

# **Contract Staff Contract** Labor Optimizer Timeclock **Reference Guide**



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## **Contract Labor Optimizer Timeclock**

## **To Clock In for your Vizient CLM Assignment**

#### vizient 2 Assignment #80-462-547 Time Clock History vizient Enter Your Wednesday January 31st, 2018 tesource tandy Archer with Vizient Test Agency Assignment Number Enter your Last Name 80-462-547 03:28:33 PM hift :00 am - 7:30 pm ncludes a 30 min break Last N Modify effective time Archer epartment SA Hospice Home Care 2 ау Туре Clock In 1 Choose You Pay If time is Correct Click Type the "Clock In Button" corded. vizient If Time is incorrect click the vizient Assignment #7 "Modify Effective Time" -Assignment #35-887-645 Time Clock History Change the date and or the Wednesday February 14th, 2018 time Melanie Bell with Vizient Test Agency Resource Mike Clark with Vizier 11 27 14 AM 03:30:53 PM Shift 11:45 am - 12:15 am inc<mark>a</mark>des a 30 min brea 7:00 am - 7:30 pm Modify effective time Modify effective time Work outside shift requires approval by Surg 🗂 Wed Jan 31 2018 5 SA Hospice Home Care 2 Approved 5:00 am hypersective shift has not been proved, please return at start of shift or pdify the effective time to be within the Click the If you are clocking In/Out nore than 8 minutes outside your scheduled start and end times you will need Approval 5:01 am "Clock In 5:02 am Button" 5-03 an

## Timeclock.vizientinc.com

## To Clock Out from your Vizient CLM Assignment

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	vizient (	Eptor Your		Assignment #53-985-929	Time Clock	History
Enter your Last	Time Clock	ssignment Number		Resource Randy Archer with Vizient Test Agency Traveler	Friday Februa Week of 02/04/2010	ary 9th, 2018 8 - 02/10/2018
Name 80-462-5 Last Name Archer	47			Shift 8:00 am - 8:30 pm Includes a 30 min break	09:37:	:23 AM
Pay Type Regular				Department BSA Hospice Home Care 2	- Clo	ock Out
Regular		Choose You Pay		If Time is Corre	ct Click the	
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Vizient. Time Clock Assignment #53-985-929 Desuure	If Time is incorr	Type	4	"Clock Out vizient. Time Clock Assignment #35-887-645	Button 03/00/3018 Time Clock	Clock In 08:00:00
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VIZIENT Time Clock Assignment #53-985-929 Resource Randy Archer with Vizient Test Agency Traveler Shift 8:00 pm - 8:30 pm Includes a 30 pm Includes a 30 pm Department BSA Hospice Home Care 2	If Time is incorr "Modify Effective the date and c Modify effective time fri Feb 09 2018	Type rect click the Time" - Change or the time	4	"Clock Out	Time Clock Wednesday Fel Week of 02/11/2016 111 27 Modify effective th Work outside shift r supervisor	History History Druary 14th, 2 -02/17/2018 14 AM
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#### strictly prohibited

## Timeclock FAQ

#### 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

#### 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.

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