

# Mobile Time Entry

**Sign In**

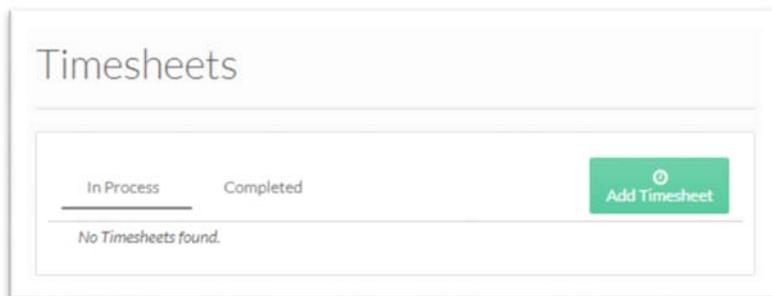
[careers.medicalprofessionals.com](https://careers.medicalprofessionals.com)

Bookmark this link as a Favorite on your internet browser for easy access to your timesheets and your pay history.

## Time Entry

### Add Timesheet, then

- Select Week Ending
- Select Assignment



Timesheets

In Process    Completed

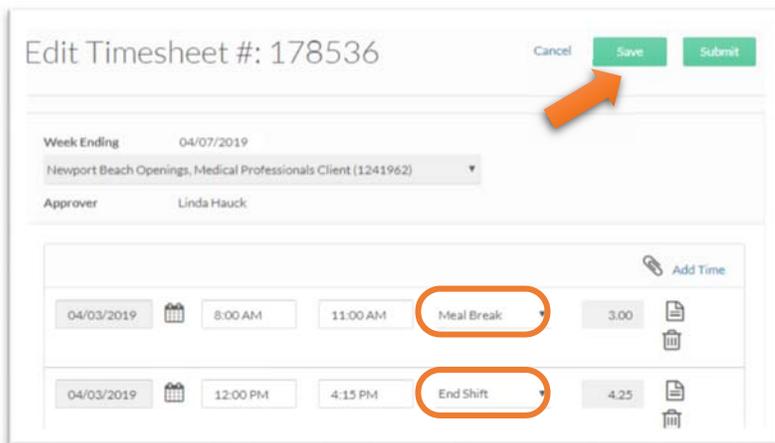
**Add Timesheet**

No Timesheets found.

**Save**

Each day make 2 entries to record your time and breaks:  
 a) Enter clock-in time and time you go on **"Meal Break"**.  
 b) **"ADD TIME"** you returned from your meal, then clock out time and **"End Shift"**.

Then **Save**.



Edit Timesheet #: 178536

Cancel    **Save**    Submit

Week Ending    04/07/2019

Newport Beach Openings, Medical Professionals Client (1241962)

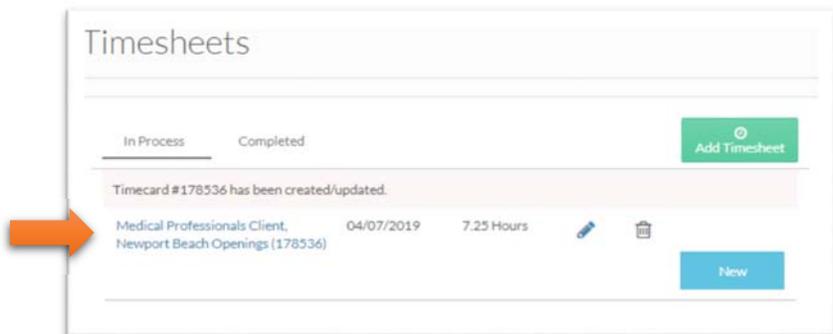
Approver    Linda Hauck

04/03/2019	8:00 AM	11:00 AM	Meal Break	3.00
04/03/2019	12:00 PM	4:15 PM	End Shift	4.25

**Add Time**

**Add Time**

The next day, select assignment to add new hours and breaks. **Save** for each day.



Timesheets

In Process    Completed

**Add Timesheet**

Timecard #178536 has been created/updated.

Medical Professionals Client, Newport Beach Openings (178536)    04/07/2019    7.25 Hours

**Add Time**



**Add Time**

**Submit**

When week is complete, click “**Submit.**” The approver of your timecard will receive an email to approve.

Use the “note” icon to add any comments.

Use the “paper clip” to add attach documents, if needed.

Edit Timesheet #: 178536

Cancel Save Submit

Week Ending 04/07/2019

Newport Beach Openings, Medical Professionals Client (1241962)

Approver Linda Hauck

**Submit your timesheet by Friday at 7 pm**

## Time Status

**Submitted** – an email has been sent to Approver to process your hours

**Approved** – you will receive a confirmation email

**Rejected** – Use the PENCIL to correct your hours or breaks.

And resubmit your timesheet.

Timesheets

In Process Completed Add Timesheet

Timesheet #178536 has been created/updated.

Medical Professionals Client, Newport Beach Openings (178536)	04/07/2019	26.50 Hours	Approved	View
Medical Professionals Client, Newport Beach Openings (178170)	03/31/2019	9.00 Hours	Submitted	View

Timesheet #178536 has been created/updated.

No Timesheets found.

Medical Professionals Client, Newport Beach Openings (178536)	04/07/2019	26.25 Hours	Rejected
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## Pay History

Choose “Pay History”.  
Use the **View** button to view and print your deposit advice.

Pay History

Date Range 03/22/2019 - 04/03/2019

Medical Professionals 03/29/2019 \$ 733.50 Direct Deposit	# DD_1037478 \$ 612.18 Net	View
Medical Professionals 03/22/2019 \$ 753.75 Direct Deposit	# DD_1037150 \$ 626.91 Net	View