



# State of Nevada Medical Staffing E-timecard System



## Quick Reference Guide – Basic User Processes

### NV E-timecard System

Online Help System v1.0

## Overview

The **NV E-timecard System** is a powerful tool that enables both staff and supervisors alike to effectively and efficiently manage time and expenses. Whether you submit timecards or approve them, you will find sufficient functionality to support your needs.

Users of the **NV E-timecard System** are given just the right amount of access depending on their job role, providing them a clean, easy-to-use interface and the all the tools required to meet their time and expense reporting and management needs.

- The **System** is logically divided into highly-accessible tabs across the top of the screen. You can effortlessly move throughout the **System** by clicking on these tabs.
- At any time, you can click the *Help* link in the upper-right corner of the screen for additional help or to contact the Avysion staff should you require further assistance.
- When you are finished using the **System**, you can click the *Logout* link in the upper-right corner of the screen to end your session.



The guide on the following pages will show you:

- How to enter the **System**.
- What you can do on your *Home Page*.
- How to change your user *Settings*.
- How to view a timecard and enter time.
- How to enter an expense amount
- How to save and submit your timecard for approval.

If you require further assistance, contact Avysion for support:

- Toll-free: (866)-823-9536
- Direct: (717)-939-6500
- Fax: (717)-939-6522



# State of Nevada Medical Staffing E-timecard System



## Quick Reference Guide – Basic User Processes

### NV E-timecard System

Online Help System v1.0

## Login Page

The **NV E-timecard System Login Page** controls access to the **System**. Users log into the **System** via the **Login Page** by entering their **User Name** and **Password** and then clicking the **Login** button.

State of Nevada Medical Staffing  
E-timecard System

Logout | Help

MANAGEMENT /ADMINISTRATOR EDITABLE BANNER

User name:

Password:

Login

To log into the **NV E-timecard System**:

- **Click** the *User Name* field and enter your username.
- **Click** the *Password* text box and enter your password.
- **Click** the *Login* button to enter the System.

User name: basic.user

Password: ●●●●●●●●

Login

Experiencing problems?

- An error message of “User Does Not Exist” indicates that your username was not recognized by the system. Please ensure your username is typed correctly.
- An error message of “Invalid Login” indicates that your password was not recognized by the system. Please ensure your password is typed correctly.

# State of Nevada Medical Staffing E-timecard System

## Quick Reference Guide – Basic User Processes

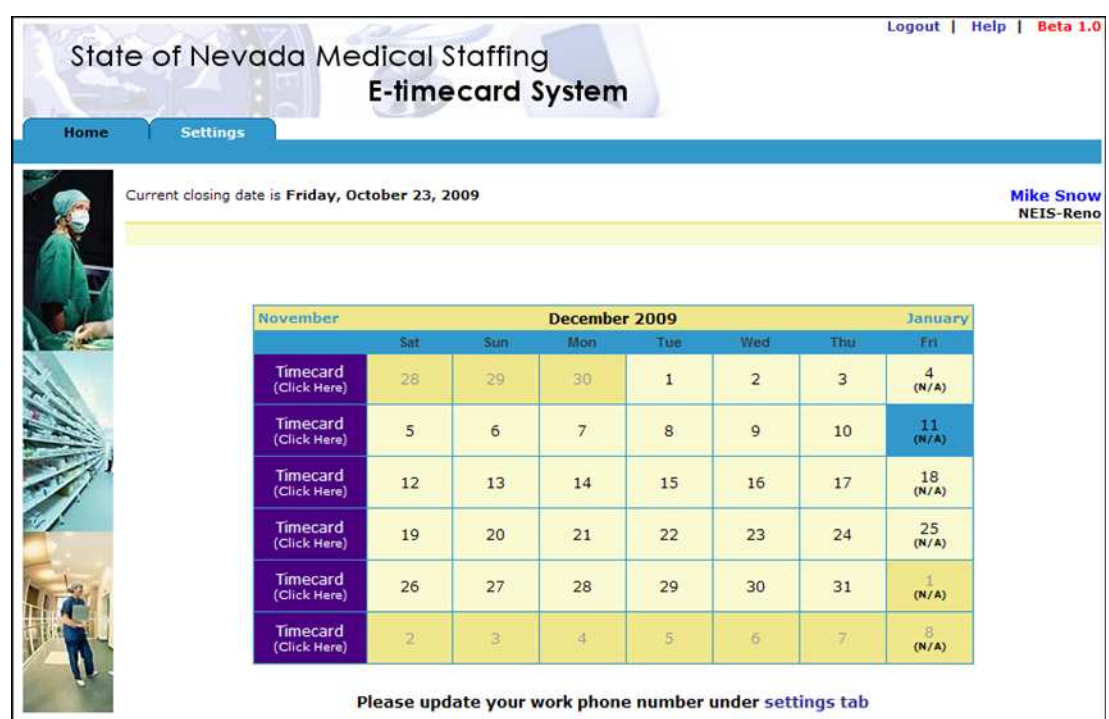
### NV E-timecard System Online Help System v1.0

#### Home Page

Upon logging into the **System** or clicking the *Home* tab, your *Home Page* and calendar will be displayed. From the *Home Page*, you can view, update, and submit timecards and expense reports or click to change your contact information and user settings.

To view or update a timecard, click the *Enter Time (Click Here)* hyperlink.

**Please note: You may not enter time for a future period.**



Logout | Help | Beta 1.0

State of Nevada Medical Staffing  
E-timecard System

Home   Settings

Current closing date is **Friday, October 23, 2009** Mike Snow  
NEIS-Reno

	November		December 2009					January
	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Timecard (Click Here)	28	29	30	1	2	3	4 (N/A)	
Timecard (Click Here)	5	6	7	8	9	10	11 (N/A)	
Timecard (Click Here)	12	13	14	15	16	17	18 (N/A)	
Timecard (Click Here)	19	20	21	22	23	24	25 (N/A)	
Timecard (Click Here)	26	27	28	29	30	31	1 (N/A)	
Timecard (Click Here)	2	3	4	5	6	7	8 (N/A)	

Please update your work phone number under settings tab

To navigate the calendar to select a different month to view:

- **Click** the hyperlinked month in the upper-left corner of the calendar to view the previous month.
- **Click** the hyperlinked month in the upper-right corner of the calendar to view the next month.

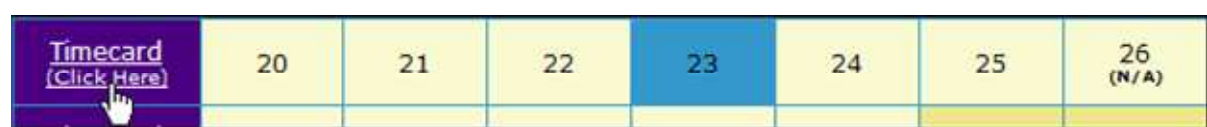


September   **October 2007**   November

Sat   Sun   Mon   Tue   Wed   Thu   Fri

To view or update a timecard:

- **Click** the *Enter Time (Click Here)* hyperlink next to the week for which you want to enter time.



Timecard (Click Here)	20	21	22	23	24	25	26 (N/A)
--------------------------	----	----	----	----	----	----	-------------



# State of Nevada Medical Staffing E-timecard System



## Quick Reference Guide – Basic User Processes

### NV E-timecard System

Online Help System v1.0

## Settings Page

The *Settings Page* is navigable from the *Settings* tab and allows you to customize your user settings, including contact information and password.

**Please note: You may not change your Name.**

**Settings**

The **Settings** page allows you to customize your email settings, change your password, and edit your personal display preferences.

**Contact Settings**

Name: **Test User**

Email Address:  Email Signature:

Address Line 1:  Cell Phone:

Address Line 2:

City:  Work Phone:

State:  Zip Code:  Home Phone:

Fax:

Comments:

**Location Settings**

Location:

**Security Options**

User password must be at least 6 characters long  
 Leave the password blank if you do not wish to change it

User Role:

Old Password:

New Password:

Re-type Password:

To update your contact information:

- Click the *Email Address* field to update your email address.
- Click the *Address Line 1* or *Address Line 2* fields to update your street address.
- Click the *City*, *State*, or *Zip Code* fields to update your address.
- Click the *Email Signature* field to update your email signature.
- Click the *Cell Phone*, *Work Phone*, *Home Phone*, or *Fax* fields to update your contact phone numbers.
- Click the *Comments* field to update the comments associated with your account.

To change your password:

- Click the *Old Password* field and enter your current password.
- Click the *New Password* field and enter a new password.
- Click the *Re-type Password* field and re-type the new password.

All finished?

- Click the *Save* button to update your settings and return to your *Home Page* if you are satisfied with your changes.
- Click the *Cancel* button to return to your *Home Page* if you would like to discard your changes.



# State of Nevada Medical Staffing E-timecard System



## Quick Reference Guide – Basic User Processes

### NV E-timecard System

Online Help System v1.0

### E-timecard Page

The *E-Timecard Page* is displayed after clicking the *Enter Time (Click Here)* from your *Home Page*. From the *E-Timecard Page*, you are able to record your worked hours. It is also from the *E-Timecard Page* that you are able to enter your expenses. When you are finished entering your time and expenses, you can sign and submit your timecard for approval.

Contractor Name:	Test User	Week Beginning:	10/31/2009
Worksite Location:	NEIS-Reno	Week Ending:	11/6/2009

Civilian Time (12hr AM/PM clock)
  Military Time (24hr clock)

Date	Copy	Time In	Lunch Begin	Lunch End	Time Out	Total Hours
10/31/2009-Sat						00:00
11/1/2009-Sun	Copy					00:00
11/2/2009-Mon	Copy					00:00
11/3/2009-Tue	Copy					00:00
11/4/2009-Wed	Copy					00:00
11/5/2009-Thu	Copy					00:00
11/6/2009-Fri	Copy					00:00
Expense Amount:		TOTALS		00:00		00:00

Comments (if any) - Maximum 500 letters/characters

To update your *E-Timecard* for a specific day:

- Click the day's *Time In* field to enter a start time or the *Time Out* field to enter an end time.
- Click the day's *Lunch Begin* field to enter a lunch start time or the *Lunch End* field to enter a lunch end time.
- Click the *Copy* button beside a date to pull time from the previous day into it instead of retyping identical hours.

Date	Copy	Time In	Lunch Begin	Lunch End	Time Out	Total Hours
10/31/2009-Sat						00:00
11/1/2009-Sun	Copy					00:00
11/2/2009-Mon	Copy	08:00a	12:00p	12:30p	04:30p	08:00
11/3/2009-Tue	Copy	08:00a	12:00p	12:30p	04:30p	08:00
11/4/2009-Wed	Copy	08:00a	12:00p	12:30p	04:30p	08:00
11/5/2009-Thu	Copy	08:00a	12:00p	12:30p	04:30p	08:00
11/6/2009-Fri	Copy					00:00
Expense Amount:		TOTALS		32:00		32:00

(topic continued on next page)



# State of Nevada Medical Staffing E-timecard System



## Quick Reference Guide – Basic User Processes

### NV E-timecard System

Online Help System v1.0

### E-timecard Page

As you enter time, the *Total Hours* field will change from green to red if time you've entered is contrary to your work schedule.

TOTAL	37:30	00:00	00:00	00:00	37:30
-------	-------	-------	-------	-------	-------

If you have expenses to report before saving or submitting your timecard:

- Enter the total amount of your Expenses in the **Expense Amount** field.

Expense Amount:	50.00	TOTALS	32:00	32:00
-----------------	-------	--------	-------	-------

Once you have finished entering your time:

- **Click** the *Save* button to update your timecard and return to your *Home Page* if you are satisfied with your changes.
- **Click** the *Sign and Submit* button to submit your timecard for approval if you are finished entering time for the week.
- **Click** the *Print* button if you would like to print a copy of the timecard for your records. To change the settings on Windows machines to print the timecard correctly, **click** the *Preferences* button on the next screen, then the *Finishing* tab, then the *Landscape* radio button, and then the *OK* button. When you are ready to print the timecard, **click** the Print window's *Print* button.
- **Click** the *Cancel* button to return to your *Home Page* if you would like to discard your changes.

Save	Sign and Submit	Print	Cancel
------	-----------------	-------	--------

That's it! Your timecard will be routed to the appropriate supervisor for approval.

In the event that it is determined that changes must be made to your timecard (or if you realize that you've made a mistake on your timecard), your timecard can be *reset* back to you so that you can make the necessary changes before resubmitting.