# 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.

| Infor WFM ETM      |  |                 |              |         | Q Star     | t Typing |      | <b>.</b> | ⊻ < | ; I   |
|--------------------|--|-----------------|--------------|---------|------------|----------|------|----------|-----|-------|
| A Home Messages    | s 🧿 👤 Em   | oloyee Data 📋   | Work Sched   | ule 🗙   | Vacation   | •        |      | \$       | 4   | ?     |
| Schedule Timesheet | Transactions                                     | Shift Trade Req | uest Self Sc | heduler | Shift Bill | board    |      |          |     |       |
| July 9, 2021       |  |                 |              |         |            | īeam     | Day  | Week     | M   | onth  |
|                    | 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 |          |     |       |
|                    |  |                 |              |         |            |          |      |          |     |       |
|                    | Click on the day to view other days' timesheets. |                 |              |         |            |          |      |          |     |       |
| Jul 8              |  |                 |              |         |            |          |      |          | J   | ul 10 |