

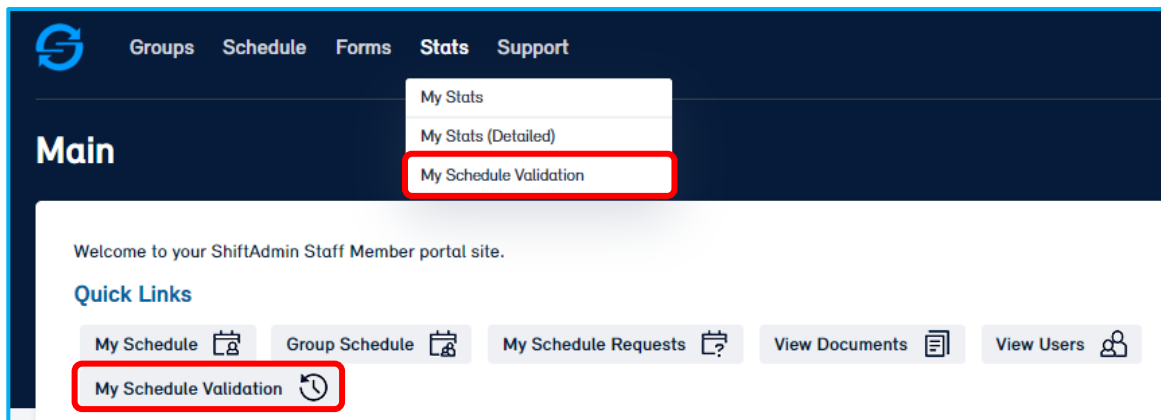


Clinicians – Schedule Validation

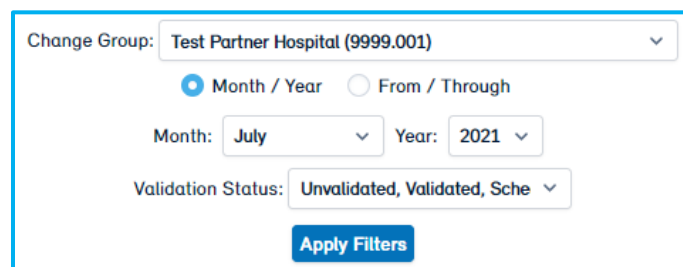
Target Audience: All Clinicians (Perm and Temp)

Functionality: Validation of shifts worked by clinicians

1. Login to Shift Admin through SoundConnect, or by going to: <http://www.shiftadmin.com/sound>
 - a. You will be prompted to enter your Sound credentials or it will take you directly to the home page if you're already logged into Microsoft SSO
2. To validate a shift, select **My Schedule Validation** from either the **Stats** tab in the top navigation bar or under **Quick Links** on the home page



3. Filter to the shifts that need validating for the week by selecting your **Group (Site/Facility)**, the current **Month/Year** or **Date Range**, and **Validation Status (Unvalidated)**, then click **Apply Filters**. You may also select multiple **Groups (Site/Facility)** to validate at the same time.



The screenshot shows the filter options for schedule validation. It includes a 'Change Group' dropdown menu set to 'Test Partner Hospital (9999.001)'. Below this, there are two radio buttons: 'Month / Year' (selected) and 'From / Through'. Under 'Month / Year', there are dropdown menus for 'Month' (set to 'July') and 'Year' (set to '2021'). Below these, there is a 'Validation Status' dropdown menu set to 'Unvalidated, Validated, Sche'. At the bottom, there is a blue 'Apply Filters' button.

4. Review the data that corresponds with each shift.
 - a. As a **shift-based colleague**, it is important to review and ensure all shifts worked during the timeframe are accurately reflected on your schedule. If all shifts are accurately reflected, then update each status to **Validated** using the **Validation Status** dropdown menu and click **Save**.
 - b. As an **hourly colleague**, it is important to review and ensure the start and end times for all shifts worked during the timeframe are accurately reflected on your schedule. If the **Start** and **End** times (your actual hours worked) are correct, then update the status to **Validated** using the **Validation Status** dropdown menu and click **Save**.



Schedule Validation - 09-01-2021 - 12-31-2021 (5)											
DATE	DAY	FACILITY	SHIFT NAME	SHORT NAME	SCHED START	SCHED END	START	END	HOURS	VALIDATION STATUS	VALIDATION COMMENTS
										Validated Unvalidated Validated Schedule Owner Review Unvalidated	
09/13	Mon	Test Partner Hospital	DAY TEST SHIFT	DAY	0700	1900	0700	1800	11.00	Unvalidated	
09/14	Tue	Test Partner Hospital	DAY TEST SHIFT	DAY	0700	1900	0700	1900	12.00	Unvalidated	
09/15	Wed	Test Partner Hospital	DAY TEST SHIFT	DAY	0700	1900	0700	1900	12.00	Unvalidated	
09/17	Fri	Test Partner Hospital	DAY TEST SHIFT	DAY	0700	1900	0700	1900	12.00	Unvalidated	
10/11	Mon	Test Partner Hospital	DAY TEST SHIFT	DAY	0700	1900	0700	1800	11.00	Unvalidated	

Save

Note: If you would like to **bulk validate** all of your unvalidated shifts, you can do so by using the **drop down arrow** located next to the validation status drop down box on the **top blank row**.

Bulk Validation Steps

1. Under **Validation Status**, select **Validated** in the first drop down box listed in the blank row
2. Add any applicable comments in the **Validation Comments** box
3. Click the **down arrow button** next to the **Validation Status** drop down box. This will **automatically validate** all shifts on this page. You can also copy down any comments by using the **down arrow button** next to the comments box (if applicable)
4. Click Save

Schedule Validation - 09-01-2021 - 12-31-2021 (5)											
DATE	DAY	FACILITY	SHIFT NAME	SHORT NAME	SCHED START	SCHED END	START	END	HOURS	VALIDATION STATUS	VALIDATION COMMENTS
										Validated	
09/13	Mon	Test Partner Hospital	DAY TEST SHIFT	DAY	0700	1900	0700	1800	11.00	Unvalidated	
09/14	Tue	Test Partner Hospital	DAY TEST SHIFT	DAY	0700	1900	0700	1900	12.00	Unvalidated	
09/15	Wed	Test Partner Hospital	DAY TEST SHIFT	DAY	0700	1900	0700	1900	12.00	Unvalidated	
09/17	Fri	Test Partner Hospital	DAY TEST SHIFT	DAY	0700	1900	0700	1900	12.00	Unvalidated	
10/11	Mon	Test Partner Hospital	DAY TEST SHIFT	DAY	0700	1900	0700	1800	11.00	Unvalidated	

Save

For Hourly Colleagues, updating Shifts that have Incorrect Start/End Times (Actual Hours Worked)

If the **Start** or **End** times (your actual hours worked) are incorrect, then you will need to update your actual hours worked to the correct times. The process to update the hours is dependent on if you are validating the shift within 48 hours of completing it.

- a. If the shift ended less than 48 hours ago, you are responsible for updating the hours to the accurate times you worked in that shift (*follow the process below for Updating a Shift within 48 hours of Completing it*).
- b. If the shift ended over 48 hours ago, you no longer have access to updating your own hours. Instead, you will need to update the **Validation Status** to **Schedule Owner Review** on the **Schedule Validation** page and write a **Validation Comment** explaining



the changes to your actual hours worked so the Schedule Owner can update the hours for you, then click **Save**.

Schedule Validation - July 2021 (8)											
DATE	DAY	FACILITY	SHIFT NAME	SHORT NAME	SCHED START	SCHED END	START	END	HOURS	VALIDATION STATUS	VALIDATION COMMENTS
07/07	Wed	Test Partner Hospital	WEEKEND SWING TEST SHIFT	WEEKEND SWING	0700	1900	0700	1900	12.00	Validated	
07/09	Fri	Test Partner Hospital	WEEKEND SWING TEST SHIFT	WEEKEND SWING	0700	1900	0700	1900	12.00	Validated	
07/18	Sun	Test Partner Hospital	WEEKEND SWING TEST SHIFT	WEEKEND SWING	0700	1900	0700	1900	12.00	Validated	
07/19	Mon	Test Partner Hospital	WEEKEND SWING TEST SHIFT	WEEKEND SWING	0700	1900	0700	1900	12.00	Unvalidated	
07/20	Tue	Test Partner Hospital	WEEKEND SWING TEST SHIFT	WEEKEND SWING	0700	1900	0700	1900	12.00	Schedule Owner Review	My shift ended at 1700, I worked 10 hrs
07/22	Thu	Test Partner Hospital	WEEKEND SWING TEST SHIFT	WEEKEND SWING	0700	1900	0700	1900	12.00	Unvalidated	
07/23	Fri	Test Partner Hospital	WEEKEND SWING TEST SHIFT	WEEKEND SWING	0700	1900	0700	1900	12.00	Unvalidated	
07/24	Sat	Test Partner Hospital	WEEKEND SWING TEST SHIFT	WEEKEND SWING	0700	1900	0700	1900	12.00	Unvalidated	

Save

Note: If you select **Schedule Owner Review** as your **Validation Status**, a comment will be required. This will also send a notification to the Schedule Owner.

Updating a Shift within 48 hours of Completing It

1. If it has been less than 48 hours since the shift ended, click on the **Shift Name** or **Short Name** of the shift that needs updating on the **Schedule Validation** page to see the shift details.

Schedule Validation - July 2021 (8)											
DATE	DAY	FACILITY	SHIFT NAME	SHORT NAME	SCHED START	SCHED END	START	END	HOURS	VALIDATION STATUS	VALIDATION COMMENTS
07/07	Wed	Test Partner Hospital	WEEKEND SWING TEST SHIFT	WEEKEND SWING	0700	1900	0700	1900	12.00	Validated	
07/09	Fri	Test Partner Hospital	WEEKEND SWING TEST SHIFT	WEEKEND SWING	0700	1900	0700	1900	12.00	Validated	
07/18	Sun	Test Partner Hospital	WEEKEND SWING TEST SHIFT	WEEKEND SWING	0700	1900	0700	1900	12.00	Validated	
07/19	Mon	Test Partner Hospital	WEEKEND SWING TEST SHIFT	WEEKEND SWING	0700	1900	0700	1900	12.00	Unvalidated	
07/20	Tue	Test Partner Hospital	WEEKEND SWING TEST SHIFT	WEEKEND SWING	0700	1900	0700	1900	12.00	Schedule Owner Review	My shift ended at 1700, I worked 10 hrs
07/22	Thu	Test Partner Hospital	WEEKEND SWING TEST SHIFT	WEEKEND SWING	0700	1900	0700	1900	12.00	Unvalidated	
07/23	Fri	Test Partner Hospital	WEEKEND SWING TEST SHIFT	WEEKEND SWING	0700	1900	0700	1900	12.00	Unvalidated	
07/24	Sat	Test Partner Hospital	WEEKEND SWING TEST SHIFT	WEEKEND SWING	0700	1900	0700	1900	12.00	Unvalidated	

Save



- The **View Scheduled Shift** page will open in a new tab. Under **View Shift Details**, click on **edit start/end time** next to the **Worked Date/Time** hours listed for the shift.

View Shift Details	
Shift	WEEKEND SWING TEST SHIFT
Short Name	WEEKEND SWING
Shift Type	Physician
Group	Test Partner Hospital
Facility	Test Partner Hospital
Shift Date/Time	Saturday, July 24, 2021 7:00am - 7:00pm PDT
Duration	12:00
Worked Date/Time	Saturday, July 24, 2021 7:00am - 7:00pm PDT [edit start/end time]
Worked Duration	12:00
Hour Ratio	1.000000
Pay Code	Weekend Swing
Shift Category	Other
Shift Rule	None Entered
Shift Validation	Unvalidated [edit]

- This will open the **Start** and **End** time fields so you can edit the times you actually worked for the shift. Type in the correct time you began and ended your shift, write a **Comment** about why it was different than the scheduled shift, and click **Save Worked Times**. Note: time should be entered to the exact minute.



View Shift Details	
Shift	WEEKEND SWING TEST SHIFT
Short Name	WEEKEND SWING
Shift Type	Physician
Group	Test Partner Hospital
Facility	Test Partner Hospital
Shift Date/Time	Saturday, July 24, 2021 7:00am - 7:00pm PDT
Duration	12:00
	<div style="border: 2px solid red; padding: 5px;"> Start: 7/24 (Sat) 7:00am End: 7/24 (Sat) 7:00pm Comments: <input type="text"/> <input type="button" value="Save Worked Times"/> <input type="button" value="Cancel"/> </div>
Worked Date/Time	
Worked Duration	12:00
Hour Ratio	1.000000
Pay Code	Weekend Swing
Shift Category	Other
Shift Rule	None Entered
Shift Validation	Unvalidated [edit]

- a. If the time you actually worked was less than the scheduled shift time, your shift **Validation Status** will automatically change to **Validated**, and the **Worked Date/Time** will show the new times based on your edits. You have now updated and validated your shift to the accurate time worked.

View Shift Details	
Shift	WEEKEND SWING TEST SHIFT
Short Name	WEEKEND SWING
Shift Type	Physician
Group	Test Partner Hospital
Facility	Test Partner Hospital
Shift Date/Time	Saturday, July 24, 2021 7:00am - 7:00pm PDT
Duration	12:00
Worked Date/Time	Saturday, July 24, 2021 7:00am - 6:00pm PDT [edit start/end time]
Worked Duration	11:00
Hour Ratio	1.000000
Pay Code	Weekend Swing
Shift Category	Other
Shift Rule	None Entered
Shift Validation	Validated [edit]

Note: edit start/end time will only show if the end of the scheduled shift is within 48 hours. If any changes are needed after 48 hours, click **edit** next to the **Shift Validation** status, change the status to **Schedule Owner Review** and type in a **Comment**. This will notify the Schedule Owner that you have made a change to the validation and need them to update the hours worked.

- b. If the time you actually worked was more than the scheduled shift time, this will kick off the “Hours Over Approval” workflow. Your request will be sent to the Approver at your site and will remain in **Pending Approval** status until it has either been approved or denied. You may cancel your request for working over the scheduled shift by clicking the **Recall** button. The shift will remain as **Unvalidated** unless approved, at which it will automatically change to **Validated**.

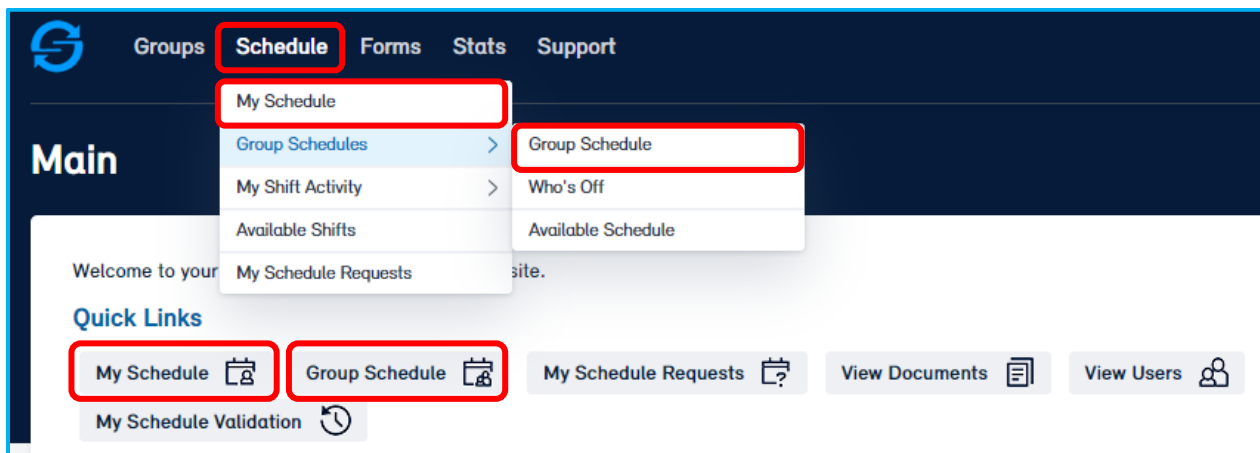


View Shift Details	
Shift	WEEKEND SWING TEST SHIFT
Short Name	WEEKEND SWING
Shift Type	Physician
Group	Test Partner Hospital
Facility	Test Partner Hospital
Shift Date/Time	Saturday, July 24, 2021 7:00am - 7:00pm PDT
Duration	12:00
Worked Date/Time	Saturday, July 24, 2021 (Pending Approval) 7:00am - 7:00pm PDT Recall
Worked Duration	12:00
Hour Ratio	1.000000
Pay Code	Weekend Swing
Shift Category	Other
Shift Rule	None Entered
Shift Validation	Unvalidated edit

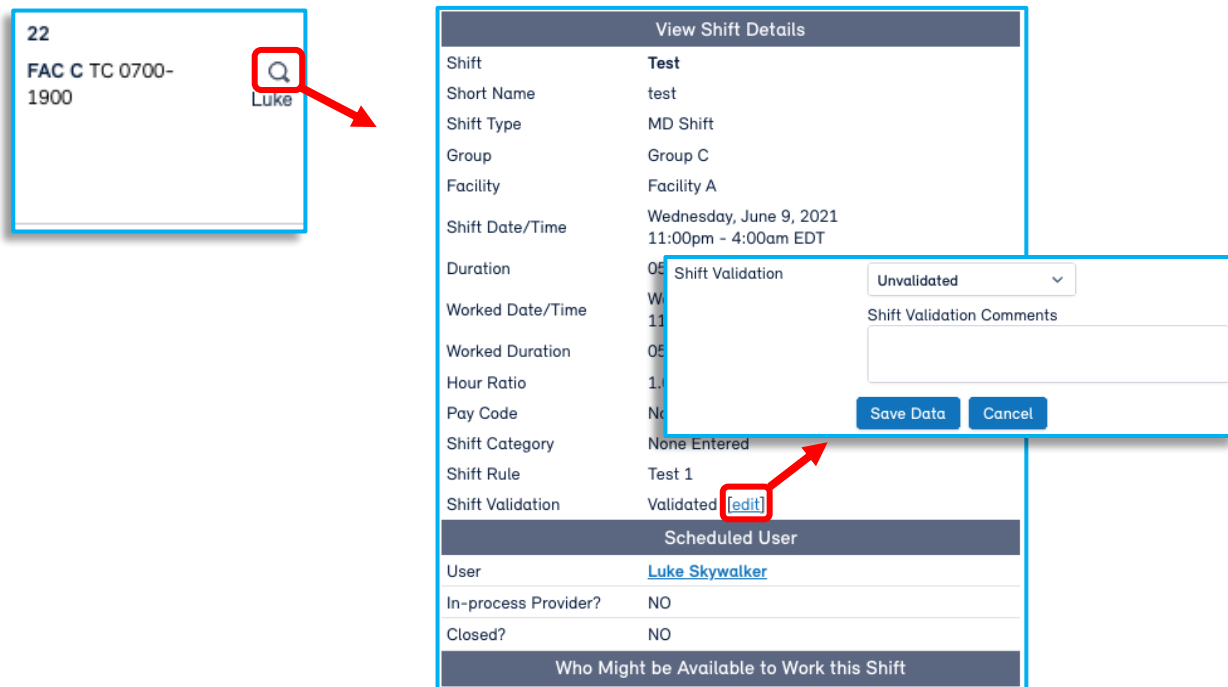
Note: if the “Hours Over Approval” Approver denies the additional hours, you will need to manually update the hours again and re-submit, or validate the shift as is per the original schedule.

Validating a Shift through the Schedule

Another way to validate your shifts is through the schedule. To validate an individual shift through the schedule, go to the **Schedule** tab in the top navigation bar or the **Quick Links** on the home page, and navigate to **My Schedule** or **Group Schedule**.



Select the magnifying glass next to the shift you would like to validate. This will take you to the **View Shift Details** section where you can update the **Shift Validation** status by clicking **edit** next to the current status. In the edit screen, use the **Shift Validation** dropdown menu to select the status (**Validated**, **Schedule Owner Review**, or **Unvalidated**), enter a comment (*if you selected **Schedule Owner Review***), then click **Save Data**.

The screenshot shows a list of shifts on the left and a 'View Shift Details' window on the right. In the list, a shift with ID '22' and name 'FAC C TC 0700-1900' is highlighted, with a search icon and the name 'Luke' next to it. A red arrow points from this search icon to the 'View Shift Details' window. In the 'View Shift Details' window, the 'Shift Validation' field is set to 'Validated' and has an 'edit' link next to it. A red arrow points from this 'edit' link to a 'Shift Validation' modal window. The modal window has a dropdown menu set to 'Unvalidated', a text area for 'Shift Validation Comments', and 'Save Data' and 'Cancel' buttons.

FAQ

Q: I am a temp clinician, is it mandatory for me to validate my shifts? If so, how often am I required to complete this? (*Echo Locum and Echo 1099 clinicians only*)

A: Yes, this is mandatory for all temp clinicians as this process will be replacing your need for recording your time in PayNW. You are required to validate your shifts weekly; however, it is highly suggested that you validate your shifts within 48 hours of completing the shift. This recommendation is in place because of the 48-hour rule that allows you to change your actual worked times within 48 hours of completing the scheduled shift. (*See below for more information about the 48-hour rule*).

Q: I am a perm or third party clinician, is it mandatory for me to validate my shifts? If so, how often am I required to complete this? (*Sound W2, Sound 1099, and third party clinicians only*)

A: While it is not mandatory for perm or third party clinicians to validate their shifts, it is highly recommended that you validate your shifts at least weekly, or preferably, within 48 hours of completing the shift so that your payroll is more accurately reflected. Payroll is more accurate because you are ensuring your schedule accurately reflects all shifts and hours. The 48-hour recommendation is in place because of the 48-hour rule that allows you to change your actual worked times within 48 hours of completing the scheduled shift. (*See below for more information about the 48-hour rule*).

Q: What is the 48-hour rule?



A: The 48-hour rule is in place to allow you, as a clinician, to update your actual hours worked for a shift in Shift Admin within 48 hours of completing your scheduled shift. For example, if you are scheduled to work a shift on Monday from 7am-7pm, you have until Wednesday at 7pm (48 hours) to update the actual hours worked for the shift. After 48 hours the system will no longer allow you to update your actual hours worked, instead, if you need any changes, they will need to be fixed by the schedule owner. To do this, go to the shift that needs to be updated and change the **Validation Status** to **Schedule Owner Review**, add a comment, and save. This will send a notification to the schedule owner to review your request for a change and comment.

Q: What do I do if a shift is missing from my validation list?

A: If a shift is missing from your validation list, first filter the list to all **Validation Statuses (Unvalidated, Validated, and Schedule Owner Review)** and check that the **Group (Site/Facility)** is accurate. If the shift is still missing from the **Schedule Validation** page and it is not showing on the **My Schedule** page, then the schedule owner needs to add the shift onto the schedule for you. Reach out directly to your site's schedule owner and ask them to add the shift to your schedule, once it has been added then refresh your **Schedule Validation** page and it will appear.

Q: Who is my Schedule Owner?

A: Your site's schedule owner is typically the Hospital Coordinator or Program Manager. If your site doesn't have a Hospital Coordinator or Program Manager, the schedule owner is typically a Staffing Consultant. You can reach out to your Chief or Medical Director if you are unsure who to reach out to regarding adding a shift to your schedule.

Q: Will I get reminders to validate my shifts?

A: Yes, you will receive weekly email notifications (Fridays at 4pm) from Shift Admin when you have shifts in the **Unvalidated** status that require your attention.

Q: I am a third party clinician, do I still need to follow any processes in place for time tracking with my employer?

A: Yes, if your third party employer has a particular procedure in place for keeping track of your time (i.e., faxed timesheets) you must continue to follow their processes in addition to updating your hours worked in Shift Admin. Updating your hours in Shift Admin does not replace any procedures with your employer.