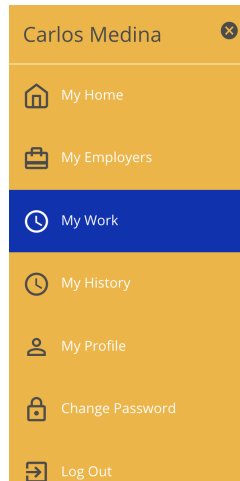# Navigating and Finding Shifts

Time is organized on two levels: the shift and the job period.

- **Shift** - a block of time defined by a start and end time; you can compare this to a single line on an old paper timesheet
- **Job Period** - a dynamic collection of all shifts falling within a specific date range (pay period) that all belong to the same participant, support staff, and job
    - A support staff will have a different job period per job per participant.
    - Likewise, a participant will have a different job period per job per staff person.

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1. In the main navigation panel, select either **My Work** (for support staff) or **My Staff Work** (for circle approvers).

- If you are both a support staff and a circle approver, you will see both options.
- **My Work** shows all eTime shifts that you have worked.
- **My Staff Work** shows all eTime shifts for participants for whom you are a circle approver.

2. All time entered via eTime will appear in the main body of the page.

- By default, this page will be filtered to shifts that have a status of **All**.
- Use the filter to view shifts based on their status, participant, or job.

My Work

Print/Download

Filter By: **Draft** ▾   Participant ▾   Job ▾   × Clear Filters

Owen Ellis
COMHAB - Face to Face

Start Time: 07/27/2022 1:09 PM   **End Time:** 07/27/2022 1:13 PM

Hours: 0.06

INCOMPLETE DRAFT SHIFT

Owen Ellis
COMHAB - Face to Face

Start Time: 07/27/2022 1:03 PM   **End Time:** 07/27/2022 1:05 PM

Hours: 0.03

INCOMPLETE DRAFT SHIFT

Owen Ellis
COMHAB - Face to Face

Start Time: 07/27/2022 12:55 PM   **End Time:** 07/27/2022 1:02 PM

Hours: 0.11

INCOMPLETE DRAFT SHIFT

Owen Ellis
COMHAB - Face to Face

Start Time: 07/27/2022 12:46 PM   **End Time:** 07/27/2022 12:50 PM

Hours: 0.06

INCOMPLETE DRAFT SHIFT

2. To view a shift, simply click on the desired shift and a window showing the details of the shift will be displayed.

Owen Ellis   ✕ Close Shift

Edit in eTime »

Shift ID:
688849

Job:
COMHAB

Start Time:
07/27/2022 1:09 PM

Start Location: ⚲ *EVV Valid - Override*
Home
123 Main St, Tiny Town, NY, 11788

End Time:
07/27/2022 1:13 PM

End Location: ⚲ *EVV Valid - Override*
Home
123 Main St, Tiny Town, NY, 11788

Hours:
0.06

Status:

Shift Data   ➕

Staff Activities   ➕

Submit in eTime

3. If the shift is a draft, clicking **Submit in eTime** will submit the shift to the circle for approval. To close the window, click **Close Shift** in the top right corner.

Disclaimer: All names displayed in the above screen shots are fictional characters. No identification with actual persons (living or dead) is intended or should be inferred.

Updated 07/24/23.