Contract Personnel – Provade VMS Time Entry

Provade Login - https://vms.provade.com/psp/VMSPD/?cmd=login

User Name /Password – Agency will send your login. Contact your agency if you have not received or to further assist with time entry questions.

Step 1 Log in to **Provade.com** to enter your time:

Step 2 Choose the correct **Date Range** and click on **Create**

Note: Be sure to select the correct **Work Order.** **Example:** Select On Call Work Order to enter only On Call hours.

Step 3 The top portion of the Time Entry page is optional to enter in information – see all highlighted area.

Enter Time for Cherry Cola

Enter the time worked, then click the 'Save' button to save your changes. When finished entering time, click the 'Review and Submit' button to submit the timesheet for approval.

Timesheet Name:	<OPTIONAL>	Timesheet ID: MHT0000022
Date Range:	12/03/2017 to 12/09/2017	Timesheet Status: Open
Business Unit:	M1000	Time Template: Federal Overtime - 4 Holidays
Reference Number:	N/A	
Comments:	<Optional>	

Step 4 Choose the correct date(s) to enter in time.

REMINDER! Memorial Hermann work week is Sunday through Saturday.

Sunday	12/10/2017							
Activity	*Cost Center	Overnight	Start Time		Stop Time		Hours	
▼	🔍	☐		⏱		⏱	0.00	＋ －

Monday	12/11/2017							
Activity	*Cost Center	Overnight	Start Time		Stop Time		Hours	
▼	🔍	☐		⏱		⏱	0.00	＋ －

Tuesday	12/12/2017							
Activity	*Cost Center	Overnight	Start Time		Stop Time		Hours	
▼	🔍	☐		⏱		⏱	0.00	＋ －

Wednesday	12/13/2017							
Activity	*Cost Center	Overnight	Start Time		Stop Time		Hours	
▼	🔍	☐		⏱		⏱	0.00	＋ －

Thursday	12/14/2017

Helpful Note: **Overnight shifts** will need to be entered slightly different. Check off the Overnight box if the shift will be going into the next day to calculate overnight hours correctly.

Sunday	12/10/2017							
Activity	*Cost Center	Overnight	Start Time		Stop Time		Hours	
Hours Worked ▼	0014075 - RN Res 🔍	☑	7:00PM	⏱	1:00AM	⏱	6.00	＋ －
Hours Worked ▼	0014075 - RN Res 🔍	☐	1:30AM	⏱	7:00AM	⏱	5.50	＋ －

Monday	12/11/2017							
Activity	*Cost Center	Overnight	Start Time		Stop Time		Hours	
Hours Worked ▼	0014075 - RN Res 🔍	☑	7:00PM	⏱	2:00AM	⏱	7.00	＋ －
Hours Worked ▼	0014075 - RN Res 🔍	☐	2:00AM	⏱	0745AM	⏱	4.52	＋ －

Tuesday	12/12/2017

Step 5 Enter in Time:

1st – Choose **Activity** code from drop down

Options: Hours Worked, Orientation Billable, or Orientation Non-Billable (refers to the 1st 8 hours worked for non-clinical staff and the 1st 16 hours for clinical staff)

Report Time for Work Order

Work Order Name:	MHW00000006000	Work Order ID:	MHW00000006000
Job Title:	Technical Writter Senior	Time Approver:	MemorialHermann Requester

Sunday 12/03/2017

Activity	*Cost Center	Start Time	Stop Time	Hours	
Hours Worked ▼	0014075 - RN Res 🔍	8:00AM	12:00PM	4.00	➕ ➖
Hours Worked ▼	0014075 - RN Res 🔍	01:00PM	05:00PM	4.00	➕ ➖

Monday 12/04/2017

Activity	*Cost Center	Start Time	Stop Time	Hours	
▼	🔍			0.00	➕ ➖

Tuesday 12/05/2017

5th-Click on +/- to add a line to add additional time entry. Example would be to enter after lunch time entry.

2nd - Click on the magnifying glass to enter Cost Center (Department number) info.

3rd- Look Up screen will pop up. Enter in department code in the blank box and click Look Up

4th – Enter in Start Time and Stop Time.

Look Up Time Detail Prmpt ☒

Description: contains ▼ [   ]

[Look Up] [Clear] [Cancel] Basic Lookup

Search Results

Only the first 300 results can be displayed.

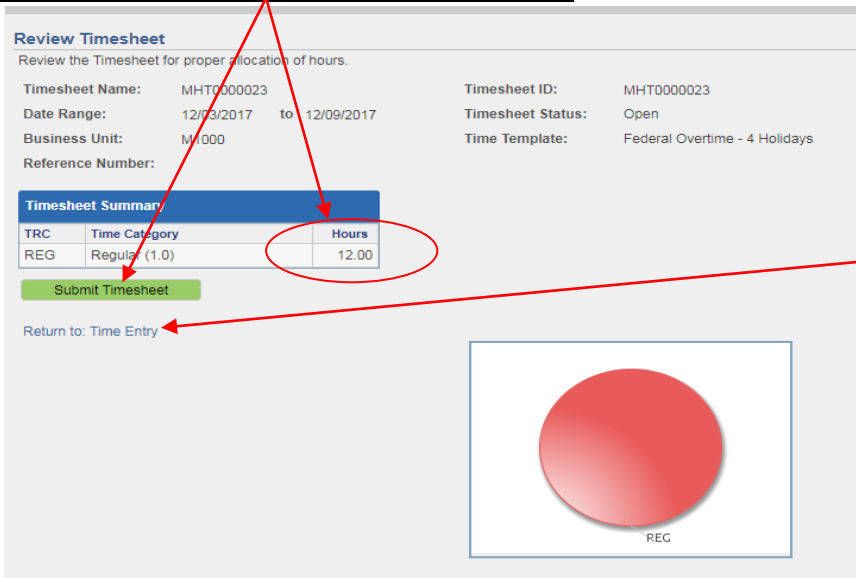|	First ◄ 1-300 of 300 ► Last
Description	
0013020 - Clinical Engineering Operation	
0013040 - Clinical Engineering Mgmt	
0013070 - System Engineering	
0013170 - Specialty Pharmacy	
0013860 - System Transfer Center	
0014075 - RN Resource Pool	
0014076 - LVN Resource Pool	
0014077 - Unlicensed Resource Pool	
0014078 - Allied Resource Pool	
0014090 - Sane Forensic Nursing Services	

Step 6 At the bottom of the Report time for Work Order page you will see two options:

Save Timesheet   Review and Submit

✎+ Attachment(s)   Delete

Return to: Maintain Timesheets
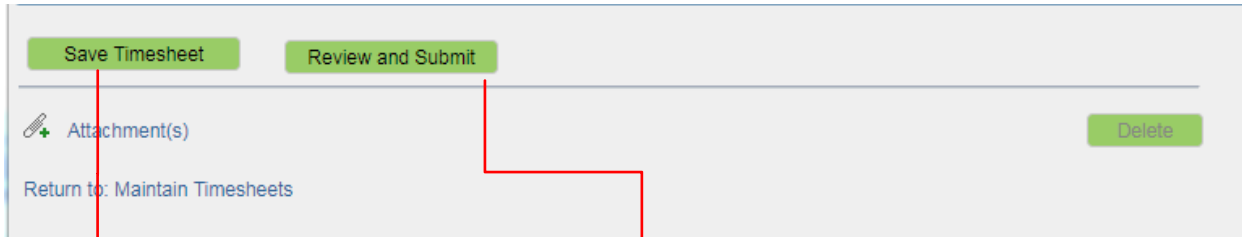
Save Timesheets as you enter in your time daily.

Review and Submit time entries once you have completed your hours for the week (Sun-Sat). This will route directly to the timecard approver to review and approve. **This step MUST be complete by 12:00AM every Saturday** to ensure the timecard approver will have time to approve.

Step 7: Review the Timesheet Summary to ensure it is correct and reflects your total hours worked for the workweek.

Review Timesheet
Review the Timesheet for proper allocation of hours.

Timesheet Name:	MHT0000023	Timesheet ID:	MHT0000023
Date Range:	12/03/2017 to 12/09/2017	Timesheet Status:	Open
Business Unit:	MH000	Time Template:	Federal Overtime - 4 Holidays
Reference Number:			

Timesheet Summary

TRC	Time Category	Hours
REG	Regular (1.0)	12.00

Submit Timesheet

Return to: Time Entry

REG

*If total time is incorrect and changes need to be entered, click on **Return to: Time Entry** to make corrections and then submit when complete.

Step 8 Submit Timesheet by clicking OK

Main Menu

Timesheets
Save Confirmation

✔ The Save was successful.
   Timesheet MHT0000023 has been submitted successfully.

OK