

Traveler Resource – Online Timesheets

Content

- Log On
- Create a New Timesheet
- Entering Misc. Reimbursement with Receipts
- Save, Submit, Unsubmit, Delete, & Export a Timesheet
- Deleting a Time Entry
- Troubleshooting (Overlapping Time)
- Mobile Timesheet Entry

Log On:

Online Timesheet URL: https://timesheets.fusionmedstaff.com

New Tab	×
$\leftrightarrow \rightarrow G$	🖞 timesheets.fusionmedstaff.com

In a web browser, from your computer or mobile device, go to the URL listed above.

Login	
User Name:	
Password:	
Show Password	
Forgot Password?	Login

If it's your first time logging in, click on the password creation link that was sent via an email from <u>no-reply@fusionmedstaff.com</u>.

If you cannot locate the original email, reach out to your Fusion Account Manager, Client Manager, or Recruiter for your username and select "Forgot Password" to receive a new password creation link. Once logged in, you will be redirected to the homepage. Within the pane on the left side of your screen, you will find several options including: *Create New, Missing, Open, Rejected,* and *Approved*.

				STAFFING	£
Home					
Timesheets					
Create New	Recent Timesheets				
Open (0)					
Pending Approval (0)	Customer	≎ Job	Start Date	End Date	Total He
Rejected (0)				No time:	sheets to display
Approved (0)	Showing 0 to 0 of 0 entries				
Search					
History					
History					
Preferences					
Change Password					
Preferences					
Logout					

Create A New Timesheet:

Once logged in, select "Create New" in the left pane to create a new time entry.

Timesheets
Create New
Open (0)
Pending Approval (0)
Rejected (0)
Approved (0)
Search
History
History
Preferences
Change Password
Preferences
Logout

A calendar will appear on screen. Select the day that you need to enter time for.

- Note: First Week of Assignment? \rightarrow select the first day worked.
- Note: You may **not** select more than 13 days in the past and 2 days in the future.

Select a Dat	e					×
< >	today		April 2022			
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
Entry is not allo this far in the pa	wed for dates ast.					
3	4	5	6	7	8	9
10	11	12	13	14	15	16
				Entry is not allo future.	wed for dates t	his far in the
17	18	19	20	21	22	23
Entry is not allo	wed for dates th	is far in the futu	ıre.			
24	25	26	27	28	29	30
Entry is not allo	wed for dates th	nis far in the futu	ıre.			
1	2	3	4	5	6	7
Entry is not allo	wed for dates th	nis far in the futu	ıre.			

On the next page, select the 'Date' for your time entry.

• Note: The dates that display correspond with the facility work week.

	53	520 - Anna 🐂	4/4/2022											
Hospital	S	Save Submit Cancel												
	1	If you have gua	ranteed hours	and	get called o	off please ch	noose the g	uarantee pa	y type from	the drop d	own box.			
		Date	Рау Туре		Hours	Expenses	In	Out	In 2	Out 2	Comments	Upload File		
	Ŵ	~		\sim								Choose File No file chosen		
	Ŵ	Sun, Apr 10 Mon, Apr 11		\vee								Choose File No file chosen		
	Ŵ	Tue, Apr 12 Wed, Apr 13		$^{\vee}$								Choose File No file chosen		
	Ŵ	~		\sim								Choose File No file chosen		

Next, select the 'Pay Type' for this specific line of time.

	53520 - Anna	4/4/2022													
Hospital	Save Submit Cancel														
	🚹 If you have gua	If you have guaranteed hours and get called off please choose the guarantee pay type from the drop down box.													
	Date	Pay Type	Hot rs	Expenses	In	Out	In 2	Out 2	Comments	Upload File					
	🔟 Sun, Apr 10 🗸		~							Choose File No file chosen					
		Call Back Charge								Choose File No file chosen					
	Ĩ · ·	Guarantee Misc Reimbur	sement							Choose File No file chosen					
		Regular Vacation								Choose File No file chosen					
			<u> </u>							Choose File No file chosen					

Pay types are determined by Fusion. Please reach out to your recruiter if you have questions.

- Note: "Regular" is for all *worked* hours.
 - "Overtime" and "Holiday are **not** options. OT and Holiday will pay as determined on your assignment.
- Note: "Guarantee" is for hours you're guaranteed but you did not physically work.
 - Example: You worked two 12-hour shifts, but your third shift was cancelled due to low census and your contract guarantees 36 hours/week. You would enter your two 12 hour shifts as "regular" time, and then you would enter 7a-7p on the day you were called off as "guarantee" pay type.

Call Back Hours: When entering call back hours, only <u>enter the actual time worked</u>! Be precise as the system will apply any applicable call back minimum.

• For example, if you were called back from 7am-8am, but you have a 2-hour call back minimum, enter exactly 7am-8am. The system will apply the 2-hour call back minimum to your paycheck.

Enter the exact clock in/out times for the date listed.

- Note: Be precise with time entry. The system will round to ¼ hour, pending facility preference.
- Note: A total of the hours entered for each line will display in the 'Hours' box.

	53520 - Anna 🐂	4/4/2022									
Hospital	Save Submit	Cancel									
	If you have qua	ranteed hours a	nd net called	off plaase d	hoose the qu	arantee nav	/ type from	the drop do	wn box.		
			ind get caned	on please ci	noose the gu	arancee pay	c,pc				
	Date	Pay Type	Hours	Expenses	In	Out	In 2	Out 2	Comments	Upload File	
	Date	Pay Type Regular	Hours	Expenses	In 6:58am	Out 12:45pm	In 2 1:15pm	Out 2 7:34pm	Comments //	Upload File Choose File No file chosen	
	Date Mon, Apr 11 V Tue, Apr 12 V	Pay Type Regular Regular	Hours Hours 12.11 12.00	Expenses	In 6:58am 6:58am	Out 12:45pm 12:22pm	In 2 1:15pm 12:52pm	Out 2 7:34pm 7:28pm	Comments	Upload File Choose File No file chosen Choose File No file chosen	

Entering Miscellaneous Reimbursement with Receipts:

Select the 'Date' to attach a reimbursement and select the 'Pay Type' of "Misc. Reimbursement" on its own line. Enter the dollar value in the "Expenses or Number of Miles" field.

• Recommendation: Write a description in the "Comments" box on the corresponding line.

Provide a photo/attachment of the receipt on the same line by clicking on the "Choose File" button.

• Note: Files must be in **PDF**, **TIF**, **JPG**, or **JPEG** format if uploaded from a desktop. Mobile site allows to upload from your photos.

	53520 - Anna 🖿	4/4/2022											
Hospital	Save Submit	Cancel											
· · ·	~												
	If you have guar	ranteed hours and	l get called o	ff please cho	oose the gu	iarantee pay	type from	the drop do	wn box.				
	Date	ranteed hours and Pay Type	l get called o Huurs	ff please cho Expenses	oose the gu	out	type from In 2	the drop do Out 2	wn box. Comments	U	Jpload File	/	
	Date Mon, Apr 11 V	Pay Type Regular	H urs 12.10	ff please cho Expenses	In 6:58am	Out 12:45pm	type from In 2 1:15pm	the drop do Out 2 7:34pm	wn box. Comments	U //	Jpload File Choose File	o file chosen	

Deleting A Time Entry:

Click on the "trash can" next to the line you want to delete. Clicking this will clear anything entered within the corresponding line.

	53520 - Anna	4/4/2022								
Hospital	Save Submit	Cancel								
	🗊 If you have gua	ranteed hours ar	d get called off	f please choo	ose the gu	arantee pay	type from t	the drop do	wn box.	
	Date	Pay Type	Hours	Expenses I	n	Out	In 2	Out 2	Comments	Upload File
	🔟 Mon, pr 11 🗸	Regular 🔹	12.10		6:58am	12:45pm	1:15pm	7:34pm	/	Choose File No file chosen
	🔟 🔸 Apr 12 👻	Regular 🔹	12.00		6:58am	12:22pm	12:52pm	7:28pm		Choose File No file chosen
[🔟 Wed, Apr 13 🗸	Guarantee	• 11.90		7:00am			6:54pm	Guaranteed 36 hours per week	Choose File No file chosen

Save, Submit, UNSUBMIT, Delete, & Export a Timesheet:

Once you have entered time you need to 'save' or 'submit' the timesheet.

- "Save" → May return to add, edit and/or submit the timesheet later.
 a. Timesheet is not 'submit' yet, therefore will **not** be paid.
- 2. "Submit" \rightarrow Use when done editing the timecard for the week. This will send timesheet for approval.



Once a timesheet is 'saved', you will have the ability to 'delete' or 'export' the timesheet.

1. "Delete" \rightarrow Will delete the entire timesheet as opposed to individual lines.

2. "Export" \rightarrow Will download a copy of the timesheet as a pdf.

	53520 - Anna 🖿	4/4/2022		
Breat	Save Submi	t Cancel	Delete	Export
Hospital	If you have g	uaranteed hours	and get called	off please cho
	Date	Pay Type	Hours	Expenses
	🔟 Mon, Apr 11 🗸	Regular	▼ 12.1	.0

If you need to edit your timecard after you've submitted it, but before it's approved, you will have the ability to 'unsubmit' the timesheet.

1. "Unsubmit" \rightarrow Will allow you to continue editing your timesheet until it's approved.

	53520 - Anna	4/4/2022									
	Job 53520 - Anna 4/4/2022										
	Date Range 04/10/2022 - 04/16/2022										
Iospital Customer Hospital - { Hospital - { Hospital - {											
	Submitted on	Submitted by	(", - '	@fusionm	edstaff.com) o	on 04/11/2022	4:46 PM				
	Created By	The second second	@fusionm	edstaff.com)							
	Unsubmit	Export									
	🛐 If you have	guaranteed hours and	get called of	f please cho	oose the gua	rantee pay	type from tł	ne drop dow			
	Date	Pay Type	Hours	Expenses	In	Out	In 2	Out 2			
	Mon, Apr 11	Regular	12.10		6:58am	12:45pm	1:15pm	7:34pm			

Troubleshooting (Overlapping time):

When entering time, please make sure you are not over lapping time. Overlapping time will cause errors when trying to 'save' or 'submit' your timesheet.

Below is the error you will receive if there is overlapping time on the timesheet:

timesheets.fusionmedstaff.com says		
The time for two lines overlap on 10/01/2019. This must be	e fixed	
before saving.		
	OK	

Example: The employee was on call from 7:34pm to 7:00am. They were called back from 8:00pm to 9:00pm.

								The time for before savi	or two lines overlap on 0 ing.	4/11/2022. This must be fixed
										ОК
Home > Timesheet Er	ntry									
	53520 - Anna I	4/4/2022								
Education -	Save Submit	Cancel	Delete	Export						
Hospital	If you have gua	ranteed hours	and get called (off please cl	noose the gu	arantee pay	type from	the drop do	wn box.	
	Date	Pay Type	Hours	Expenses	In	Out	In 2	Out 2	Comments	Upload File
	🔟 Mon, Apr 11 🗸	Regular	▶ 12.10		6:58am	12:45pm	1:15pm	7:34pm		Choose File No file chosen
	🔟 Mon, Apr 11 🗸	On Call	▼ 11.43		7:34pm			7:00am		// Choose File No file chosen
	🔟 Mon, Apr 11 🗸	Call Back	♥ 1.00		8:00pm			9:00pm		// Choose File No file chosen

They must separate each clock in/out for every on call and call back shifts as a new line to prevent overlap. Please refer to the image below to see the time entered without overlap.

	53	520 - Anna	4/4/2022												
Stear	s	ave Submit	Cancel		elete	Export									
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		Date	Pay Type		Hours	Expenses	In		Out	In 2	Out 2	Comments	Uploa	d File	
		Mon, Apr 11 💙	Regular	~	12.10			6:58am	12:45pm	1:15pm	7:34pm		Choo	se File	No file chosen
	Ŵ	Mon, Apr 11 🗸	On Call	~	0.43			7:34pm			8:00pm		Choo	ise File	No file chosen
	Ŵ	Mon, Apr 11 🗙	Call Back	~	1.00			8:00pm			9:00pm	Called into facility	Choo	se File	No file chosen
	Ŵ	Mon, Apr 11 🗙	On Call	~	10.00			9:00pm			7:00am		Choo	se File	No file chosen

Can you spot the overlapping time below?

	53520 - Anna 🐂	4/4/2022								
Denter 1	Save Submit	Cancel)elete E	Export						
Hospital	🕥 If you have gua	ranteed hours and	l get called o	ff please ch	loose the gu	arantee pay	type from t	the drop do	wn box.	
	Date	Рау Туре	Hours	Expenses	In	Out	In 2	Out 2	Comments	
	Date	Pay Type Regular 🗸	Hours	Expenses	In 7:00am	Out 12:00pm	In 2 12:30pm	Out 2 7:30pm	Comments	11
	Date Mon, Apr 11 V Tue, Apr 12 V	Pay Type Regular 💙 On Call 💙	Hours 12.00 13.00	Expenses	In 7:00am 6:00pm	Out 12:00pm	In 2 12:30pm	Out 2 7:30pm 7:00am	Comments	17

The employee was on call from 6:00pm on Tuesday until 7:00am on Wednesday; *and* stated they clocked in for regular time at 6:57am on Wednesday. *Therefore, the time overlapped from* 6:57am to 7:00am on Wednesday.

	53520 - Anna 🐂	4/4/2022					
Etrater.	Save Submit	Cancel	Delete Export				
Hospital	🛐 If you have gua	aranteed hours and	l get called off please o	hoose the guarantee pa	y type from	the drop do	wn box.
	Date	Рау Туре	Hours Expenses	In Out	In 2	Out 2	Comments
	🔟 Mon, Apr 11 🗸	Regular 🗸	12.00	7:00am 12:00pm	12:30pm	7:30pm	/
	Tue, Apr 12 💙	On Call 🗸	13.00	6:00pm		7:00am	
	🔟 Wed, Apr 13 🗸	Regular 🗸	12.05	6:57am 12:00pm	12:30pm	7:30pm	/

- Recommendation: Enter all lines of time for each day in <u>CHRONOLOGICAL</u> order before entering additional lines.
 - Do NOT enter all regular time for the entire week and then try to add any additional (on call, call back, etc.) time.

Mobile Timesheet Entry:

In your mobile web browser, go to the URL: <u>https://timesheets.fusionmedstaff.com</u>. The login screen appears the same as the desktop version and includes How-To's and "Forgot Password".

• Note: Once logged in, some users switch to the "Desktop Version" for best results.

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	Medical STAFFING		AA	a timesh	eets.fusionm	edstaff.com
usion Medica	I Staffing-Log on and	d Password Re	â	Home		
Fusion Medic	al Staffing-Entering	Online Time	Ś	Preference	s	
			\rightarrow	Desktop Ve	ersion	
ame	Username		Ω	Logout		
word	Password					
orgot Passwo	rd	Login				
irgot Passwo.	rd	Login				
orgot Passwo	rd	Login				
A ê times	rd heets.fusionmeds	Login				

Once logged in, "My Timesheets" will display any timesheets that are "Open", "Submitted", or "Rejected".

• Note: Ensure your timesheet is under the correct status group.

You can also view timesheets via the magnifying glass at the top right.

• Note: Swipe left/right to view another status of timesheets. Swipe down to refresh.



To create a new time entry, select the "+" sign at the top right corner.

You will be prompted to enter the "Period", "Account", and "Job". Select "Period" and a calendar will appear. Select the date of the time entry you're wanting to enter time for.

- Note: "Account" corresponds to the facility name associated with the assignment.
- Note: "Job" corresponds to the traveler's name and the start date of the associated assignment.

After entering the correct criteria, select "Continue" to proceed with creating the time entry.

Veriz	on 奈		10:55 AM	Î	Ø 9	92% 🔳
٩A	🔒 time	sheets	.fusion	medsta	ff.com	C
Back	¢	New	Times	heet		
		Oct	ober 2	019		
un	Mon	Tue	Wed	Thu	Eri	Sat
	Mon	Tue	weu			Jui
29 6	30 7	1 8	2 9	3 10	4	5 12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

"Timesheet"

The

view will display the "Job", "Date Range" of the timesheet, "Total Hours" currently listed for the week and the current "Status" of the timesheet.

To add a time entry (shift), select the "+" sign at the top right to open the time entry "Detail" view.

From the "Detail" view select the "Date" you worked within the corresponding work week. Select the applicable "Pay Type" for the hours you're entering. Add precise clock in/out times (including lunches, if applicable).

• Note: For Misc Reimbursements, you need to add an "Attachment".

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🔒 ti	imesheets.fusionmedsta	iff.com C	AA 🔒 time	sheets.fusionmeds	taff.com	S
	Timesheet	+ •••	Cancel	Detail		Done
Range Hours	Te	st Spanjer 8/20/2018 10/08 - 10/14 0.00 Open	Date Range Hours Status		10/20	- 10/20 12.00 Ope
	No Timesneet Details	1	Date	10/21		>
			Рау Туре	Regular		\sim
	Shows the	work	In Time	7:00am		
	week that's	been	Out For Lunc	h 11:25am		
	entered, and	current	In From Lunc	h 11:55am		
	status of tim	esheet	Out Time	7:30pm		
			Comments			
	ign will up the to enter		Attachment	Select File		
nift s	specifics					
) rîn (Th Ch	< >>	> 🗘	Ш	C

When the entire time entry (shift) looks correct, select "Done" from the top right.

Once you're back to viewing the "Timesheet", you will notice the hours are "Not Saved" yet.

III Verizon 🗢	12:53 PM	1 🕴 92% 🔳
🔒 time	sheets.fusionmedstaf	f.com C
ancel	Detail	Done
lours tatus Hit"C	Done" when fin tering THIS sh	10/01 - 10/07 ished 12.00 Open ift.
Date	10/01	\geq
Рау Туре	Regular	
In Time	7:00am	
Out For Lunch		
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In, Lunch	n (if Hour:	Ainute
necessa and Ou	ry) × (am/	pm)
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You may Save, Submit, or Delete the timesheet by selecting the ellipsis (3 dots) from the top right.

You will be notified of the recent timesheet status update at the bottom of your screen as it returns you to the "My Timesheets" view.



QUESTIONS?

Please contact your Fusion Account Manager or Recruiter.

