

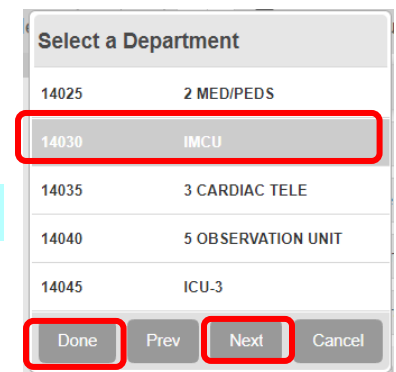
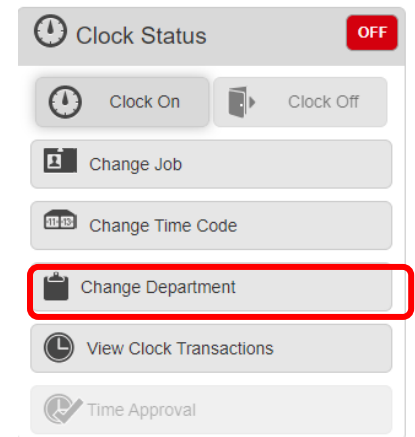


FLOATING VIA ETM/Timeclock (cannot float at the iPad)

To Float to another department at the **START** of your shift:

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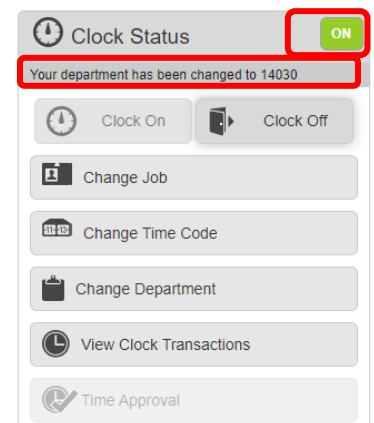
1. Double-click ETM/Timeclock icon on computer desktop.
2. Use your network login and 2-factor Imprivata to log in.
3. Click on **Change Department**.
4. Click **Next** until you see the department number/name you are floating to.
 - a. Hint: To get to inpatient nursing units, click **Next** 14 times.
5. Click on the department number/name (IMCU is selected in this example).
6. Click **Done**.
 - a. When done correctly, Clock Status will read **On** and a message will display that reads: “**Your department has been changed to ____.**” You will remain logged into this department until you float again today or clock **OFF** for your shift.



To Float to another department **DURING** your shift:

To Float to another department during a shift where you already clocked in to your department:

1. Double-click ETM/Timeclock icon on computer desktop.
2. Use your network login and 2-factor Imprivata to log in to ETM.
3. Click on **Change Department**.
4. Click **Next** until you see the department number/name you are floating to.
 - a. Hint: To get to inpatient nursing units, click **Next** 14 times.
5. Click on the department number/name you are floating to (IMCU is selected in this example).
6. Click **Done**.
 - a. When done correctly, Clock Status will read **On** and a message will display that reads: “**Your department has been changed to ____.**” You will remain logged into this department until you float to another department today or until you clock **OFF** for your shift.



To Float back to your home department **DURING** your shift:

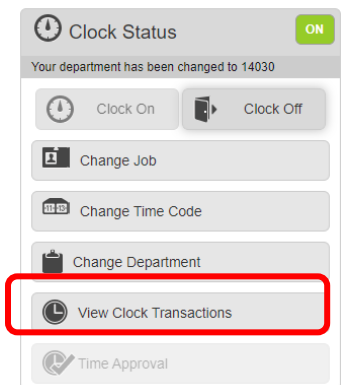
To Float back to your home or primary department during a shift, follow these steps:

1. Double-click ETM/Timeclock icon on computer desktop.
2. Use your network login and 2-factor Imprivata to log in to ETM.
3. Click on **Change Department**.
4. Click **Next** until you see the department number/name you are floating to.
 - a. Hint: To get to inpatient nursing units, click **Next** 14 times.
5. Click on the department number/name you are floating to (IMCU is selected in this example).
6. Click **Done**.
 - a. You will remain logged into this department until you float again today or clock **OFF** for your shift today.

Check your Clocks – worried about missed clocks?

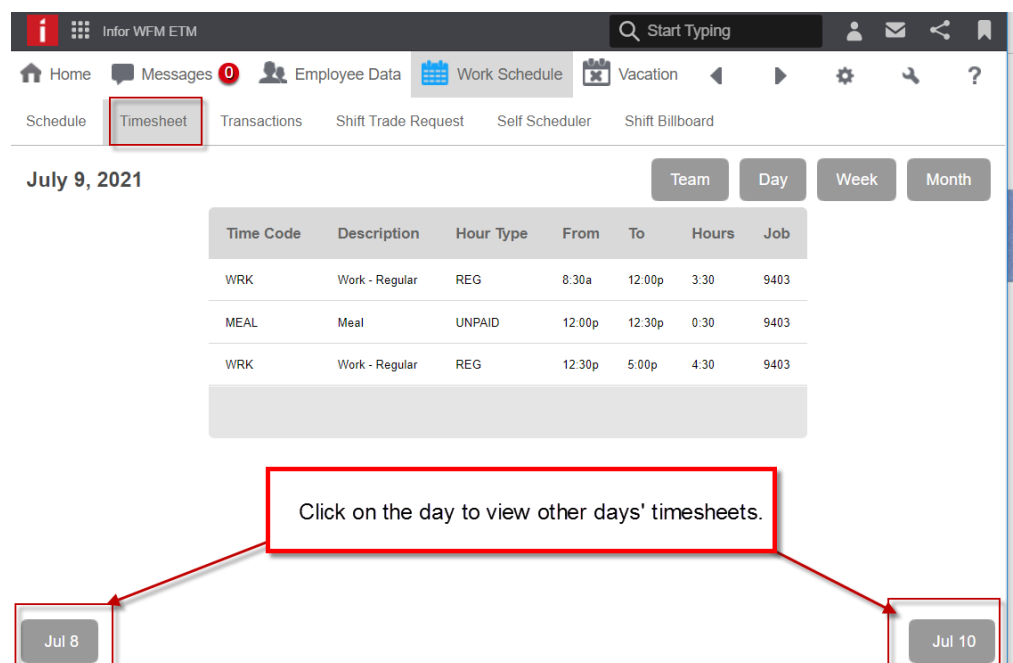
If concerned you have a missed clock or want to view your floats/clocks for today:

1. Double-click ETM/Timeclock icon on computer desktop.
2. Use your network login and 2-factor Imprivata to log in to ETM.
3. Click on **View Clock Transactions**. Your clocks for the current day including float will appear.



View your timesheet for other dates

1. Double-click ETM/Timeclock icon on computer desktop.
2. Use your network login and 2-factor Imprivata to log in to ETM.
3. Click **View Clock Transactions**.
4. Click **Timesheet**. Your timesheet for the current day will display. Click on the day to view other dates' timesheets.



Time Code	Description	Hour Type	From	To	Hours	Job
WRK	Work - Regular	REG	8:30a	12:00p	3:30	9403
MEAL	Meal	UNPAID	12:00p	12:30p	0:30	9403
WRK	Work - Regular	REG	12:30p	5:00p	4:30	9403

Click on the day to view other days' timesheets.