Data Validation

Overlaps

A support staff is not allowed to submit shifts that overlap one another. Prior to submitting a shift, the eTime mechanism will check for overlaps against all the support staff's shifts, excluding those shifts with a status of Draft or Returned to Staff. A shift can be saved if overlaps exist, but it cannot be submitted.

Future Dates

Future dates are not allowed on shifts. eTime will not allow you to save or submit a shift with a future date. All time should be recorded at time of service on paper, and then transferred to eTime after the fact.

Activities

Activities must be selected for most all shifts, regardless of job or method. The only exceptions to this are Time off and Respite shifts. Activities do not need to be selected for Respite shifts since the activity, by definition, is always the same.

Revision #8
Created 2020-06-18 19:50:40 UTC by Admin
Updated 2024-08-06 13:24:35 UTC by Admin