

## Hourly Time Entry Quick Reference Guide for Workers



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](mailto: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:

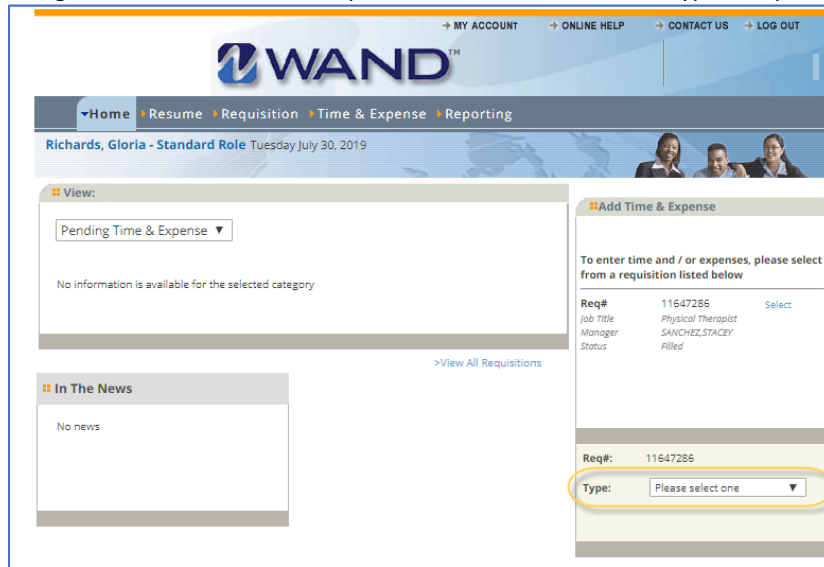
<https://prounlimited.webex.com/prounlimited/lsr.php?RCID=f1161be614090ea994bebc6bcb49b5af>

### Creating an Hourly Timecard in Wand:

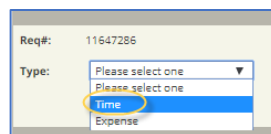
To get started, log-into Wand.

<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

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Req#: 11647286  
Type: Time  
Date Range: Please select one  
Date Other: 07/27/2019 - 08/02/2019  
07/20/2019 - 07/26/2019  
07/13/2019 - 07/19/2019  
07/06/2019 - 07/12/2019  
06/29/2019 - 07/05/2019  
06/22/2019 - 06/28/2019

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

Day/Date	Billing Notes	Status Notes	Status
Sunday 11/17/2019			Pending

Start	End	Type	
0 Total Hrs			<b>Add New</b>

Custom Fields

Cost Center: Please select one

0 Total Hrs **Add New**

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.

Day/Date	Billing Notes	Status Notes	Status
Sunday 11/17/2019			

Start	End	Type	
8:00 AM	12:00 PM	Labor	<b>Add New</b>

4 Total Hrs

Reg Hrs OT Hrs DT Hrs

No Lunch Break Taken

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 must be pre-approved by your Hoag manager.

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Day/Date Sunday 11/17/2019	Billing Notes	Status Notes	Status Pending												
<table border="1"><thead><tr><th>Start</th><th>End</th><th>Type</th><th></th></tr></thead><tbody><tr><td>8:00 AM</td><td>12:00 PM</td><td>Labor</td><td>Delete</td></tr><tr><td>12:00 PM</td><td>1:00 PM</td><td>Lunch</td><td>Delete</td></tr></tbody></table>		Start	End	Type		8:00 AM	12:00 PM	Labor	Delete	12:00 PM	1:00 PM	Lunch	Delete	<input type="checkbox"/> No Lunch Break Taken	
Start	End	Type													
8:00 AM	12:00 PM	Labor	Delete												
12:00 PM	1:00 PM	Lunch	Delete												
4 Total Hrs		Add New													

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

<table border="1"><thead><tr><th>Start</th><th>End</th><th>Type</th><th></th></tr></thead><tbody><tr><td>8:00 AM</td><td>12:00 PM</td><td>Labor</td><td>Delete</td></tr><tr><td>12:00 PM</td><td>1:00 PM</td><td>Lunch</td><td>Delete</td></tr><tr><td>1:00 PM</td><td>5:00 PM</td><td>Labor</td><td>Delete</td></tr></tbody></table>		Start	End	Type		8:00 AM	12:00 PM	Labor	Delete	12:00 PM	1:00 PM	Lunch	Delete	1:00 PM	5:00 PM	Labor	Delete	<input type="checkbox"/> No Lunch Break Taken	
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12:00 PM	1:00 PM	Lunch	Delete																
1:00 PM	5:00 PM	Labor	Delete																
8 Total Hrs		Add New																	

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.

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8 Total Hrs		Add New																	
Reg Hrs		OT Hrs	DT Hrs																
8		0	0																
Delete																			
Custom Fields																			

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.

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Day/Date	Billing Notes	Status Notes							
Sunday 11/17/2019									
<input type="checkbox"/> No Lunch Break Taken									
Start	End	Type							
8 00 AM	12 00 PM	Labor	Delete						
12 00 PM	1 00 PM	Lunch	Delete						
1 00 PM	5 00 PM	Labor	Delete						
5 00 PM	7 00 PM	On Call	Delete						
10 Total Hrs			Add New						
Reg Hrs	OT Hrs	DT Hrs	On Call	Delete					
8	0	0	2						
Custom Fields									
Cost Center:	Please select one								
8	+	0	+	0	+	2	=	10 Total Hrs	Add New

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.

10 Total Hrs				Add New
Reg Hrs	OT Hrs	DT Hrs	On Call	Delete
8	0	0	2	
Custom Fields				
Cost Center:	Please select one			
8	1070048092:10700-48092*Patient Financial Servi			
	1070048092:10700-48092*Patient Financial Services			
10 Total Hrs				

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."

I certify that the timesheet submitted is an accurate record of the time worked.	Cancel	Submit
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