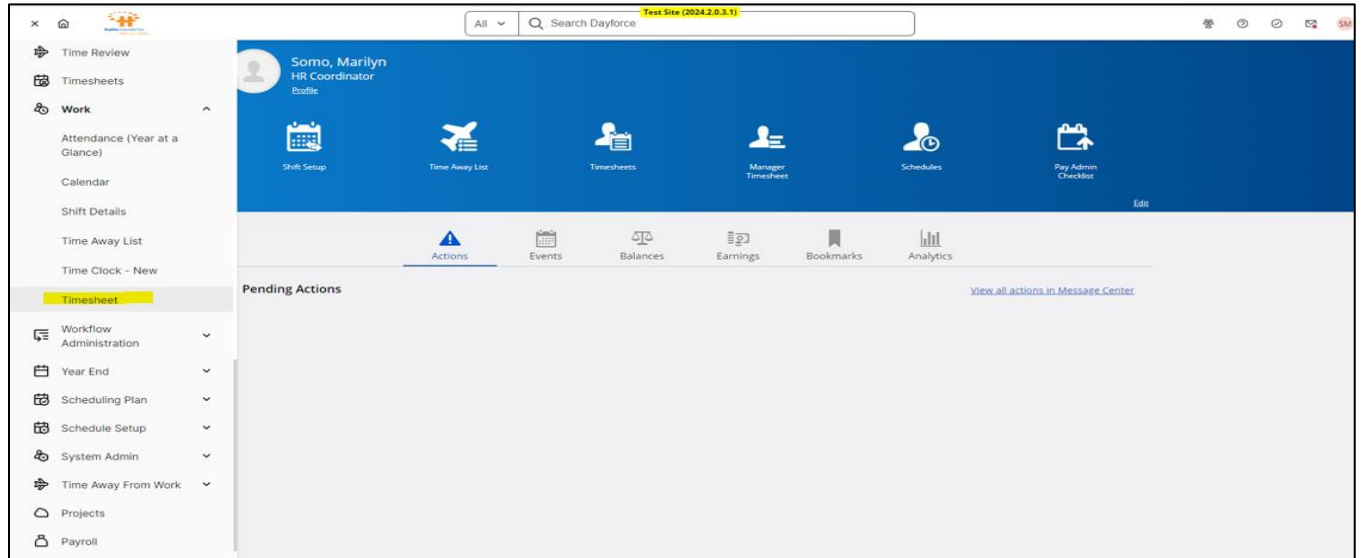## How to do activity reporting – RNs, RPNs, NPs, PAs

1. Navigate to the Timesheet by clicking on the hamburger menu on the left-hand side, selecting the Work tab, and then clicking on Timesheet.



2. In this example, let's do activity reporting for Monday, October 14. Click on the October 14 calendar icon to select that day for your reporting. Then click the empty space under the Pay Code column to access a drop-down menu of options. Select Work.



3. Next, jump all the way over to the Project column, and click to view a drop-down menu of Activity Codes. Select the Code that best represents the activity you are reporting for. In this example, we are using the code that represents # of patient encounters with a RN/RPN/NP/PA only.

4. Next, move to the quantity column and enter the number of patients you saw for # of patient encounters with a RN/RPN/NP/PA only. In this example, the number of patients is 6 and the total number of hours for that activity is 3 hours.



5. You can then move on to the next line in the same day and report your next activity. Repeat this process until you have accounted for all activities for the day.

6. When you have completed your reporting for the day, be sure to click Save in the upper left-hand corner. Repeat this process for all days you have worked each week.



7. In addition to saving your activity reports on the timesheet each week, you will also need to use a function called Authorize All to lock in your data. Please click Authorize All at the end of every week after double checking that your entries are accurate.