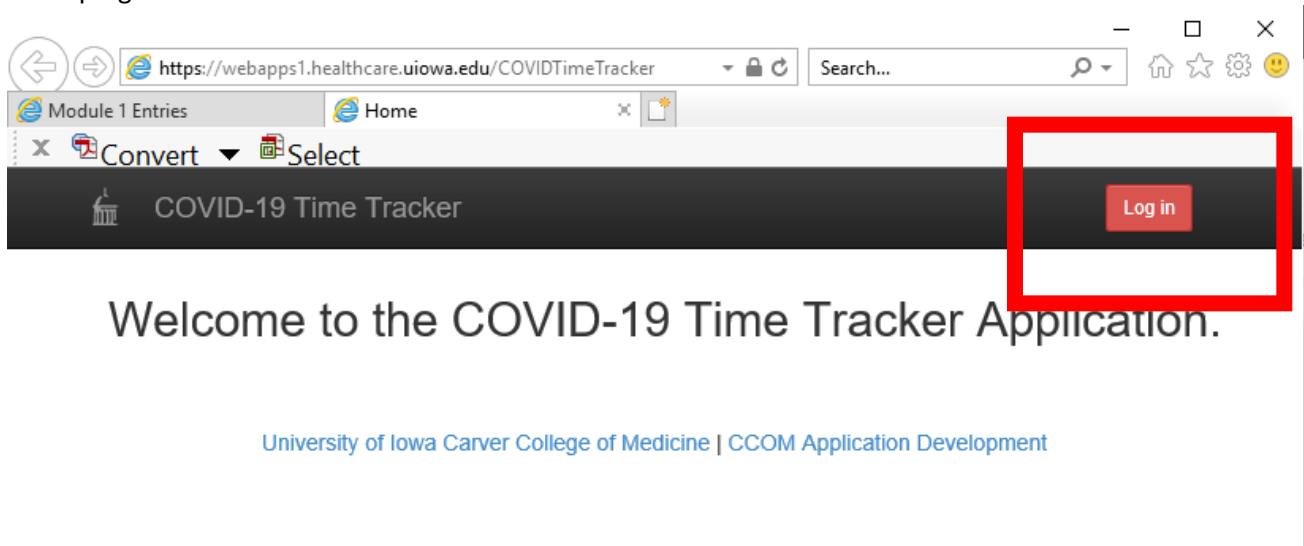


Below are step-by-step instructions for using the new Time Tracker Application created for COVID-19.

**Please enter your time by 5 PM each Monday for the prior week from Sunday to Saturday.**

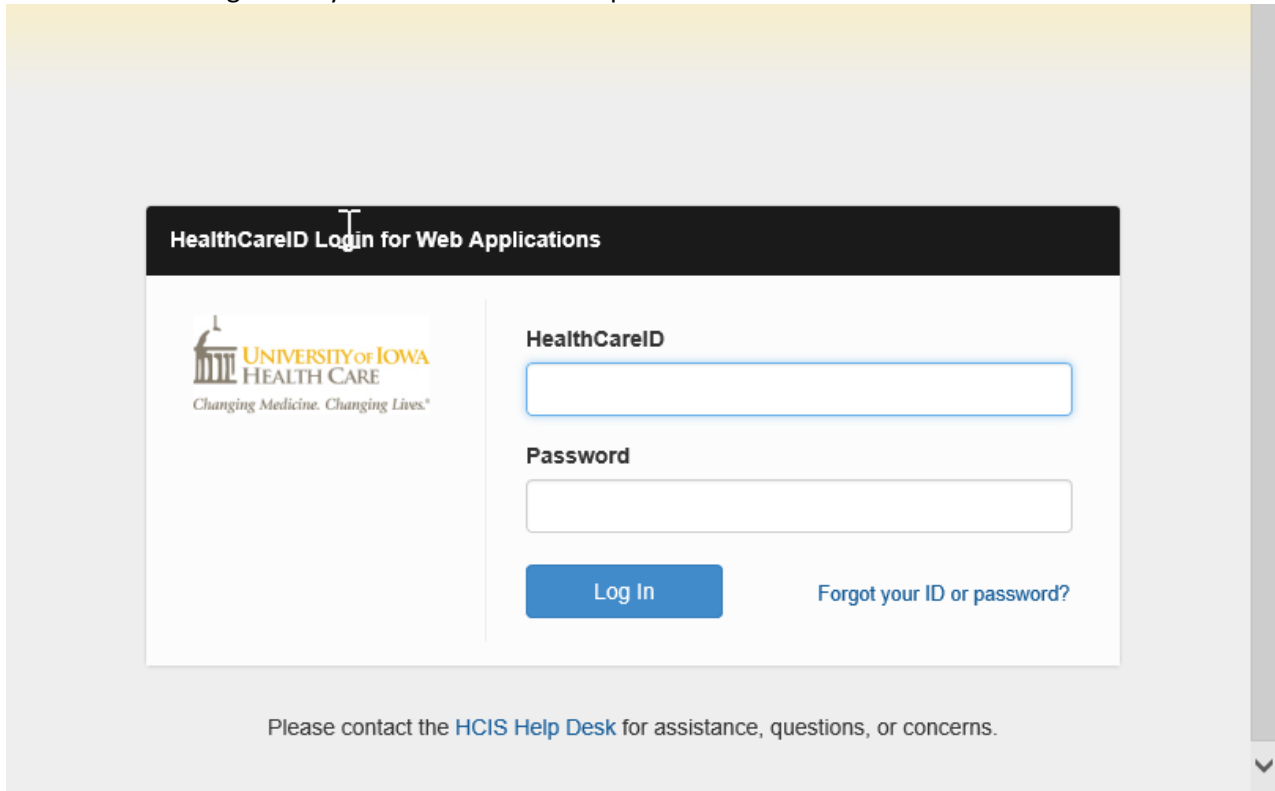
You will need to create a time entry for each day individually that you worked on administration/management/planning related to COVID and/or were away from UIHC due to reduced workload.

When you go to the time tracker application at <https://webapps1.healthcare.uiowa.edu/COVIDTimeTracker>, you will log in by clicking the red button in the top right corner.



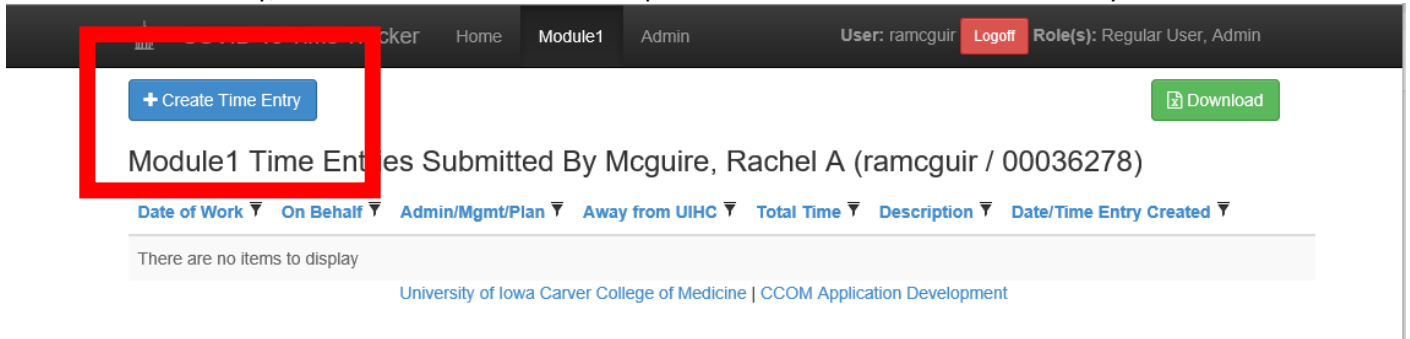
Instructions continued on next page

You will need to login with your Healthcare ID and password.



The image shows a login page titled "HealthCareID Login for Web Applications". On the left is the University of Iowa Health Care logo with the tagline "Changing Medicine. Changing Lives.". On the right, there are two input fields: "HealthCareID" and "Password". Below the "HealthCareID" field is a blue "Log In" button. To the right of the "Log In" button is a link that says "Forgot your ID or password?". At the bottom of the page, there is a text prompt: "Please contact the [HCIS Help Desk](#) for assistance, questions, or concerns."

To create a time entry, click the blue button on the top left corner labeled +Create Time Entry.



The screenshot shows the top navigation bar of the application. It includes a dark header with the following elements from left to right: a user profile icon, the name "McGuire", "Home", "Module1", "Admin", "User: ramcguir", a red "Logoff" button, and "Role(s): Regular User, Admin". Below the header, a blue button labeled "+ Create Time Entry" is highlighted with a red rectangular box. To the right of this button is a green "Download" button. Below the buttons, the page title reads "Module1 Time Entries Submitted By McGuire, Rachel A (ramcguir / 00036278)". Underneath the title is a table header with columns: "Date of Work", "On Behalf", "Admin/Mgmt/Plan", "Away from UIHC", "Total Time", "Description", and "Date/Time Entry Created". Below the table header, a message states "There are no items to display". At the bottom of the page, there is a footer link: "University of Iowa Carver College of Medicine | CCOM Application Development".

Instructions continued on next page

By clicking the +Create Time Entry, a time entry box will pop up. To enter your own time, just enter the hours worked for Administration/Management/Planning and/or hours Away from UIHC due to reduced workload. Select the Date of Work from the calendar field and enter a text description of what activities were done during that time.

✕

## Create Module1 Time Entry

---

**Submit entry as: Mcguire, Rachel A(ramcguir)**  
or on behalf of:

Healthcare ID

**Administration/Management/Planning**

0

**In Hours**

**Away from UIHC due to reduced workload**

0

**In Hours**

**Date of Work**

4/9/2020

**Description**

Instructions continued on next page

Below these fields in the time entry pop up are descriptions of Administration/Management/Planning time and Away from UIHC due to reduced workload time.

To submit your entry, click the Create button in the bottom right hand corner.

**Date of Work**

4/9/2020

**Description**

**Administration/Management/Planning:** Time includes COVID-19 meetings, planning sessions, work time related to changing clinic schedules or rescheduling patients, and work time for HICS deliverables or other requests related to COVID-19.

**Away from UIHC due to reduced workload:** For employees who have insufficient work at this time who are sent home, remain in pay status, and are available to return to work at the hospital and clinics as needed. This would be Team Gold, which consists of front-line clinical workers and their support services. Team Gold is comprised of mostly faculty, APPs, nurses, therapists, social workers, food workers, EVS and facilities. This does NOT include employees who have been approved and are working remotely.

Create

This entry will then populate on the main screen.

COVID-19 Time Tracker Home Module1 Admin User: ramcguir Logoff Role(s): Regular User, Admin

+ Create Time Entry Download

### Module1 Time Entries Submitted By Mcguire, Rachel A (ramcguir / 00036278)

Date of Work	On Behalf	Admin/Mgmt/Plan	Away from UIHC	Total Time	Description	Date/Time Entry Created		
04/09/2020	1.25 hrs	0.00 hrs	1.25 hrs	HICS meeting and work on Time Tracking Application	4/9/2020 4:31:01 PM			

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Instructions continued on next page

You can edit or delete each entry by clicking the buttons to the right of the entry.

COVID-19 Time Tracker Home **Module1** Admin User: ramcguir **Logoff** Role(s): Regular User, Admin

[+ Create Time Entry](#) [Download](#)

### Module1 Time Entries Submitted By Mcguire, Rachel A (ramcguir / 00036278)

Date of Work	On Behalf	Admin/Mgmt/Plan	Away from UIHC	Total Time	Description	Date/Time Entry Created	
04/09/2020	1.25 hrs	0.00 hrs	0.00 hrs	1.25 hrs	HICS meeting and work on Time Tracking Application	4/9/2020 4:31:01 PM	 

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If you want to enter time on behalf of someone else, you will need to have their Healthcare ID. Logged in with your own Healthcare ID and password, you will click on +Create Time Entry and enter the Healthcare ID of the person whose time you are submitting.

## Create Module1 Time Entry

**Submit entry as: Mcguire, Rachel A(ramcguir)**  
or on behalf of:

[Administration/Management/Planning](#)

**In Hours**

[Away from UIHC due to reduced workload](#)

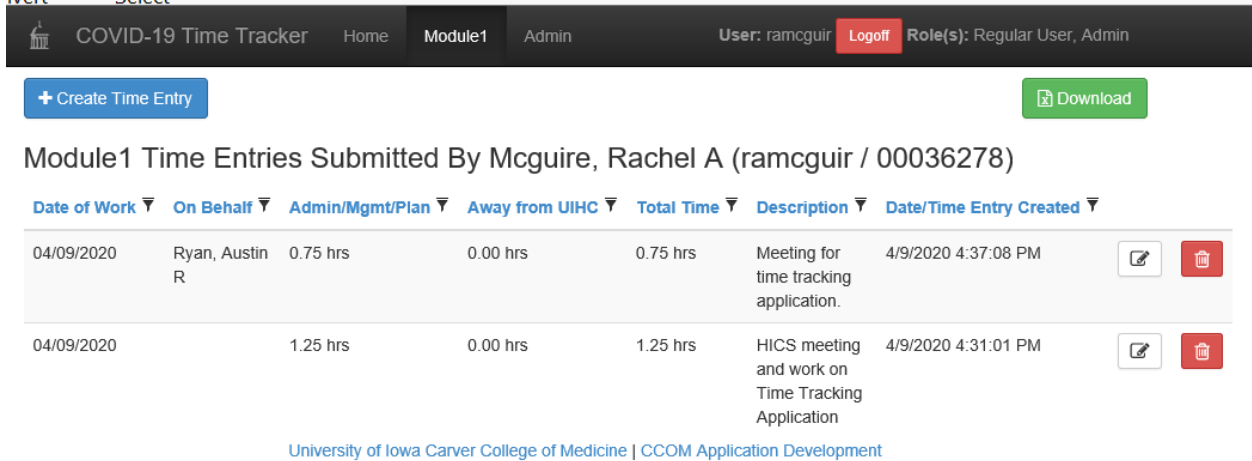
**In Hours**

**Date of Work**

**Description**

Instructions continued on next page

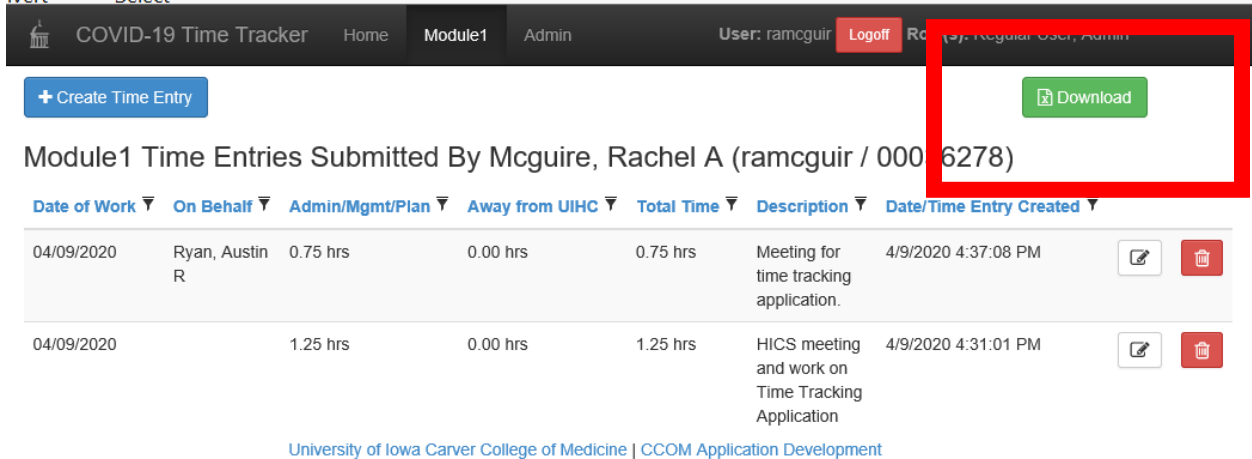
This time will then also be populated on the main screen.



The screenshot shows the top navigation bar with 'COVID-19 Time Tracker', 'Home', 'Module1', and 'Admin' tabs. The user is identified as 'ramcguir' with roles 'Regular User, Admin'. A blue '+ Create Time Entry' button is on the left, and a green 'Download' button is on the right. Below the navigation is the title 'Module1 Time Entries Submitted By Mcguire, Rachel A (ramcguir / 00036278)'. A table lists two time entries with columns for Date of Work, On Behalf, Admin/Mgmt/Plan, Away from UIHC, Total Time, Description, and Date/Time Entry Created. Each entry has edit and delete icons. At the bottom, it says 'University of Iowa Carver College of Medicine | CCOM Application Development'.

Date of Work	On Behalf	Admin/Mgmt/Plan	Away from UIHC	Total Time	Description	Date/Time Entry Created		
04/09/2020	Ryan, Austin R	0.75 hrs	0.00 hrs	0.75 hrs	Meeting for time tracking application.	4/9/2020 4:37:08 PM		
04/09/2020		1.25 hrs	0.00 hrs	1.25 hrs	HICS meeting and work on Time Tracking Application	4/9/2020 4:31:01 PM		

You can download any data that you have entered into an Excel file by clicking the green button on the top right corner labeled Download. It is **NOT** necessary to submit this Excel document to Finance.



This screenshot is identical to the one above, but a red rectangular box highlights the green 'Download' button in the top right corner of the interface.