

HOW TO LOG DUTY HOURS USING THE MULTI-DAY DUTY HOUR FEATURE

1. After logging into NI, click on the **Log My Duty Hours** link under the "My Favorites" portion of the welcome page.
2. Use the **Assignment** drop-down box to choose the assignment for which you are entering hours.
3. Enter a start time in the **Start time** numeric box.
4. Enter the duration of your assignment in the **Duration of duty** numeric box. (*The duration of an assignment is how long it lasted, not when it ended.*)
5. Enter a comment if necessary. (*You must enter a comment if you use the Off Campus Meeting/Conference, Other, or Vacation/Leave assignments*)
6. Select the days or weeks that you worked this assignment on the calendar provided.
7. Click the **Add Hours** link to the right of the calendar to add your hours to the system.
8. Be sure to approve your entered duty hours, by placing a check in the checkbox to the left of the hours you wish to approve and click the **Approve Selected Entries** button at the bottom of the page.

HOW TO LOG DUTY HOURS USING THE GRAPHICAL DUTY HOUR FEATURE

1. Once logged into NI, click on the **Log My Duty Hours** link under the "My Favorites" portion of the welcome page. You have a few options on this screen:
 - Choose if you would like to enter your time by 15, 30, or 60 minute increments using the **Timeline Increment** drop-down box.
 - Choose if you would like the timeline graph to appear horizontal or vertical on the next screen using the **Timeline Orientation** option.
 - Choose a day within the week that you will be entering hours for using the calendar provided.
2. Click the blue **Continue** link at the bottom of the page to see the following screen:
3. Use the **Choose an Assignment Definition** drop-down box at the top left of the screen to select the assignment for which you are entering hours.
4. Once you have chosen the proper assignment, make sure that the **Highlight** radio button is chosen.
5. To enter your hours, simply place your cursor in the box that indicates the time that your assignment began and then drag your cursor to the box that indicates the time your assignment ended.
6. To add additional hours, simply pick another assignment definition from the drop-down box at the top of the page and repeat step 5.
7. If you should make a mistake when entering your hours, choose the **Erase** radio button at the top of the page and drag your cursor over the hours to wish to remove from the graph.
8. Click the blue **Save** or **Save and go to Next Week** link at the bottom of the page.
9. Finally, you will need to approve your duty hours and enter any required comments. To do this, navigate to **My Duty Hours – Approve My Hours**. (*PLEASE NOTE: You will also need to navigate to this page to enter comments for any hours that you entered using the leave, other, or vacation assignments*)

Duty Hours Assignment Definition Explanation

ASSIGNMENT DEFINITION	WHAT IT'S USED FOR.	NOTES
The name of any hospital	To log hours that you were working in a hospital.	This option should also be used to enter in house call you were assigned at a particular hospital.
The name of any clinic	These hours should be entered under the name of the appropriate clinic (i.e., Clinic-ACB Clinic).	
Pager Call- Called in Pager Call- Not Called in	Your home/beeper hours (Pager Call) should be logged under Pager Call – Called In and Pager Call – Not Called In.	Use the Pager Call – Called In option to log any hours you actually spent in the hospital while on home/beeper call. Use the Pager Call – Not Called In option to log any hours you were on home/beeper call, but not in the hospital.
Leave (Other than vacation)	Use for sick leave, maternity leave, or any other tie that you fill out a leave of absence form.	Enter 8 hours for each day of leave. Please indicate in the comment section what type of leave you were taking.
Off Campus Meeting/Conference	This option is used to enter hours for days when you had absolutely, positively no patient care duties for a full 24 hours <i>Example:</i> Attending a local or national meeting.	Enter a full 24 hours of each day that you use this option. Please indicate in the comments section where you were during this time.
Vacation	This option is for any time that you take off that is not leave or a normal day off.	Enter 8 hours for each day. Please indicate in the comments section where you would have been working had you not been on vacation.
Other	This option is rarely if ever used.	Please check with your Program Coordinator before you use this option.
Day Off	This assignment definition should be entered for any weekends or miscellaneous that you did not work and were not on vacation or leave.	Enter a full 24 hours for each day. This is to show that you have received and required one day off in seven.