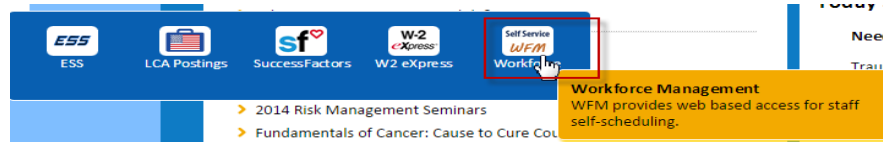# Self Service – Printing Timesheet

This document will explain how to view and print the timesheet in WFM Self-Service.

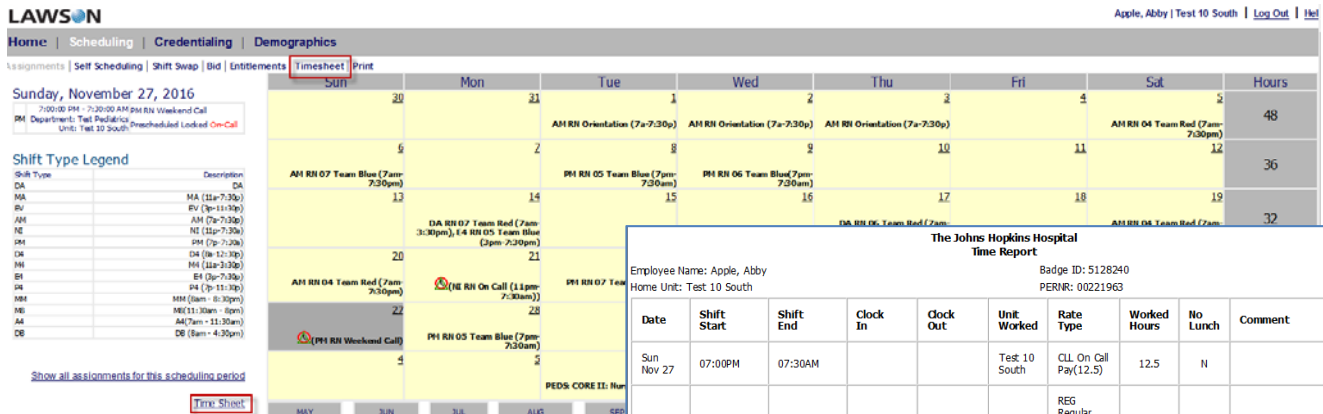## Log in

1. Log into WFM Self Service via the portal.
   a. Log into the portal – https://my.johnshopkins.edu
   b. User id – JHED ID and Password – Network Password.
   c. Hover over the 'HR' link on the left hand side of the screen.

   d. Select Self Service – WFM – Workforce.
   e. Click Enter.

View Timesheet

1. Select the **Scheduling** tab.
2. Select a day on to be viewed.
3. Select the **Timesheet** tab.
4. The timesheet will load based on the date selected.

The Johns Hopkins Hospital
Time Report

Employee Name: Apple, Abby   Badge ID: 5128240
Home Unit: Test 10 South   PERNR: 00221963

Date	Shift Start	Shift End	Clock In	Clock Out	Unit Worked	Rate Type	Worked Hours	No Lunch	Comment
Sun Nov 27	07:00PM	07:30AM			Test 10 South	CLL On Call Pay(12.5)	12.5	N	
Mon Nov 28	07:00PM	07:30AM			Test 10 South	REG Regular (12),SH3 Night Shift (12)	12	N	
Tue Nov 29									
Wed Nov 30									
Thu Dec 1									
Fri Dec 2									
Sat Dec 3									
Subtotal Hours							24.5		

Employee Signature:_____   Date:_____

Manager/Designee Signature:_____   Date:_____

Print Timesheet

1. After navigating to view the timesheet as outlined above, select the "**Print**" link.
2. Select the printer and click Print.

Additional Information

- Non-exempt staffers should print timesheets weekly for approval if WFM TimeCollection (clocking) is not being used in the functional unit.
  o Hours worked should be recorded in the 'Clock In' and 'Clock Out' columns.
  o Managers and employees should sign and date timesheets weekly
  o Timesheets with appropriate documentation (hours and signatures) should be stored in a secure location per Hopkins policy.

PAYROLL AND SWIPING GUIDELINES

- Intrastaff is a temporary staffing service. All time paid is for actual time worked only.
- All employees will swipe at a WFM/Lawson or KRONOS system (see attachment).
- Weekends are considered Friday 11:00 p.m. through Monday 7:30 a.m.
- In order to receive shift differential, you must work 6 hours into the off shift.
- If an error has been made in an employee's pay, Intrastaff will make the appropriate corrections; it is the employee's responsibility to check for and immediately report errors to the Intrastaff Payroll and Benefits Coordinator
- All adjustments will be added to your next paycheck.
- Paychecks are issued on a weekly basis on <u>Friday</u>;
- ADP iPay Service is available at no cost. Paperless pay vouchers are available through this service whereas you receive your pay vouchers by secured email on a weekly basis.
- Paychecks are directly deposited to your account (direct deposit form needs to be completed, provide a voided check and allow 2-3 weeks for the process to begin).
- If direct deposit is not elected, paychecks are available for pick up at the Intrastaff Office on Friday between 8:00 a.m. – 5:00 p.m. Proper photo identification is required.

TIME COLLECTION POLICY

1. All employees must have a Johns Hopkins issued badge or your JHEDID/Lawson password to clock in and clock out.
2. All employees must clock in and out in order to calculate hours for payroll.
3. Employees that clock in 1 minute after the scheduled start time will be considered late.
4. Employees that clock in later than 7 minutes from the scheduled start time will be docked 15 minutes.
5. Employees clocking out earlier than 7 minutes before the scheduled end time will be docked 15 minutes.
6. Employees should not clock in earlier than 7 minutes before the scheduled start time unless approved.
7. Employees may clock out at the earliest 5 minutes prior to end of the shift. Clocking out earlier than 5 minutes will be considered early departure.
8. Employees should NOT clock in out and for breaks.
9. Major Rule Violations which will result in termination:
    a. Never clock another employee in or out
    b. Tampering with or destroying the computer system
    c. Falsification of records or any fraudulent activities

TIME COLLECTION DISIPLINARY ACTION

- **Levels of Disciplinary Action:**

    - 3 Swipe Errors – Formal Written Counseling
    - 5 Swipe Errors -Probation
    - Additional – Termination
    - Major Rule Violation (#9 Time Collection Policy) will result in immediate termination

ESSO and Tap-n-Go Help Document

Enterprise Single Sign-On—ESSO
Enterprise **S**ingle **S**ign-**O**n (ESSO) is an application that permits you to enter your JHED ID and password just once to access multiple applications. You do not have to remember multiple user IDs and passwords. *Simply put, one user ID, one password, entered once to access multiple applications.*

How do I set up ESSO?
The first time ESSO runs you will be asked to answer five secret questions. The answers to these questions can later be used to reset your JHED password if forgotten.

Where can I get more information on ESSO including instructional videos and which applications are supported?
https://my.johnshopkins.edu / Click Login / Sign in with your JHED ID and Password / Click on the ESSO quick link on the left menu.

Tap-n-Go is an add-on for ESSO that allows users to quickly access clinical workstations using their JHMI badge and a PIN code.

How do I know if I can use Tap-n-Go?
To be able to use Tap-n-Go, you need the following things:

1. A badge with the following icon on the back, right, upper hand corner

2. A black card reader attached to the clinical workstation

3. A clinical workstation with ESSO installed

How do I use Tap-n-Go?
Using Tap-n-Go is easy. When you want to access a clinical workstation, all you have to do is tap your badge on the reader until the light turns green and you hear a beep. Depending on when the last time you logged in, you may be required to enter your PIN. Once you are finished with the workstation, tap your badge again until the light turns red and you hear a beep.
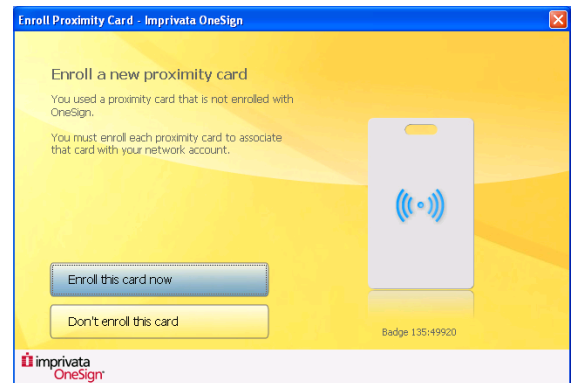
For your protection and to ensure patient privacy, it is important to remember to tap out at the end of your session!

Tap In, Tap Out, that's it!

First time setup
To initialize your badge with your JHED ID, please follow these steps:

1. Tap your badge on the card reader. This will initialize a window walking you through setting up your account.
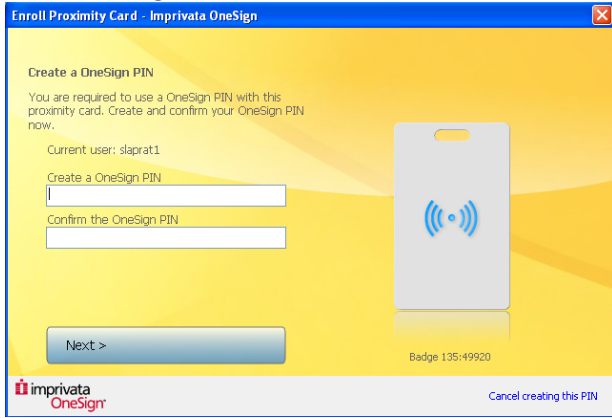2. Click Enroll this Card Now

3. Enter your JHED ID and JHED Password into the appropriate fields. Click Next.
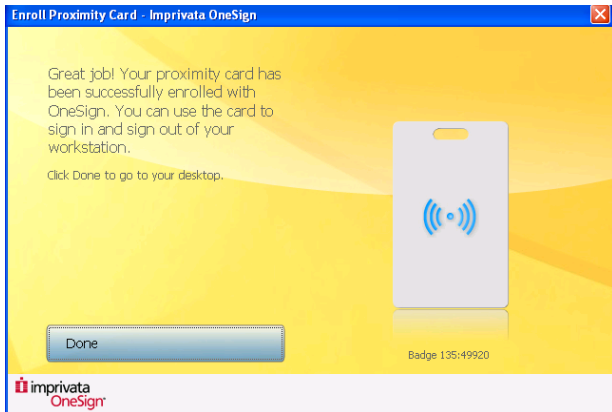

(Continued on back)

4. Next, you will be prompted to create a PIN. The PIN must be 4 digits. Once entered, click Next.


5. Click Done.

Using Time Collection with Tap-n-Go
1. Tap your badge on the card reader. This will initialize the Time Collection window.
2. The first time you log onto TC, you will need to enter your JHED ID and the password *changeme*. Then the Single sign on feature will remember your ID and password and will log you onto TC.
3. You must change your password from *changeme* to your current JHED password when you log onto TC on the second screen.
4. After ESSO learns your ID and password, it will log you automatically to the second screen where your shift will be displayed.
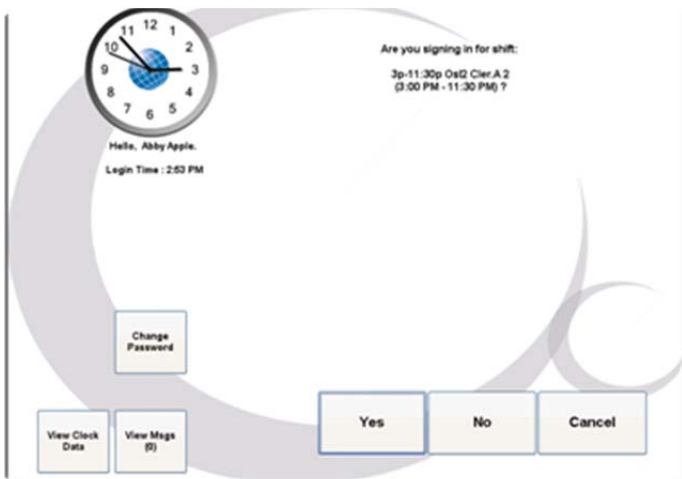
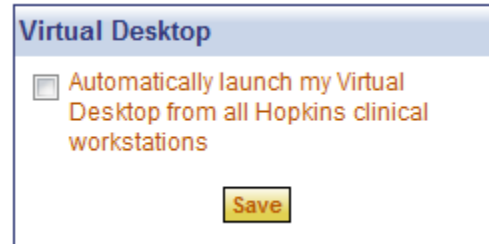**Tap-n-Go and your Virtual Desktop**

Virtual Desktop is intended to be the primary method by which clinicians access their applications and data to complete their work at Hopkins; providing the most secure and accessible solution from the clinical environment, offices, and even from home. The solution is available from all clinical workstations and, bundled with Tap-n-Go, can be set to automatically launch after login.

**How to setup Virtual Desktop Auto Launch**

1. Go to https://my.johnshopkins.edu and Login
2. Click the myProfile Quick Link

3. On the right is a checkbox to enable/disable Virtual Desktop Auto Launch. Check the box if you want your Virtual Desktop to auto launch.

4. Click Save
5. The next time you log into a Clinical Workstation your Virtual Desktop will Auto Launch.
6. Once you have signed into your Virtual Desktop, be sure to verify it is set to auto connect.
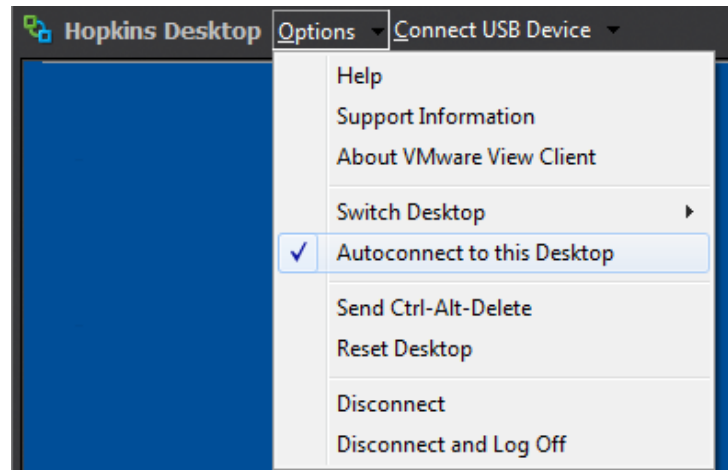
Frequently Asked Questions

How often do I have to enter my PIN?
The PIN will be required every four hours. For example, if you start your shift at 7am and badge in, you will be required to PIN. From there, you will not need to enter your PIN again until 11am, then again at 3pm.

What if I lose my badge?
If you lose your badge, the first thing you should do is call the help desk (5-HELP) and report the badge missing. They will have the ability to disable the badge so no one can access your account. Once the badge has been reported missing, please see the badging office for a replacement.

What if I forget my PIN?
You can still access the clinical workstations using your JHED ID and JHED Password. To have your PIN reset, please call the help desk (5-HELP) and ask them to reset your PIN. The next time you use your badge to access a clinical workstation, you will be required to enter a new PIN.

What if I forget my badge?
If you leave your badge at home one day, you can still access the clinical workstations. You will need to enter your JHED ID and JHED Password each time you want to sign into a workstation. Please remember to lock the workstation when you are finished.

What about the barcode stickers on my badge for the Welch Library / Carefusion readers / etc.?
Please see your supervisor to have new Carefusion / Glucometer stickers created for you. Contact Welsh library for new library stickers.

Is there a timeout policy for workstations with ESSO?
Yes, any clinical workstation with ESSO will automatically lock after 15-minutes of inactivity. Activity is defined as either moving the mouse or typing on the keyboard.

How do I lock the workstation if I do not have a Tap-n-Go Badge?
If you need to lock the workstation and do not have a badge, please follow these instructions:
1. Click the Start Button
2. Select "Lock Workstation" Icon in the menu (see image below)
3. The workstation is now locked and your data is secure

What if the person before me did not Tap Out when they left the workstation?
If you approach a workstation and see someone left without locking the workstation (tapping out) then first, you must tap your badge once to lock the workstation. Then, once the workstation is locked, please tap your badge again to log in as yourself.

Will this new badge still let me access a room / building / garage I normally enter?
Yes – your new Tap-n-Go badge is identical to your current badge. You will still have the same access to rooms, buildings, and garages. The only difference is the technology inside the badge.

What if I only work at the Bayview campus?
At this time, new badges are only for JHMI employees who work at the main campus location on Wolfe Street. If you only work at Bayview, you should not replace your badge. If you work at both Bayview and the main campus, you should replace your badge.

Remember to tap out of the workstation before you walk away! Doing so protects your information and ensures patient privacy!