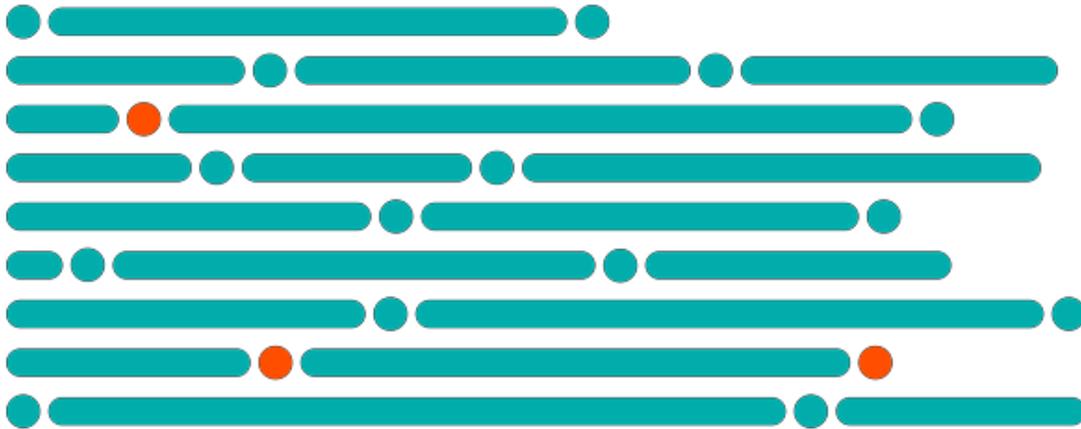




Contract Staff Contract Labor Optimizer Timeclock Reference Guide



Contract Labor Optimizer Timeclock

To Clock In for your Vizient CLM Assignment

Timeclock.vizientinc.com

1 Enter your Last Name (indicated by a green arrow pointing to the 'Last Name' field). Enter Your Assignment Number (indicated by a red arrow pointing to the 'Assignment Number' field). Choose Your Pay Type (indicated by a yellow arrow pointing to the 'Pay Type' dropdown menu).

2 If time is correct Click the "Clock In Button" (indicated by a red arrow pointing to the 'Clock In' button). The interface shows the time 03:28:33 PM and a 'Clock In' button.

3 If Time is incorrect click the "Modify Effective Time" - Change the date and or the time (indicated by a red arrow pointing to the 'Modify effective time' checkbox). Click the "Clock In Button" (indicated by a purple arrow pointing to the 'Clock In' button). The interface shows the time 03:30:53 PM and a date field set to 'Wed Jan 31 2018'.

4 If you are clocking In/Out more than 8 minutes outside your scheduled start and end times you will need Approval (indicated by a purple arrow pointing to the 'Data/Reason' field). Work outside shift requires approval by supervisor (indicated by a red box containing 'Approved' and 'If work outside shift has not been approved, please return at start of shift or modify the effective time to be within the shift.').

To Clock Out from your Vizient CLM Assignment

Timeclock.vizientinc.com

1 Enter your Last Name (indicated by a green arrow pointing to the 'Last Name' field). Enter Your Assignment Number (indicated by a red arrow pointing to the 'Assignment Number' field). Choose Your Pay Type (indicated by a yellow arrow pointing to the 'Pay Type' dropdown menu).

2 If Time is Correct Click the "Clock Out Button" (indicated by a red arrow pointing to the 'Clock Out' button). The interface shows the time 09:37:23 AM and a 'Clock Out' button.

3 If Time is incorrect click the "Modify Effective Time" - Change the date and or the time (indicated by a red arrow pointing to the 'Modify effective time' checkbox). Click the "Clock Out Button" (indicated by a purple arrow pointing to the 'Clock Out' button). The interface shows the time 09:39:33 AM and a date field set to 'Fri Feb 09 2018'.

4 If you are clocking In/Out more than 8 minutes outside your scheduled start and end times you will need Approval (indicated by a purple arrow pointing to the 'Data/Reason' field). Work outside shift requires approval by supervisor (indicated by a red box containing 'Approved' and 'If work outside shift has not been approved, please return at start of shift or modify the effective time to be within the shift.').

What is Vizient Contract Labor Management (CLM) and Optimizer?

Vizient CLM is a program that works hand in hand with our member facilities and contracted vendors (aka staffing agencies) to ensure consistent, high quality staff and provide visibility and transparency by tracking contract labor through a single application. That application is called Optimizer.

I have worked at this facility for a long time and have never been asked to do this, why am I being asked to do it now?

Timeclock is a newly launched feature within Optimizer. It was not previously available. By utilizing the Timeclock feature, you are able to enter your time directly into Optimizer, saving time for you, your supervising manager and your agency all while improving accuracy since the information is coming from your source – YOU!

How do I access the Timeclock feature of Optimizer?

[Timeclock.vizientinc.com](https://timeclock.vizientinc.com)

What is the assignment number I need to utilize Timeclock?

Your assignment number is automatically generated by Optimizer when your agency and the member facility confirm the assignment. Your agency or your supervising manager will be able to provide it to you if they haven't already. It is an 8 digit number that can be entered with or without dashes.

I forgot to clock in and/or clock out, what do I do now?

You can clock in up to 24 hours after your scheduled shift start time and clock out up to 24 hours after your scheduled shift end time. To change the clock in or out time or date, simply click the "Modify effective time" box and select the correct date and time in the field that appears. If it is outside of the 24 hour window, you will need to notify your supervising manager at the facility immediately so that they can make the edit prior to approving your timesheet. Also notify your contact at your agency.

What do the different Pay Types mean?

When you click on the drop down under "Pay Type" you have the option of selecting regular, orientation, or call back time. Regular is the default and the pay type you will use 99% of the time. Overtime is calculated automatically based on your worked hours and requires preapproval. Orientation would only apply when you start your assignment. Please discuss with your supervising manager at the facility your orientation schedule. Callback should only be utilized when you have been placed on call and are required to come in. Call Back time does not apply to all positions and should only be utilized with the approval of your supervising manager at the facility. Any On Call time must be entered by your supervising manager at the facility.

I floated to a department other than my primary, how does that get fixed in Contract Labor Optimizer?

If you float to another department, clock in and out like usual and let your manager know to make the change in Optimizer. We are continuing to evaluate the ability for you to float your time for a future release.

A message stating "Work outside shift requires approval by supervisor" appeared when I went to clock in/out, what does this mean?

If you are attempting to clock in more than 8 minutes before your shift or clock out more than 8 minutes after your shift, this message will appear. If you modify your time to the scheduled shift, the message will disappear. If you worked longer or outside of your normally scheduled hours at the request of your supervising manager, simply click the box next to "Approved".

I accidentally clocked in/out at the wrong time, how do I fix it?

Notify your supervising manager immediately so they can edit the timesheet in Optimizer.