MEMO

TO: Charge Nurses

CC: Will Arledge, Administrator; Jessica Broussard, LCSW/COO; Connie Amy, RN/DON

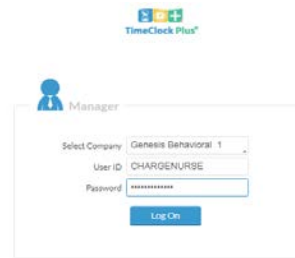**FROM:** Kali Babineaux, HR Coordinator

DATE: 10/22/2018

RE: Submission of employee call in and access to employee phone list

Employee call ins will no longer need to be completed and submitted to the DON on paper. The charge nurse will need to submit the call in electronically in the timeclock system. A log-in has been created for the charge nurse to use when documenting a call in. The instructions are attached.

Also, the most updated list of employee phone numbers can be found on the charge nurse log in. The instructions are attached.

Charge Nurse: How to submit a call in.

1. Use the ipad

2. User ID is Chargenurse, password is 606Latiolais!
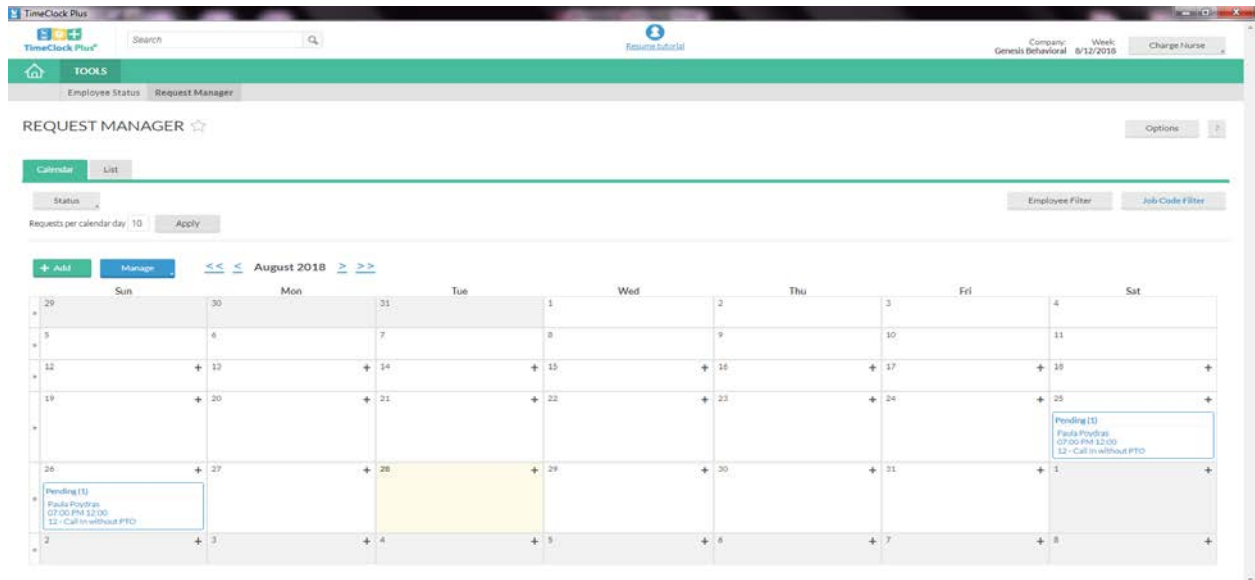
3. Upon logging in, the screen below will appear.
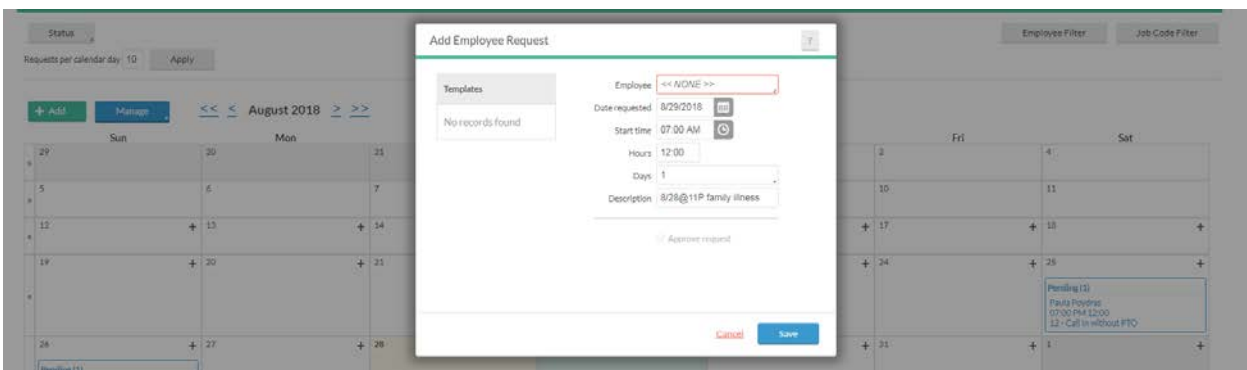
4. Add a call in by click on the "+" of the date which is the shift called in for. Ex. Jane called in at 11P on 8/28 for the shift at 7A on 8/29. 8/29 is the date which the call in should be added to.

5. Upon clicking the "+", the box below will appear. Click on the drop down box next to "employee" and search for the employee by typing their name. Once their name appears, click on it so that it is added as the employee.

6. Enter the details of the shift (date, start time and total hours of the shift) as well as the reason for the call in. See picture for an example.
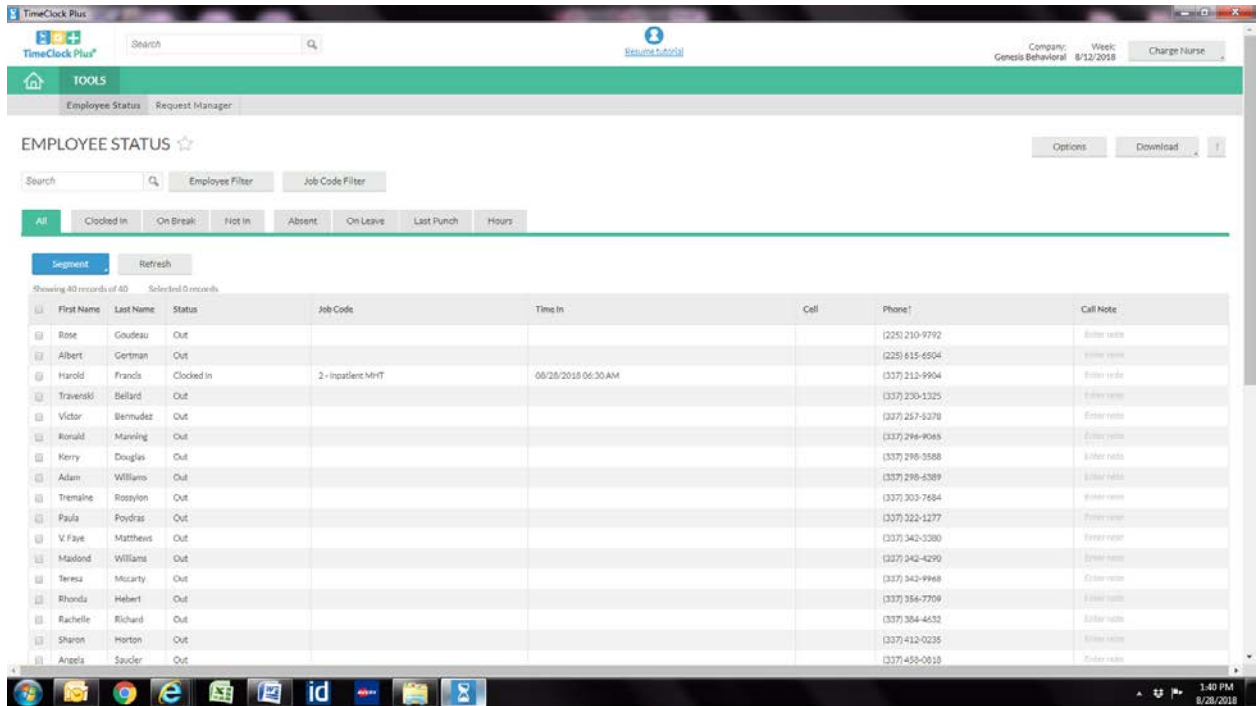

7. Click Save.

Accessing Employee Phone Numbers:

1. Log in as instructed above.
2. Click on "Employee Status" and the list of phone numbers will appear as pictured below.