Hourly Time Entry
Quick Reference Guide for Workers

RightSourcing

Hoag has partnered with RightSourcing to streamline the timekeeping process under the RightSourcing program using the Wand Vendor Management System (VMS).

All workers are required to use the Wand system for logging their completed timecards. Timecards must be submitted by 9:59pm PT each Sunday for the previous Sunday - Saturday work period. For example, for the work week of 01/26-02/01, timecards need to be submitted by 02/02 at 9:59pm PT.

Wand has a dedicated helpdesk available 24 x 7 to assist with logins and system issues:
Wand Helpdesk: Email: helpdesk@pro-unlimited.com   Phone: 1-888-368-9141

All other questions should be directed to your employer for proper resolution.

If you would like, you can watch a quick video tutorial of the directions in this guide by clicking the links below:
Streaming recording link:

https://prounlimited.webex.com/prounlimited/ldr.php?RCID=df9b3ac30a232f3d93a1ed3c04bbebca
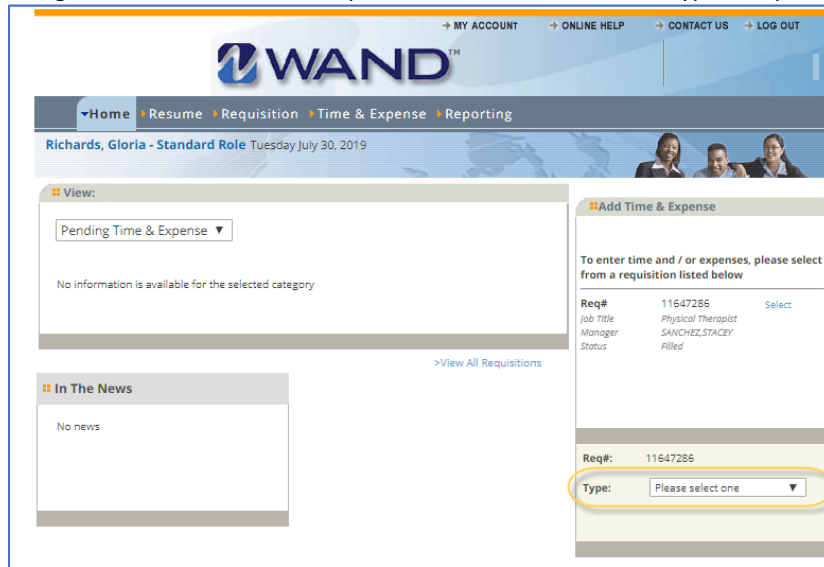
Download recording link:

https://prounlimited.webex.com/prounlimited/lsr.php?RCID=f1161be614090ea994bebc6bcb49b5af
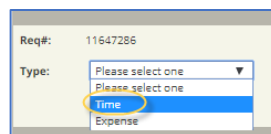
Creating an Hourly Timecard in Wand:
To get started, log-into Wand.
https://prowand.pro-unlimited.com/login.html

Navigate to the "Add Time & Expense" section and click the "Type" drop down

From the type drop down select the "Time" option

Then select the appropriate date range for the week worked

RightSourcing

The days of the week will be listed. Find the day you worked and click "Add New" next to total hours

Enter the first segment of the shift from the start time to the beginning of the lunch period. For the type, select "Labor" for regular hours. If you worked holiday hours you would want to select the appropriate rate type in the drop-down for the shift segment.

Click "Add New" to add the lunch segment of the shift.

> *If the you did not take a lunch, click the "No Lunch Break Taken" box and do not add the lunch segment line. Any missed meal periods muct be pre-approved by your Hoag manager.

Click "Add New" to enter the last segment of the shift

The total hours for the day that you have entered will populate below the shift segments. Ensure the total number of hours is correct and allocate the hours in the applicable "Regular" or "Overtime" box.

If any of the hours were Holiday or on-call, additional boxes for that rate type will populate. Ensure you have allocated those hours in correct box, if applicable. Not everyone will have to allocate On-Call or Holiday.

In the Cost Center drop down, select the cost center listed. If you have multiple cost centers in the drop down, pick the applicable department for where the shift was worked.

*If you do not see any selection in the cost center drop-down, reach out to your employer for resolution.

Continue entering the shifts for the week on the applicable days. Once all time has been entered scroll to the bottom of the page to submit your timesheet and click "Submit."