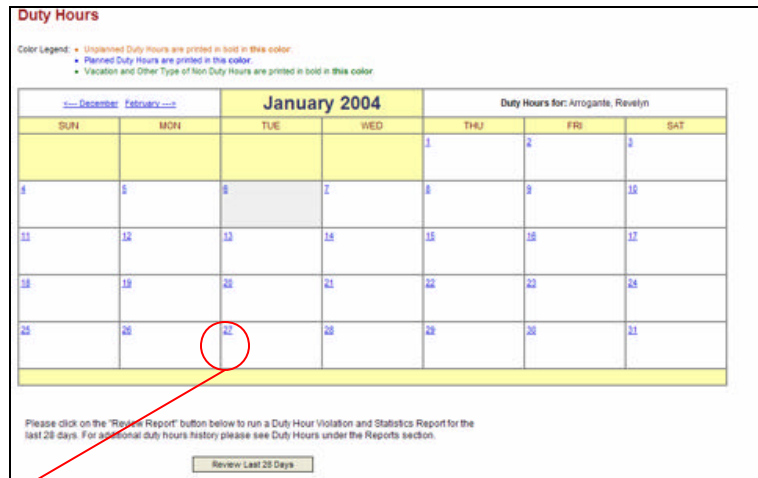


Trainee Duty Hours Instructions:

Creating a new time entry

1. Begin by clicking the Duty Hours menu item to bring up the Duty Hours calendar view (see figure 1).



2. To create a new time entry, click the date number on the day for which you wish to track time. That will pop up the time entry form. (see figure 2) The start and end dates will automatically default to the selected date.

E*Value Evaluation System - Microsoft Internet Explorer

Add time entry

Clock In: Date: Jan. 14 2004

Time: (in HH:MM format) AM PM

Clock Out: Date: Jan. 14 2004

Time: (in HH:MM format) AM PM

Select a task for this period of time tracking:

- Planned Workhours
- Unplanned Workhours (call from home)
- Vacation

Choose the applicable Activity (optional): Please Select..

Enter a comment about the shift (optional):

Save Close

3. Time may be entered in military time (0001 - 2359) or regular time format (12:00 AM - 11:59 PM). AM/PM values are automatically interpreted by the system for military time; regular time AM/PM values must be specified.

4. Your program wishes you to identify the specific work task you performed during the tracked time period, such as [Workhours Planned](#), [Workhours Unplanned](#), and [Vacation](#). Please select one from the box on the right. You can also indicate the Activity or Rotation that you were on at the time.
5. You also have the ability to enter a comment. This is useful if you were on duty for longer than 30 hours, for example, and wish to indicate why.
6. Click Save. The time entry will be recorded, but the popup box will remain open, allowing you to enter another time entry, if needed.

Editing an existing time entry

1. Click the task name for the time entry to edit. The time entry form will pop up pre-loaded with the specified entry's time and date information.
2. Make changes as necessary and click the "Update Time Entry" button.

Deleting an existing time entry

1. Click the task name for the time entry you wish to delete.
2. Click the "Delete Entry" button that appears in the upper right corner.

Because work shifts of longer than 30 hours are against ACGME resident work hours rules, you will be asked to confirm all time entries between 30 hours and 48 hours. The system will not accept time entries 48 hours in length or longer. In the case that you must enter a 48+ hour time entry, contact your program E*Value administrator.