

Mobile 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).

Wand has native mobile apps that can be downloaded for free in the Google Play Store or Apple Store.

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 would need to be submitted by 02/02 at 9:59pm PT.

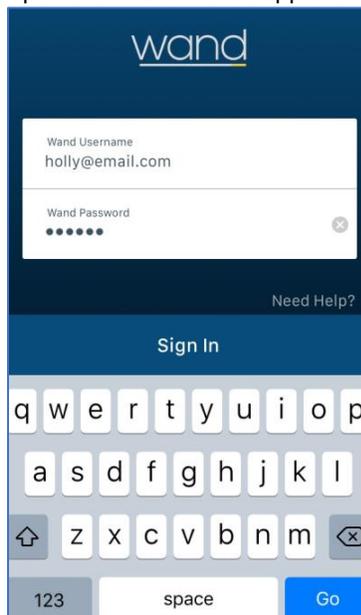
Wand has a dedicated helpdesk available 24 x 7 to assist with logins and system issues:

Wand Helpdesk: Email: helpdesk@pro-unlimited.com Phone: 1-888-368-9141

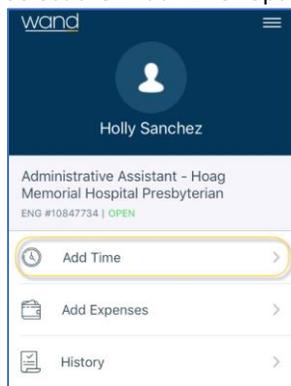
All other questions should be directed to your employer for proper resolution.

Creating an Hourly Timecard via the Mobile App in Wand:

Open the Wand mobile app and enter your log-in credentials. Click "Sign In"



Select the "Add Time" option from your account homepage



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Make sure the timecard that populates has the correct week-ending date at the top for the timecard you wish to enter. You can change the week if needed by clicking the calendar option.

The screenshot shows the "Enter Time" mobile application interface. At the top, there is a close button (X) and the title "Enter Time". Below the title, a yellow callout box highlights the text "Week Ending: Dec 14, 2019". The main content area displays the following information:

Job Title	Administrative Assistant
Total Hours	0.00
Sunday December 8	Add Time >
Monday December 9	Add Time >
Tuesday December 10	Add Time >
Wednesday December 11	Add Time >
Thursday	Add Time >

Select the first day of the week that you worked by clicking on that day.

This is a close-up screenshot of the "Enter Time" mobile application interface, focusing on the list of days. The "Monday" entry, corresponding to December 9, is highlighted with a yellow oval, indicating it is the selected day for time entry.

Sunday December 8	Add Time >
Monday December 9	Add Time >
Tuesday December 10	Add Time >
Wednesday December 11	Add Time >
Thursday	Add Time >

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The timecard details for that day will populate. Enter the first segment of the shift from the start time to the beginning of the lunch period.

	START	END
Labor	8:00 am	0:00
Lunch	0:00	0:00
Labor	0:00	0:00

Prev Next Done

5 57
6 58
7 59
8 00 AM

Enter your lunch period in the “Lunch” line segment and the last segment of your shift in the last “Labor” line and click “Done”

**If you did not take a lunch, tap the green button to remove the lunch line. Any missed meal breaks must be pre-approved by your Hoag manager.*

Lunch	12:00 pm	1:00 pm
Labor	1:00 pm	5:00 pm

Total Hours 0.00

Prev Next Done

2 57
3 58
4 59 AM
5 00 PM
6 01
7 02
8 03

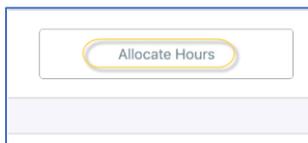
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Make sure the “Total Hours” is correct.

	START	END
Labor	8:00 am	12:00 pm
Lunch 	12:00 pm	1:00 pm
Labor	1:00 pm	5:00 pm
Total Hours	 	8.00

Scroll down to allocate the total hours by clicking on “Allocate Hours”



Allocate the total hours to the appropriate rate type.

Cancel **Allocate Hours**
Monday

CUSTOM FIELDS

Regular Hours	8
Overtime Hours	0.00
Doubletime Hours	0.00
Holiday	0.00

Prev Next Done

1	2 ABC	3 DEF
4 GHI	5 JKL	6 MNO
7 PQRS	8 TUV	9 WXYZ
.	0	

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Then allocate the hours to the correct Cost Center. This is the Hoag department associated to your shift. Click “Select” next to Cost Center.

Allocate Hours Monday	
CUSTOM FIELDS	
Regular Hours	8
Overtime Hours	0.00
Doubletime Hours	0.00
Holiday	0.00
Cost Center	Select >
Total Hours	8.00

Select the Cost Center in the list. If you have more than one Cost center in the list, it is because you work in more than one department. Make sure you are selecting the correct cost center/department for the shift.

Verizon 3:03 PM

Custom Field

Search

1018610*IRVINE ADMIN

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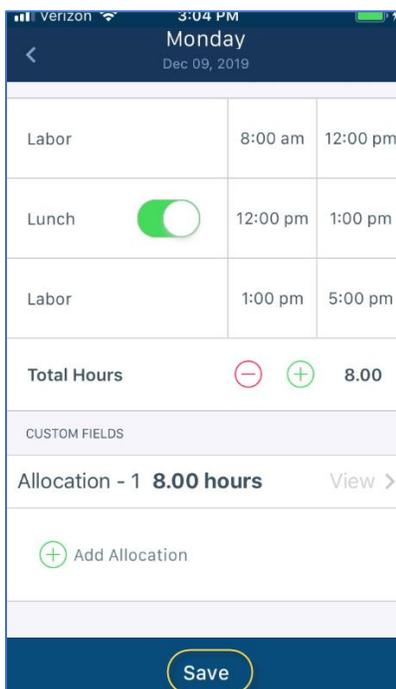
Once you have allocated the hours to the rate type and cost center, click “Save”



CUSTOM FIELDS	
Regular Hours	8
Overtime Hours	0.00
Doubletime Hours	0.00
Holiday	0.00
Cost Center	1018610*IRVINE AD... X
Total Hours	8.00

Save

You will be prompted back to review the completed entry, if everything looks correct. Click “Save”



Monday Dec 09, 2019		
Labor	8:00 am	12:00 pm
Lunch	<input checked="" type="checkbox"/>	12:00 pm - 1:00 pm
Labor	1:00 pm	5:00 pm
Total Hours	<input type="button" value="-"/> <input type="button" value="+"/>	8.00
CUSTOM FIELDS		
Allocation - 1 8.00 hours		View >
<input type="button" value="+"/> Add Allocation		

Save

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You will be prompted back to the days of the week, continue entering your time for each day that you worked until the timecard is complete.

