



Administrative  
Information  
Management System

## Electronic Time Entry and Scheduling

### Electronic Time Entry

- Eliminates the need for employees to document time manually and is consistent with collective bargaining agreements.

### Time-off Requests

- Requests for time-off are initiated within the system. Accrual balances will be immediately updated, and the system provides employees with full access to review time-off requests.

### Shift Notifications

- Options to receive shift notifications include text, email or automated phone call.

### Auto-Submit Option

- Employees will be able to request that the system automatically submit their availability for open shifts by setting preferences within their account. Employees are notified when they are granted or denied a shift, and if denied, will receive an explanation as to why.

### Scheduling

- Electronic scheduling provides employees with flexible options, and the ability to go online to view both their own shifts, as well as unit scheduling.

# Q and As

## **Q: What options are there for logging my time electronically?**

**A:** There are several ways to record your time electronically including:

- Tapping-in and tapping-out of an e-clock using a plastic card approximately the size of an ID card
- Logging in using a computer or kiosk within your facility
- Using a mobile device such as your phone to log into the system if preferred

## **Q: What if the time that I tap-in or tap-out is different from my schedule?**

**A:** Time entry exceptions are reviewed daily by your Manager or designated approver. For example, additional time worked would be reviewed by your Manager or designate to determine if the time should be considered overtime. Your Manager or designate can then respond to the exception within the system.

## **Q: When will electronic time entry be implemented?**

**A:** Implementation will be in stages, and further information will be provided regarding the dates of implementation.

## **Q: Does an employee have to take the system suggested days off if different dates are preferred?**

**A:** No. The system can suggest dates, but the dates are not mandatory.

## **Q: What are the options for receiving shift notifications, and will I be able to choose how I receive my shift notifications?**

**A:** Employees will have the option to set their personal preferences, including how they choose to receive shift notifications by either (1) email (2) text message or (3) by automated phone call.

## **Q: How do I ensure that I will receive shift notifications by my chosen method?**

**A:** Employees must enter their email address into Gateway Online. In addition, a mobile phone number is required if they wish to receive a text notification or a mobile or landline phone number for an automated phone call.

## **Q: How long will I have to respond to a notification about an open shift?**

**A:** There will be predetermined times by which a response will be required. More information will be shared as it becomes available.