Recording time for a group shift

Creating a Group shift

Creating a group shift is very similar to creating a regular shift, but it allows you to have more than one participant on the same shift.

To create a group shift:

1. From the home page, click on the Start Group Shift button or in eTime Live, select the icon with two people to start a group shift.
2. Select the participants in that shift.
   - Only participants that have a group job shared between them can be selected together.
   - If only one of the participants in this group is available for this shift, do not select a group shift. Instead, start an individual shift with that participant.
   - Once a participant is selected, participants who do not have a group job with the selected participants will not be selectable.
3. Select the group job from the list.
   - The group jobs listed on this screen are the only jobs available for the combination of selected participants.
4. If the selected job and method require EVV, select a start location for **each** participant.
   - If a shift takes place at a participant's home, select home for that participant and community for everyone else.
   - If the home that's being used for a group shift is shared by any participants, select home for these participants.
   - If the shift is not taking place at any of the participant's home, you can select community for all of them.
   - If any participant has more than one service address where home was selected, the staff should specify which service address.
5. Review the selections made and click Add to start the shift.

Events in a Group Shift

Meetings and trainings are OK.

Participant absent should not occur.

Editing a Group Shift

1. From eTime Live, navigate to and select the running group shift.
2. Add all required information for each participant.
   - Staff activities must be added separately for each participant for COMHAB and SEMP jobs.
   - Adding an event to a group shift will apply that event to all participants in that shift.

Ending a Group Shift

If during a shift there is a change in the number of participants, you should end the current shift and start a new one.

1. From the homepage, use the green "End Shift" button, or when viewing the shift in eTime Live, click the End Shift button.
2. Verify that all shift details are added properly.
   - *If the selected job and method are EVV Required, select the end location for **each** participant.*
3. Review the information.
4. Click **Submit**.

Submitting a Group Shift

A group shift is submitted for approval just like any other shift.

Once a shift is submitted, it will be held for review and it has to be approved by each participant's approver.

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