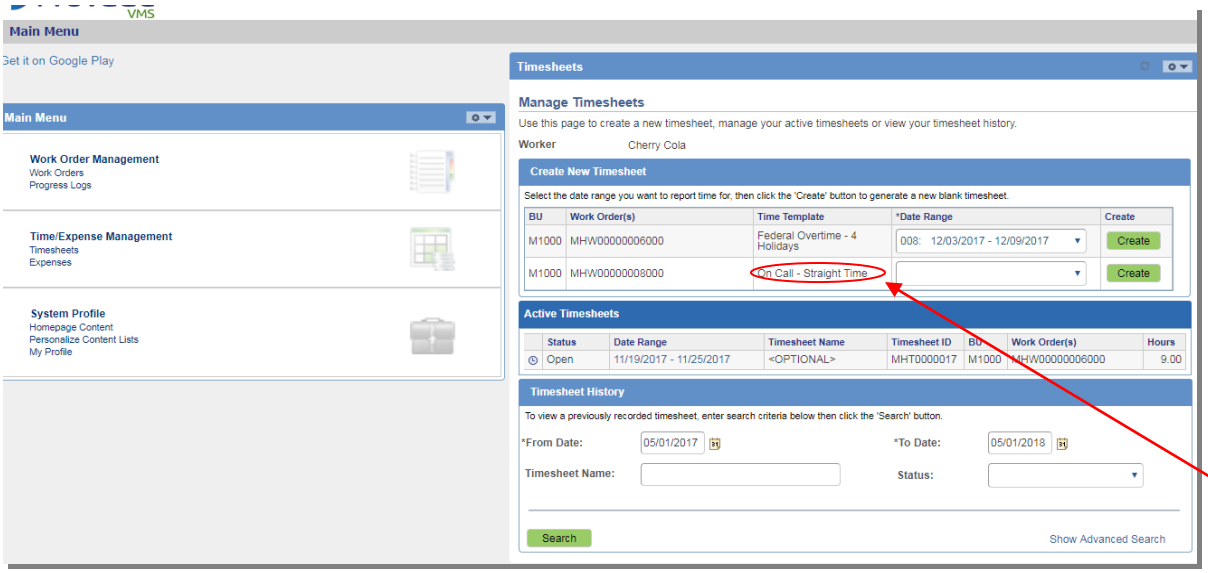
MEMORIAL HERMANN Central Staffing

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.

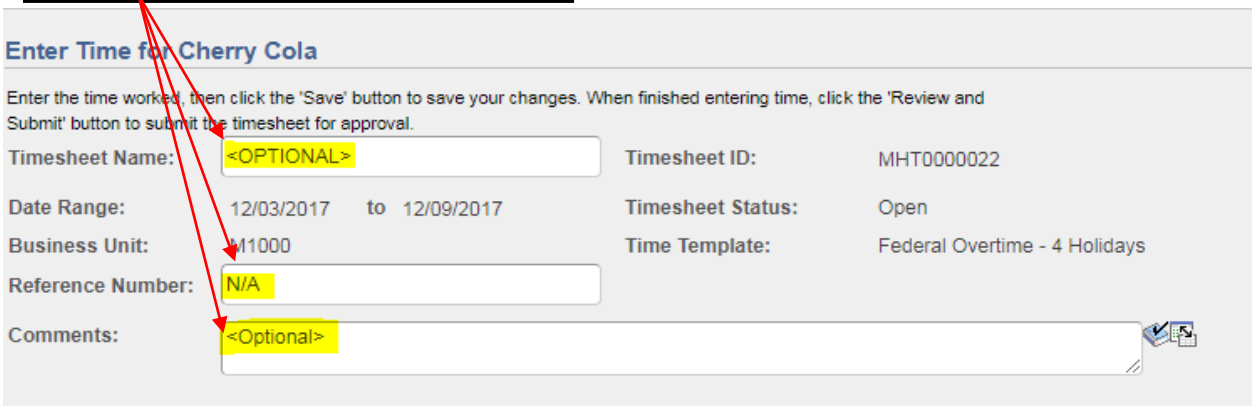
Step 1 Log in to **Provade.com** to enter your time:



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.



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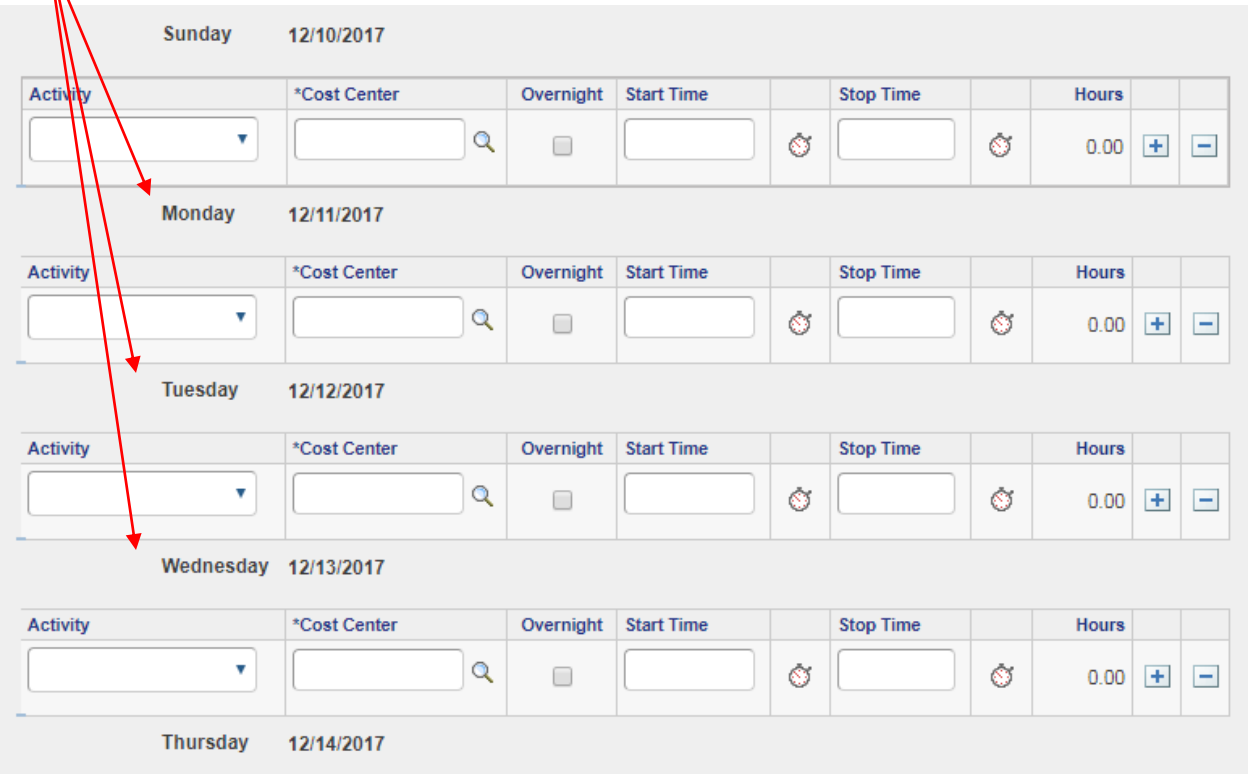
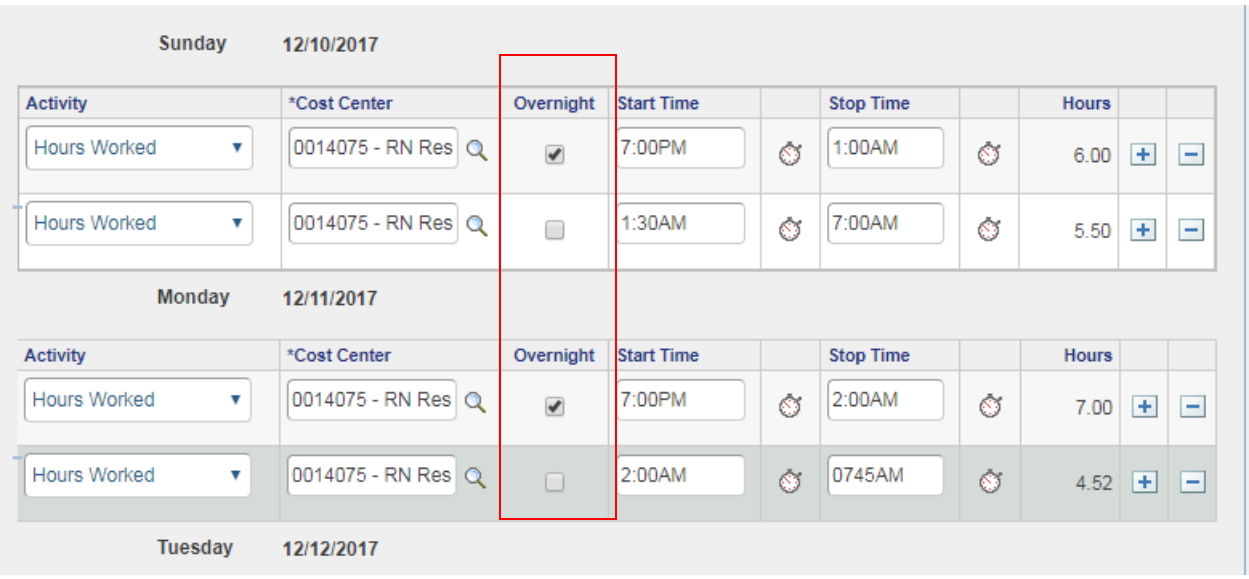
Step 4 Choose the correct date(s) to enter in time.

REMINDER! Memorial Hermann work week is Sunday through Saturday.



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.



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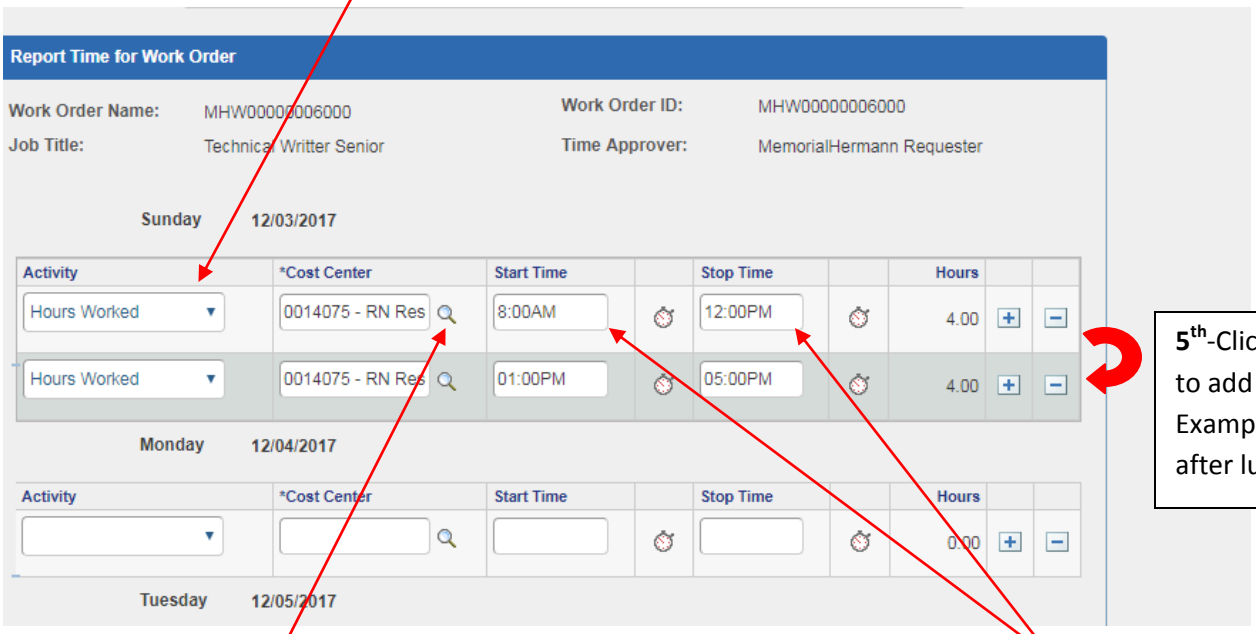
Step 5 Enter in Time:

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)

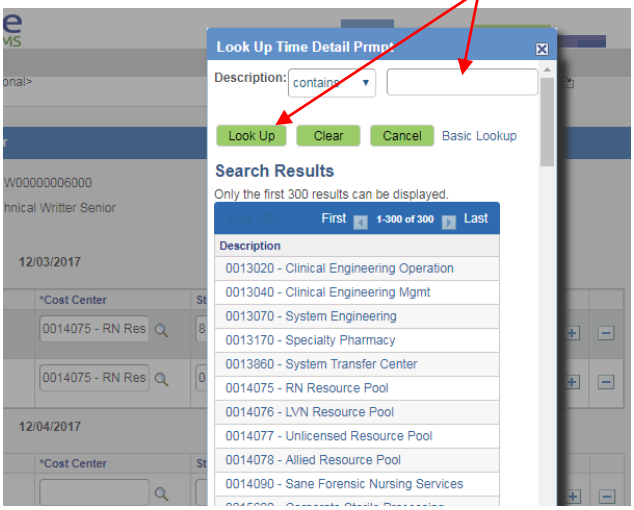


5th-Click on +/- to add a line to add additional time entry. Example would be to enter after lunch time entry.

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.



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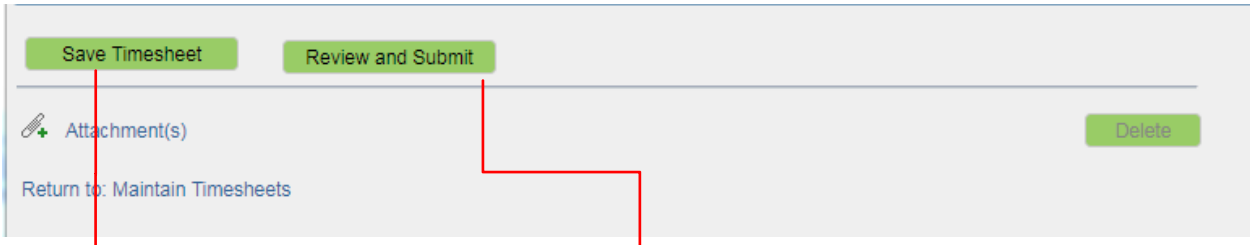
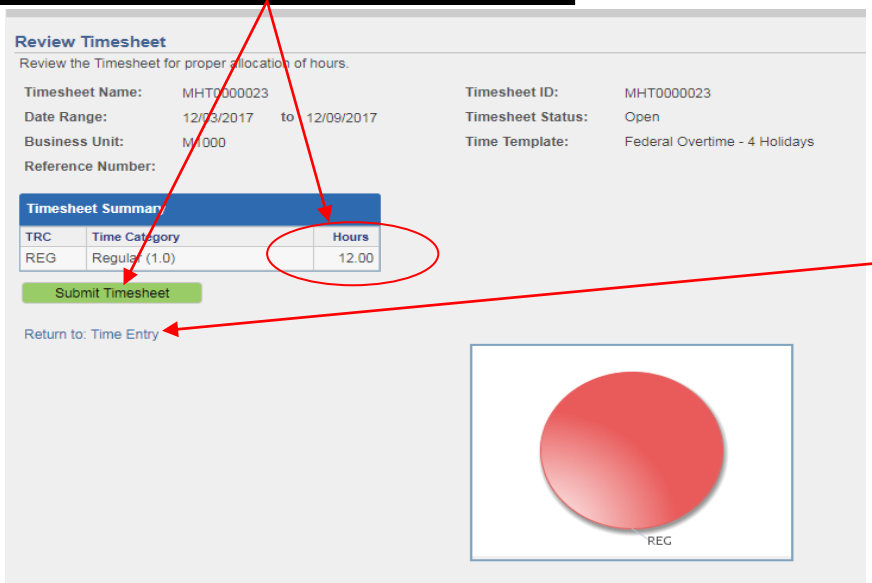
Step 6 At the bottom of the Report time for Work Order page you will see two options:

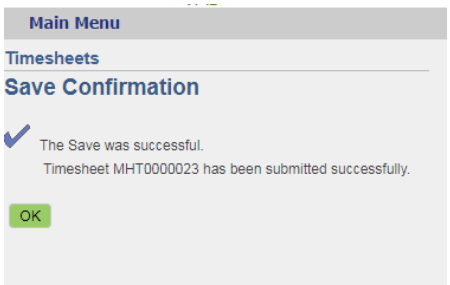


Save Timesheets as you enter in your time daily.

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.



*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