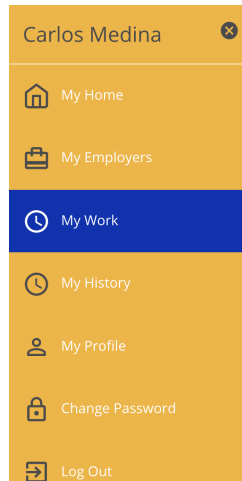


# Navigating and Finding Shifts

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.

- 
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: <span>Draft</span> <span>Participant</span> <span>Job</span> <span>×</span> Clear Filters			
<b>Owen Ellis</b> <small>COMHAB - Face to Face</small> <b>Start Time:</b> 07/27/2022 1:09 PM <b>End Time:</b> 07/27/2022 1:13 PM <b>Hours:</b> 0.06		<b>Owen Ellis</b> <small>COMHAB - Face to Face</small> <b>Start Time:</b> 07/27/2022 1:03 PM <b>End Time:</b> 07/27/2022 1:05 PM <b>Hours:</b> 0.03	
INCOMPLETE DRAFT SHIFT		INCOMPLETE DRAFT SHIFT	
<b>Owen Ellis</b> <small>COMHAB - Face to Face</small> <b>Start Time:</b> 07/27/2022 12:55 PM <b>End Time:</b> 07/27/2022 1:02 PM <b>Hours:</b> 0.11		<b>Owen Ellis</b> <small>COMHAB - Face to Face</small> <b>Start Time:</b> 07/27/2022 12:46 PM <b>End Time:</b> 07/27/2022 12:50 PM <b>Hours:</b> 0.06	
INCOMPLETE DRAFT SHIFT		INCOMPLETE DRAFT SHIFT	

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

### Owen Ellis

[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](#)

✕ Close Shift

Print/Download

×

 Clear Filters

- 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.

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🕒Revision #11

★Created Tue, Jan 10, 2023 9:40 PM by [Jordan Brown](#)

✎Updated Mon, Jul 24, 2023 6:41 PM by [Elizabeth Lukan](#)