Facility	Annual Leave	Delete
No Facility	Holiday	Delete
No Facility	Sick Leave	Delete
Interim LSU Public Hospital	Continuity Clinic	Add

☐ Allow selection of facilities / codes not normally available in department.

Checking this checkbox will allow you to add Facility / Code combinations that are not set up for the user's department. These entries will remain on a person's default timesheet until they are removed. If a user removes one of these entries from their default timesheet, they will need to contact a manager to have it added back.

For more information about the "Edit Defaults" screen, see "Edit a Person's Default Timesheet" section on page 20 of this manual.

Granting User Permissions

To grant or revoke user permissions, click the "Tools" tab and then click the "Edit Permissions" button.

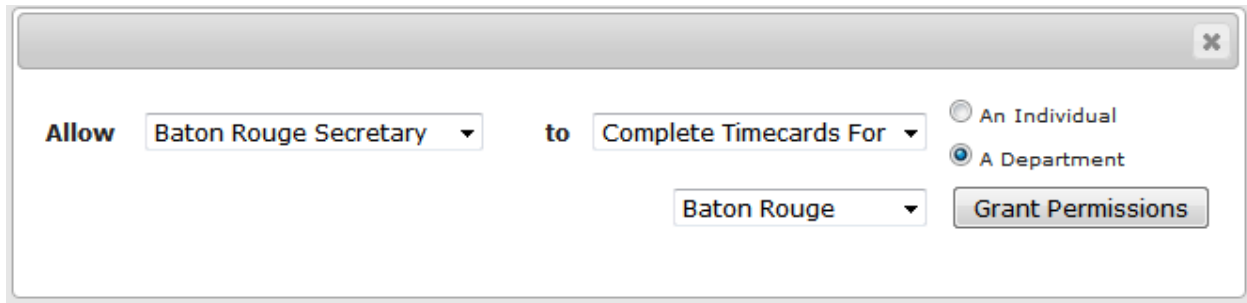
All permissions that you can modify will be shown.

My Timesheets Other Timesheets Tools Logout			
Person	Permissions Granted	Person / Department	
Allen, Owen	is a Manager over	Pediatrics	Delete
Baton Rouge Secretary	can Complete Timecards for	Baton Rouge	Delete
Buhler, Richard O.	is Accounting over	All Personnel / Departments	Delete
Buhler, Richard O.	is an Administrator over	All Personnel / Departments	Delete
Callac, Christopher Allen	is an Administrator over	All Personnel / Departments	Delete
Department Secretary	can Complete Timecards for	Fake Peds Physician 1	Delete
Living, William	is a Manager over	Baton Rouge	Delete
Schmidt, Daniela K.	is Accounting over	All Personnel / Departments	Delete
Schmidt, Daniela K.	is an Administrator over	All Personnel / Departments	Delete
Schroth, Keith	is Accounting over	All Personnel / Departments	Delete
			Add

A description of the types of permissions available is detailed elsewhere.

To delete the granted permissions, click the “Delete” link.

To grant new permissions, click the “Add” button.



Choose the person you wish to give permissions to from the menu. The options shown will vary depending on the actual permissions that you hold over the chosen person. Choose the permissions desired, and choose whether you want to grant them permission over a specific person or an entire department. Choose the desired person or department, and click the “Grant Permissions” button. (The person/department available will again depend on the permissions that you have been given in the system.

CMS Time Study Data Collection

Introduction

The LSU SOM Time Tracking System may be used to collect data for hospital GME Time Studies. Data collected via standard faculty time sheets is mapped to the various Medicare Time Study categories. Data can be exported to Excel and then submitted to the relevant personnel.

Important Information for Time Study Recording

- All of a faculty member’s work time must be captured during the time study period for accurate reporting. This includes time worked at other facilities. Hours captured on the time sheet during a time study should reflect all working hours and time spent on related professional activities (such as continuing education)
- Resident Supervision time and Patient Care time must be recorded separately for the Time Study. Any combined types (such as “Resident Supervision and/or Patient Care”) should NOT be used for the time study facility during a time study period.
- Because Time Studies can overlap time periods in the system, the Time Study page does NOT require a timesheet to be submitted/approved for recorded time to be shown. Care should be taken to ensure that entries recorded during a Time Study period are not changed after the Time Study data is extracted and submitted to the facility.
- Specific questions regarding what time should be included/excluded from specific categories for the time study should be directed to the personnel in charge of the Time Study at the given facility.

Steps for monitoring / extracting Time Study Data

1. Ensure that all facilities where your faculty currently practice are adequately set to be included or excluded from the Time Study facility (see [Time Study Facilities Tab](#)).
2. Check the mappings for codes used by your department to ensure that all codes used are mapped to the proper Time Study categories using the “Used Previous 6 Months” link. (see [Time Study Mapping Tab](#) and [Medicare Time Study Categories](#))
3. Monitor faculty time sheets during the time study reporting period to ensure only correctly mapped codes are used. (see [Time Study Errors Tab](#))
4. Once all faculty have recorded all necessary time for the Time Study period, extract Time Study data. (See [Time Study Data Tab](#))

Accessing Time Study Data

Time Study data can be accessed by clicking the Time Studies button on the Tools tab.

The screenshot shows a web interface with a top navigation bar containing tabs: My Timesheets, Other Timesheets, Tools, Accounting, and Logout. The Tools tab is selected. Below the navigation bar, there are three sections: Timesheets, Group Timesheets, and Other Tools. The Timesheets section has a dropdown for 'Create new Timesheet' and a 'Create' button. The Group Timesheets section has a dropdown for 'Open Group' and an 'Open' button. The Other Tools section contains several buttons: Approve Timesheets, Edit People, Edit Permissions, View People & Timesheets, Edit Department Locations, and Time Studies. The Time Studies button is highlighted with a yellow box.

Time Study Screen

The screenshot shows the Time Study Screen with a top navigation bar containing tabs: My Timesheets, Other Timesheets, Tools, Administrator, Accounting, and Logout. The Tools tab is selected. Below the navigation bar, there are two dropdown menus: 'Choose Department:' with 'Pediatrics' selected, and 'Choose Time Study:' with 'CHNOLA - September 2016' selected. Below the dropdowns, there are instructions: 'Instructions: The tabs below will allow you to export the Time Study data and mappings to Excel. For the Time Study data to be accurate, you must review the Errors, Mapping, and Facilities to ensure your faculty are recording time using the correct codes, and that the codes are being correctly mapped to the time study categories.' Below the instructions, there are four tabs: Time Study Data, Time Study Errors, Time Study Mapping, and Time Study Facilities. The Time Study Data tab is selected. Below the tabs, there is a table titled 'CHNOLA - September 2016 Time Study Data Department of Pediatrics'. The table has columns: Person, Department, EMPLID, Week, Week Start, Category, Day 1 Hrs, Day 2 Hrs, Day 3 Hrs, Day 4 Hrs, Day 5 Hrs, Day 6 Hrs, and Day 7 Hrs. The table contains five rows of data for John Smith, showing his time spent in various categories over a week.

Person	Department	EMPLID	Week	Week Start	Category	Day 1 Hrs	Day 2 Hrs	Day 3 Hrs	Day 4 Hrs	Day 5 Hrs	Day 6 Hrs	Day 7 Hrs
Smith, John	Pediatrics	0123456	1	9/12/2016	Graduate Medical Education	10	0	10	0	10	10	10
Smith, John	Pediatrics	0123456	1	9/12/2016	Administrative / Non-Patient Care	0	0	0	0	0	0	0
Smith, John	Pediatrics	0123456	1	9/12/2016	Patient Care	0	0	0	0	0	0	0
Smith, John	Pediatrics	0123456	1	9/12/2016	Research (Non-GME)	0	0	0	0	0	0	0
Smith, John	Pediatrics	0123456	1	9/12/2016	Medical Student Education	0	0	0	0	0	0	0

If you have access over multiple departments, you can choose the desired department from the drop down menu at the top of the screen.

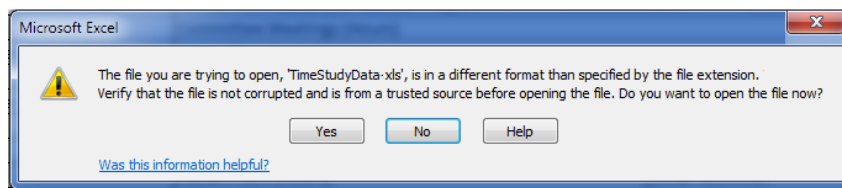
The specific Time Study you wish to access may be chosen from the dropdown.

Time Study Data Tab

The Time Study Data tab shows all data for faculty in the given department that has been recorded during the Time Study period. All active faculty members for the department are shown, and entries

with no data currently reported are shown as zero. **The system has no way to know whether a faculty member should or should not have any data recorded during a given week.**

The Time Study Data may be exported to Excel by clicking the “Export to Excel” link in the top right. After clicking the link, you may be shown this message:



Simply click “Yes” to open the file.

Once verified, this spreadsheet can be submitted to the facility conducting the Time Study.

Time Study Errors Tab

Time Study Data	Time Study Errors	Time Study Mapping	Time Study Facilities
<p>CHNOLA - September 2016 Time Study Errors Department of Pediatrics</p> <p>Export to Excel</p>			
Location	Code Used	Error Type	Used By
Children's Hospital New Orleans	Additional On –Call Coverage (Hours)	Code excluded from Time Study calculations	Smith, John
Children's Hospital New Orleans	On-Call (Hours)	Code excluded from Time Study calculations	Jackson, Jane
Children's Hospital New Orleans	Other Professional Activities (Hours)	Code not defined for Time Study calculations. Will be recorded as Other Professional Activities	Brown, John
DHH/OPH	On-Call (Hours)	Code excluded from Time Study calculations	Miller, Freddie

The Time Study Errors tab looks at the codes used to report time and will show 2 different types of potential errors:

Code excluded from Time Study calculations – This error is caused by entries that are completely excluded from the time study. This will be things like on-call hours (which are not reported during a time study) or entries such as a checkbox that do not equate to a specific number of hours worked. These entries will be completely removed from all Time Study calculations.

Code not defined for Time Study calculations – This error shows entries that are not configured for usage during a time study. Most of these errors will be caused by codes that are combined GME / Patient Care time. Any time recorded using these codes will be reported as “Other Professional Activities”.

The faculty members who have recorded time using the problem codes are shown. You should carefully review the timesheets to decide whether or not the entries should be changed to use a different code.

Time Study Mapping Tab

Time Study Data	Time Study Errors	Time Study Mapping	Time Study Facilities
CHNOLA - September 2016 Time Study Mapping Department of Pediatrics			
Export to Excel		Used Previous 6 Months	
Location	Code	Time Study Mapping	
Children's Hospital New Orleans	Additional On – Call Coverage (Hours)	-EXCLUDED-	
Our Lady of the Angels Hospital	On-Call (Hours)	-EXCLUDED-	
Children's Hospital New Orleans	On-Call (Hours)	-EXCLUDED-	
East Jefferson General Hospital	On-Call (Hours)	-EXCLUDED-	
Touro Infirmary	On-Call (Hours)	-EXCLUDED-	
DHH/OPH	On-Call (Hours)	-EXCLUDED-	
Slidell Memorial Hospital	On-Call (Hours)	-EXCLUDED-	
Touro - LSU	On-Call (Hours)	-EXCLUDED-	
University Medical Center - New Orleans	Resident Supervision & Clinical Instruction (Checkbox)	-EXCLUDED-	
Children's Hospital New Orleans	Admin / Office (Facility) (Hours)	Administrative / Non-Patient Care	
CHMPC (TigerCare) - Canal St	Admin / Office (Facility) (Hours)	Administrative / Non-Patient Care	
Children's Hospital New Orleans	Hospital Committees & Projects (Hours)	Administrative / Non-Patient Care	
Children's Hospital New Orleans	Hospital Department / Medical Director (Hours)	Administrative / Non-Patient Care	
Children's Hospital New Orleans	Grand Rounds (Hours)	Graduate Medical Education	
Children's Hospital New Orleans	Other GME (Training, Research & Admin) (Hours)	Graduate Medical Education	

The Time Study Mapping tab shows how all codes used map to the reporting categories for the Time Study. All locations and codes used by the specified department are shown, and the Time Study category these entries are mapped to is shown.

The “Used Previous 6 Months” link in the top right corner will show all codes used by the given department over the previous 6 months and show how those codes are currently mapped for the chosen time study.

Time Study Facilities Tab

Time Study Data	Time Study Errors	Time Study Mapping	Time Study Facilities
Facilities considered to be part of Children's Hospital New Orleans for the CHNOLA - September 2016 Time Study			
Export to Excel		Show Facilities Used by Department During Study	
The facilities considered to be part of <i>Children's Hospital New Orleans</i> for this time study		The facilities listed in this column are NOT part of the facility for this time study	
Children's Hospital New Orleans		Ascension Parish	
Children's Hospital New Orleans - Baton Rouge		Baton Rouge General	
Children's Hospital New Orleans - Calhoun		Belle Chase Academy	
Children's Hospital New Orleans - Lafayette Clinic		Calcaiseau Parish Health Unit	
Children's Hospital New Orleans - Metairie Clinic		Canon Hospice	

The Time Study Facilities tab shows all facilities currently active in the system, and shows which facilities are considered to be part of the facility for the Time Study.

For example, in the Time Tracking System, there are multiple facilities that are all considered part of University Medical Center. So for a Time Study for UMCNO, the left column includes facilities from the system such as “UMC-NO Directorship”, “UMC-NO Service Line Directorship”, “University Medical Center – New Orleans”, and “University Medical Center – New Orleans – Clinic”. The right hand column lists all facilities that are NOT part of UMC (for Time Study purposes).

You should review the list of facilities and ensure that all facilities where your faculty are currently working are included in the appropriate column.

To view only facilities used by the department during the Time Study period, click the “Show Facilities Used by Department During Study” hyperlink located at the top right.

Medicare Time Study Categories

Graduate Medical Education – This should encompass all GME activities, such as GME teaching during patient care, lecture preparation, Program Directorship duties, GMEC, evaluations, program committee meetings, didactic lectures, curriculum development, Journal Club, accreditation, Noon Conference, simulation training, M & M conference, resident interviews, GME faculty development

Para-Professional Education – Teaching of para-professional students (this will probably not apply for any SOM faculty). Additionally, any teaching done with residents and others (including paraprofessional students) should be recorded as GME time.

Medical Student Education – Teaching time in the hospital where medical students are taught, but without residents present.

Administrative / Non-Patient Care – Hospital administrative duties not related to patient care

Patient Care – Patient care performed without residents and patient care where resident only observes (no direct teaching)

Research (Non-GME) – Research conducted at the hospital / for the hospital that is not related to Graduate Medical Education

Medical Direction / Hospital Committee – Medical direction activities, hospital meetings, QA meetings, management reports, hospital staff supervision, compliance training, Joint Commission activities

Other Activities – Other work / professional activities not related to the hospital where the time study is being conducted (work at other hospitals, LSU activities, etc.)

Holiday, Vacation, and Sick Time

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.

Permission Types

Complete Timecards – the user can complete timecards on behalf of an individual person, or an entire department. They have as much ability as a general user.

Manager – the user can complete timecards on behalf of others, approve timecards, submit timecards with errors, add/edit people in the departments they oversee, and grant permissions for people they oversee to complete timecards on behalf of others.

Administrator – can do everything a manager can do, but can also approve timecards that contain errors, can grant management permissions for certain users, and can lock timesheets. Administrators with privileges over all departments and personnel can also grant Administrator privileges to other users.

Accounting – can view all timesheets granted permission over, and pull reports for all locked data granted permission over.

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.

Timesheet Data Types and Entry Options

The following options can be set for codes that are set up for facilities. These settings can only be set by an administrator, but they are given here for your reference.

Hours – The standard entry value for a timesheet.

Days – Used to indicate a single day, and typically entered as a checkbox. This is reported as “Days”

Case Count – A non-hour number that can be entered to allow recording of things like the number of cases, patients seen, residents worked with, etc. These entries will get added together when reported upon.

ID Number – Similar to a case count entry, but these entries are NOT added together. Summary data on printed timesheets will reflect the number of times each unique number was used on timesheets.

Custom Units – For entries that are not straight hours, a custom unit can be entered, allowing summaries to reflect “5 residents” or “3 4-hour clinics”.

Entry with Multiplier – For non-hourly entries which directly correlate to an hourly entry, a multiplier can be entered, allowing an hour value to be calculated for each entry. For example, a “4 hour clinic” checkbox can be given a multiplier of 4, allowing each checkbox entry on a timesheet to reflect 4 hours in all summaries/reports.

Coverage Unit – In certain situations and contacts, our coverage of a service needs to be tracked, but 2 people providing coverage on the same day only equate to one day of coverage. In these scenarios, the code can be set as a “Coverage Unit”. When printing the schedules, the summary totals will reflect the days of coverage provided rather than the total number of physician/days recorded using the defined code (so for any given day, only a 1 is counted, regardless of the number of physicians who provided coverage on the given day).

Custom Codes / Directorship Codes

NOTE: While it is possible to adjust Custom Codes on the Edit Department Locations screen, you should contact the Dean’s Office before making any changes to Custom Codes. The settings are very complex, and you may inadvertently make undesired changes.

Custom Codes are codes which allow the business manager or timesheet user to type in the code that they want to have on the timesheet. To use a custom code, first a “Custom Code” code type must be set up for the given facility. All reporting and summaries are ultimately linked back to this “Custom Code” code that is set up for the given site. For example, all UMCNO Service Line Directorships can be linked to the “Service Line Directorship” Custom Code that is set up for UMCNO.

Types of Custom Codes

Static – A static custom code is where the business manager enters in exactly what the code text is. For the timesheet users, this works exactly like a regular code. It can be added to a default timesheet, and time is recorded exactly the same as any other code.

Dynamic – A dynamic custom code requires the timesheet user to choose the required code from a listing. The code can be from a preset listing (such as the directorship code options), or the options can be directly entered by the business manager.

Freetext – This is where the timesheet user can type in whatever code they wish.

Custom Code Parts

All Custom Codes consist of a Prefix, and the entered code. Additionally, they may contain an abbreviation and a short code (used in drop down menus for code selection).

Prefix – The prefix is generally the description of what the code is. For example, for the Cardiovascular Service Director entries, “Cardiovascular Directorship” would be the prefix used.

Code Text – This is what the user will most likely be entering/choosing from a menu.

Short Code (optional) – This is a shortened/abbreviated code that is shown in drop down menus for code selection. If no Short Code is given, long codes are truncated for displaying the drop down menus.

Abbreviation (optional) – A short abbreviation/acronym for the code. For the directorship codes, this is things like DIR CORE 1 to indicate the first directorship core entry.