

AGENCY TIME CLOCK INSTRUCTIONS
For Medstar St. Mary's Hospital

<i>Nursing Unit</i>	<i>Cost Center Number</i>
Emergency Department	32810
Medical/surgical	20270
Perioperative department	30110
Respiratory Therapy	25720

There is an instructional piece on StarPort for punching in & out.
StarPort > Select Departments > Select Payroll > API Badge Reader Training

- 1) Scan badge using unit time clock
- 2) Answer yes or no- is this your last punch? The punch out will require answering did you get your meal break.
- 3) Productive Time
- 4) Next
- 5) Enter 5 digit department code
- 6) Finish
- 7) Complete entry

***Please make sure to add cost center for each punch, in and out.**

All agency staff must use ID badge to punch in and out for each shift worked. The local Account Manager for MD will pull the time slips from API every Monday for the previous week (Sun-Sat) and submit to payroll. If you forget to punch in or out for a shift please complete a Medstar exception form and return to Dawn Dorry (AMN Account Manager) by Monday at 12pm.

AMN Account Manager- Medstar MD: Dawn Dorry
Direct Line: 410-554-2099
Mobile: 443-418-9212
Fax: 1-866-787-2705
Dawn.dorry@amnhealthcare.com
Monday-Friday 7am to 4pm

This is the responsibility of the Clinician

- Click on Employee Information



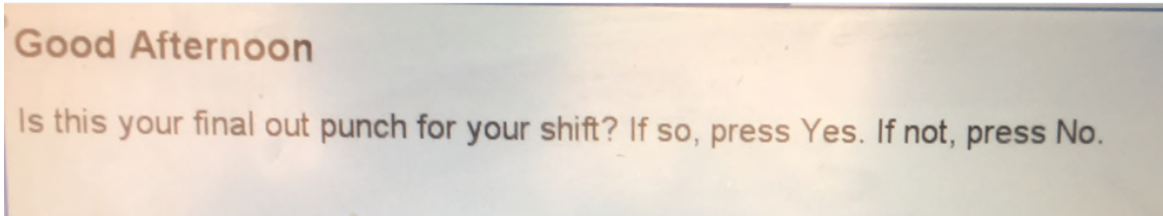
- Swipe badge along top of badge reader
- Clocking in and Clocking out will appear for all dates worked. Please see Quick Tips if you are missing any clock in or clock out times.
- Ensure to exit out of the screen when finished

Quick Tips:

- Past pay periods will be on the left hand side of the screen. Click on the pay period you would like to view
- **After each shift worked**, and you badge out , check to make sure your clock in and clock out times appear.

How to Enter a Department on a Time Clock

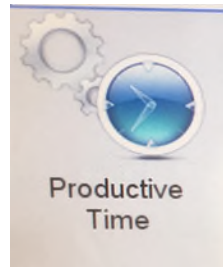
- **Present badge at top of the clock**
- **Time Clock will ask “is this your final punch”**



- **Enter “No”**



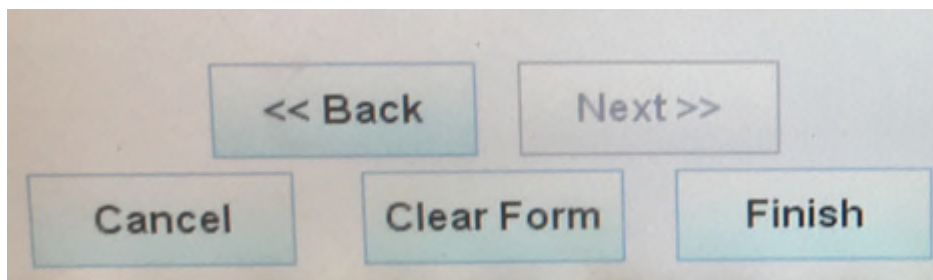
- **Tap Productive Time**



- **Hit Next till you see the screen below, and Hit “Enter Department” and enter in the proper department in which you will work. If you are not sure about your cost center, please contact your manager. Do not guess on the department!**

A screenshot of a form with four input fields. The first field is labeled "Enter Quick Code" and has a yellow highlight. The second field is labeled "Enter Facility". The third field is labeled "Enter Department". The fourth field is labeled "Enter Job Class".

- **Hit “Finish**



- **Hit “Complete Entry”**

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