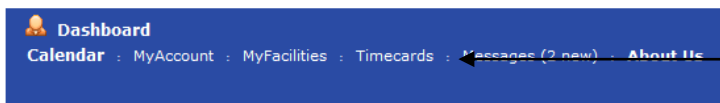




New Feature in Shiftboard!

I hope your ACP Shiftboard experience is going well. We have decided to utilize the **Timecard** feature available in Shiftboard. This will allow you to record your hours worked, pick-up shifts, and view your schedule all in the same place. We would like you to start using this tool right away and submit all of your November hours through Shiftboard rather than using the timecards you've used in the past.

If you need help with anything please email me, Kathy Skinner kskinner@acpstaff.com and I will be happy to assist you.



Click on "Timecards"



Click on "Add Timecard"

Now enter facility/date/time information to record your hours worked.
Just follow the instructions shown on the right side of the page.

Timecard

Approved: No
Processed: No

Activity Area

Which Facility? [Lookup](#)

Information

Work Date: November 10 2010

Enter Time by Length

Start Time: Enter until Enter [more than 24 hrs?](#)

Type: Other Status

Client: -- Select Client --

Notes:

[Timecard Summary](#)

Instructions

1. Choose the most appropriate activity area where your time should be recorded
2. Select the date and total hours of your service, excluding lunch, breaks, or other personal time
3. Please include any additional details or notes about your entry
4. Click "Create"

Frequently Asked Questions

1. Timecard entries are periodically reviewed and marked as "Approved" by group managers
2. Approved Timecard entries are periodically processed by group managers (or payroll, where applicable)
3. Please regularly review your approved and processed Timecards for correctness

- Please remember to submit your hours by the last day of each month.
- ACP will collect timecard data from your Shiftboard entries and payment will be made to you as it has been done in the past.
- Email me, Kathy Skinner kskinner@acpstaff.com with your questions and feedback, or if you need help working your way through the website and I will be happy to assist you.