



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

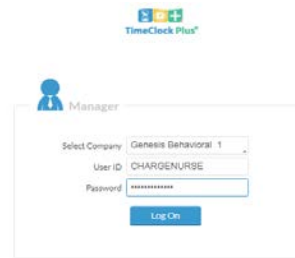
RE: Submission of employee call in and access to employee phone list

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.



TimeClock Plus®

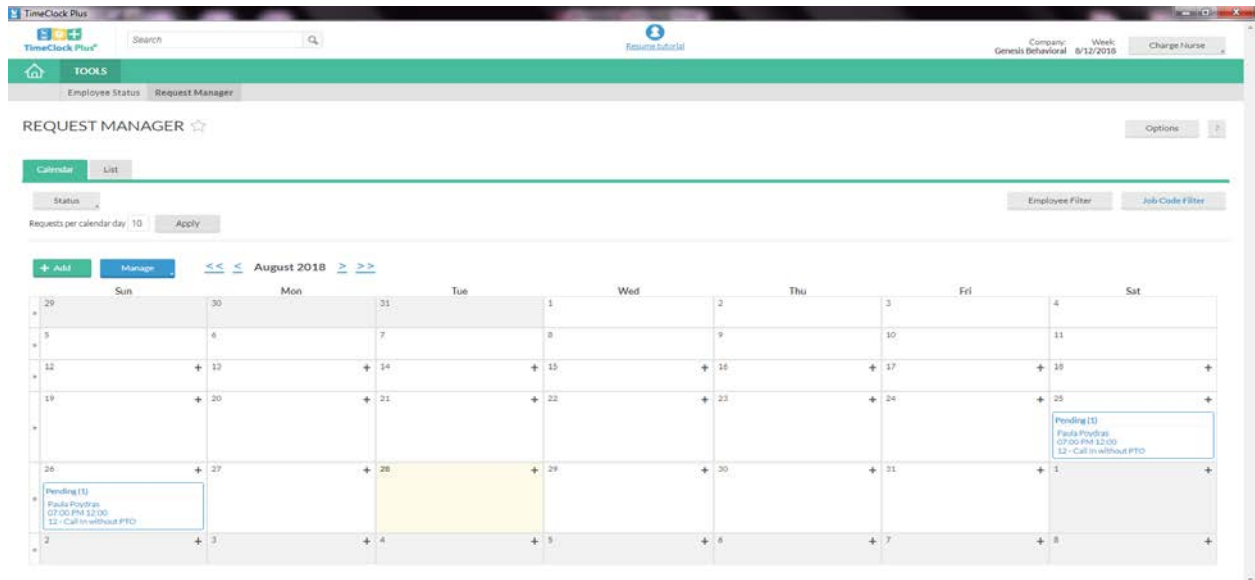
Manager

Select Company: Genesis Behavioral 1

User ID: CHARGENURSE

Password: 606Latiolais!

Log On



TimeClock Plus®

Request Manager

Calendar

Status: Requests per calendar day: 10

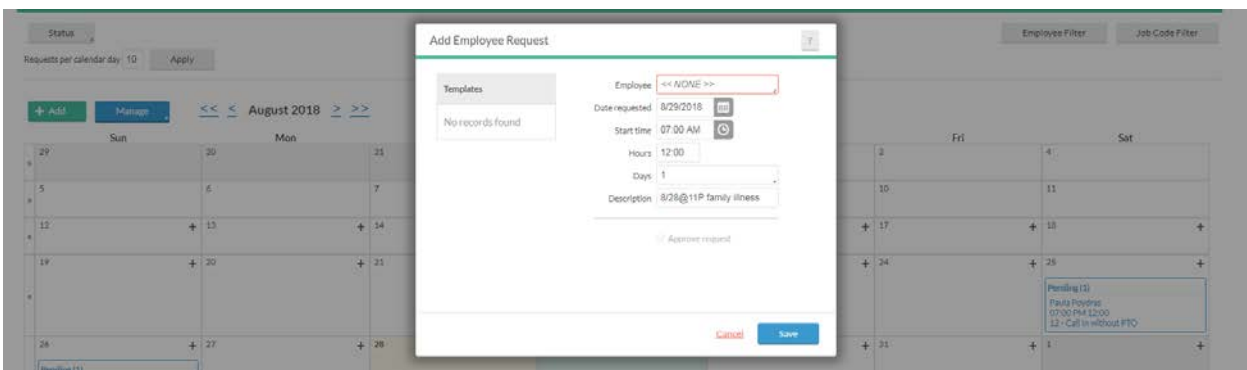
Employee Filter Job Code Filter

August 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Pending (1)
Paula Poydras
07:00 PM 12:00
12 - Call in without PTO

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.



Add Employee Request

Templates: No records found

Employee: << NONE >>

Date requested: 8/29/2018

Start time: 07:00 AM

Hours: 12:00

Days: 1

Description: 8/28@11P family illness

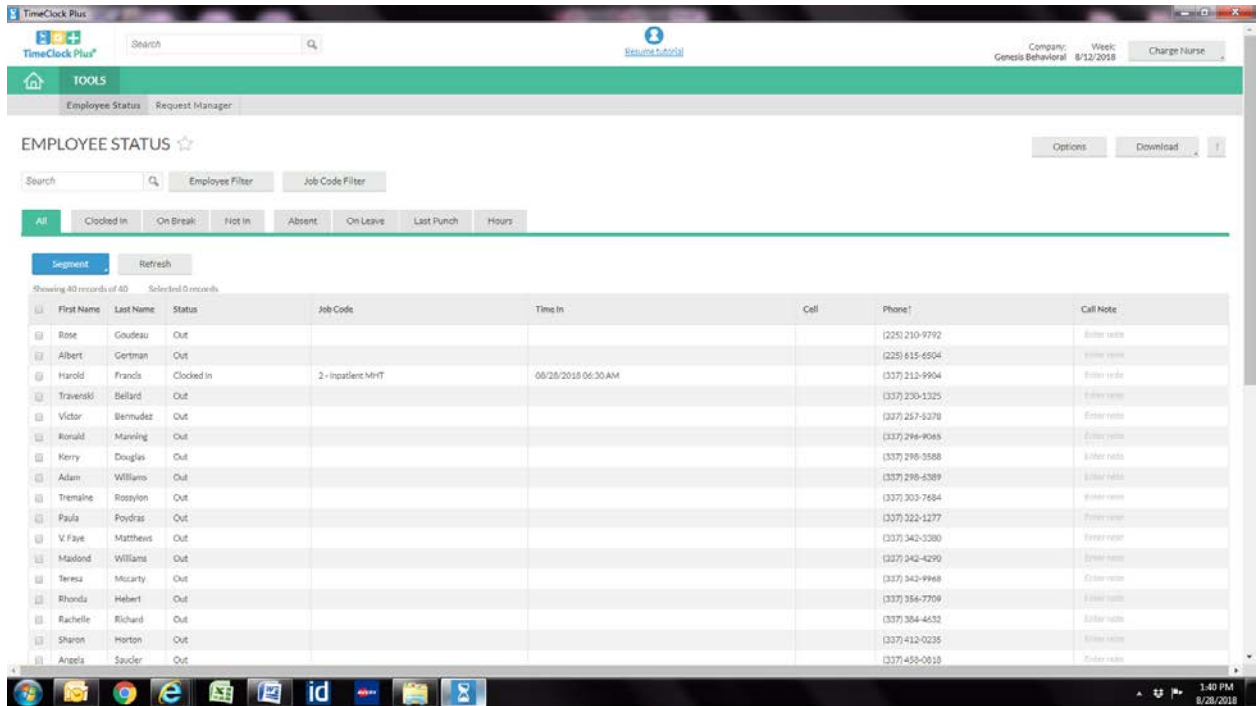
Approve request

Cancel Save

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.



The screenshot shows the TimeClock Plus web application interface. The top navigation bar includes the TimeClock Plus logo, a search bar, and user information (Company: Genesis Behavioral, Week: 8/12/2018, Charge Nurse). The main menu has 'Employee Status' and 'Request Manager'. The 'EMPLOYEE STATUS' section is active, displaying a list of employees with columns for First Name, Last Name, Status, Job Code, Time In, Cell, Phone, and Cell Note. The list shows 20 records, with the first few being Rose Goudeau, Albert Gertman, Harold Francis, and Travis Bellard. The status of most employees is 'Out', while Harold Francis is 'Clocked in'.

First Name	Last Name	Status	Job Code	Time In	Cell	Phone	Cell Note
Rose	Goudeau	Out				(225) 210-9792	Roller note
Albert	Gertman	Out				(225) 615-6504	Roller note
Harold	Francis	Clocked in	2 - Inpatient MINT	08/28/2018 06:30 AM		(337) 212-9904	Roller note
Travis	Bellard	Out				(337) 230-1325	Roller note
Victor	Bernandez	Out				(337) 257-5278	Roller note
Ronald	Marling	Out				(337) 296-9065	Roller note
Kerry	Douglas	Out				(337) 298-5588	Roller note
Adam	Williams	Out				(337) 298-6589	Roller note
Tremaine	Rosslyn	Out				(337) 303-7684	Roller note
Paula	Poydras	Out				(337) 322-1277	Roller note
V Faye	Matthews	Out				(337) 342-5380	Roller note
Maulond	Williams	Out				(337) 342-4290	Roller note
Teresa	Mccarty	Out				(337) 343-9968	Roller note
Rhonda	Hebert	Out				(337) 354-7709	Roller note
Rachelle	Richard	Out				(337) 364-4632	Roller note
Sharon	Horton	Out				(337) 412-0235	Roller note
Anzela	Saucier	Out				(337) 455-0610	Roller note