NH Local Agency Time Study – StarLINC MIS

March 2021

1. LA staff need to log into their **Main Clinic site** to document hours for time study. (Remind staff if logged into a remote site not to record time study hours until logged into main site)
2. LA staff can access time study: Go to – Clinic Admin – Staff Calendar – Daily Activity Tracking
3. LA staff can only document hours using their login and password.
4. Verify 'year' and 'month' are correct.
5. Click 'find' to display calendar.

1. After staff click find, dates for month will display.

Daily Activity Tracking…Continue

1. Staff will click on days scheduled to work to record documented time for each NSA category.
2. Staff will document additional information in the comments field to the right of the total box. Examples shown: Mtg all day, sick leave used, training
3. The red arrow is pointed to the comment section at bottom of page for the director/supervisor approval and notes.
4. Staff will click save after each day entry.
5. Staff can make edits/updates to daily activity tracking document throughout the month. Once the director/supervisor approves, no more edits can be made.
6. Staff should NOT approve their own time study. **Only director can approve their own time study**.

Daily Activity Tracking Management

1. Clinic Admin – Staff Calendar – Daily Activity Tracking Management.
2. Make sure have correct month/year, clinic, and staff person.
3. Director/supervisor will review and edit if needed before approving.
4. Notice NOT APPROVED at the top of the screen.
5. LA supervisor should not approve their own NSA daily activity tracking document.

1. Director/Supervisor – before approving, verify at the top you have the correct clinic, staff name, year and month.
2. Director/Supervisor will document in the 'comments' field at the bottom of the screen, Name and Date to verify approval.
3. Click Save button.
4. Then click 'approve' button.
5. **VERY IMPORTANT** - Once approved the system will not allow you to re-approve. SA will monitor any problems.

1. Director/Supervisor can generate for each individual staff or for main clinic.

1. Displays the bottom part of previous page.
2. LA Director will need to let SA know which staff will have the ability to approve. Should be more than just director.
3. LA's can keep printed or electronic copies for their records.
4. No signatures are required.
5. Save As in a PDF will display the screen shown. Excel provides more information that needed and does not display the column totals.
6. SA will continue to provide summary sheet & report for time study period.