HEALTHCARE

RIVERSIDE

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

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

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

- 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.

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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.

Clock Status							
Your department has been changed to 14030							
Clock On Clock Off							
Change Job							
Change Time Code							
Change Department							
View Clock Transactions							
Time Approval							

View your timesheet for other dates

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

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July 9, 2021						leam	Day	Week	Мо	nth
	Time Code	Description	Hour Type	From	То	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			
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