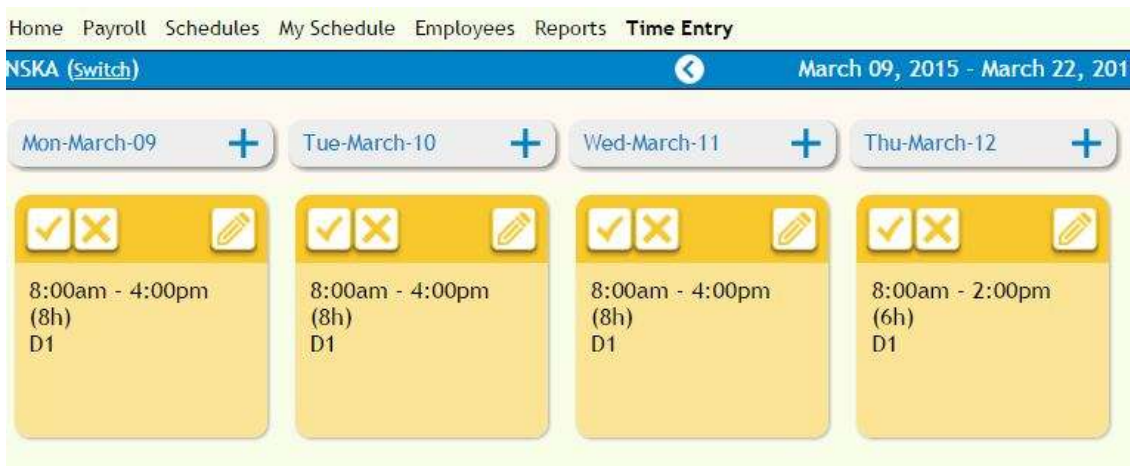


Time Entry Shift Verification

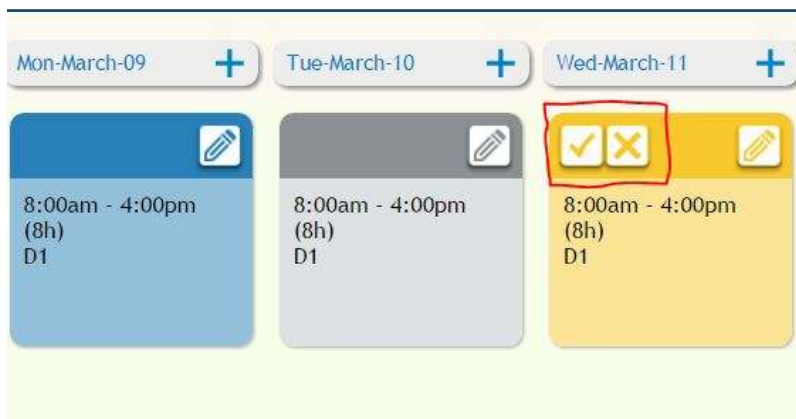
Time Entry allows scheduled employees to verify their hours online. To get started, you will need your User name and Password for the Inclusion system. Go to <https://secure2.ibexinclusion.com/Everest> and enter your user name and password to log in.

Once logged in, click on Time Entry, near the top of the page. You'll see your shifts one week at a time with the start/end times and the home/department (D1 in example below) you are scheduled to work at.

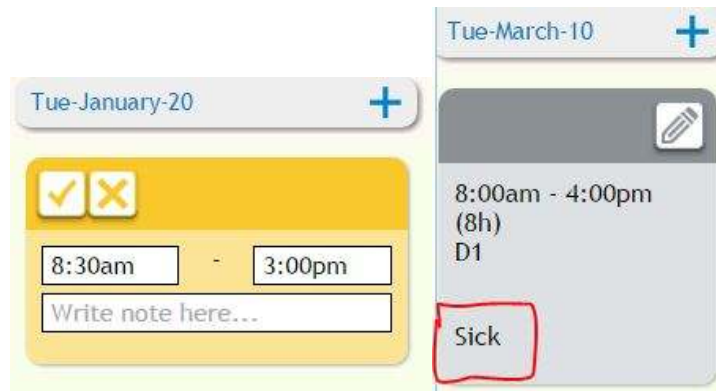


Unapproved shifts should be in yellow, with options for you to verify whether or not you have worked this shift.

1. Worked the shift: click on the check mark to indicate you have worked this shift – once verified, shift will turn blue in color.
2. Did not work the shift: click on the “X” to indicate you have not worked the shift – once verified, shift will turn grey in color.



3. Edit the shift times/Add a note: click on the pencil (Edit) icon to edit the time of the shift and/or leave a note for your manager. Once you've clicked on the edit icon, you will be able to:
 - a. Change start or end time of shift to indicate you have worked different hours than what is displayed.
 - b. Add a note for your manager such as mileage for the day, the reason you did not work the shift or left early, etc.
 - c. You can also edit a shift you have verified as worked or not worked by clicking on the edit icon.



- d. Add an unscheduled shift: You also have an option to add a shift that was not in the schedule, e.g. call in to work last minute
 - i. Click on the plus sign on the date you want to add the shift
 - ii. In the two blank fields, enter the start time and the end time
 - iii. Use the drop down to select the department you worked in
 - iv. You can leave a note for your supervisor in the note section



There is a panel at the bottom of the screen that helps you keep track of your hours:

1. Hours scheduled – total number of hours scheduled by your scheduler
2. Hours not worked – total number of hours you have indicated as “not worked” (grey shifts)
3. Hours to be confirmed – total number of hours still left for you to verify in this schedule period (yellow shifts)
4. Hours worked – total number of hours you have verified as “worked” (blue shifts): you can click on the blue tab to see the breakdown of your worked hours in different departments:



Department	Worked
D1	8
Office Support	11
Total	19

19 hours worked

Note:

1. If you wish to go to the next week, use the left and right arrow to go to the previous and next week
2. You will NOT be able to verify, add, or edit shifts in the future, because they have not been worked yet (e.g. tomorrow’s shift). You can verify shifts that have passed or are occurring.
- 3. If your supervisor has approved your shift already, you will not have any options to verify or edit it, the shift will show as a solid block (see below). To report any changes to this shift you will have to contact your manager.**

