



NH Local Agency Time Study – StarLINC MIS

March 2021

Daily Activity Tracking

CQuest Client Services v4.3.157 - Keene WIC Clinic [UAT]

File Services Client Voucher Issuance eWIC Issuance Clinic Admin Utilities Reports Help

Find Client Appointment Book **Daily Activity Tracking**

NOT APPROVED Find

Year 2020 Month 2

Day	BF	NS	Client	ADM	Leave	Total	Comments
No Results Match Your Search Criteria							
Totals: 0 0 0 0 0 0							

Print Save Cancel

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.

Daily Activity Tracking...Continue

Year: 2020 Month: 2

NOT APPROVED

Day	BF	NS	Client	ADM	Leave	Total	Comments
01	0					0	
02	0					0	
03	0					0	
04	0					0	
05	0					0	
06	0					0	
07	0					0	
08	0					0	
09	0					0	
10	0					0	
11	0					0	
12	0					0	
13	0					0	
14	0					0	
15	0					0	
16	0					0	
17	0					0	
Totals:	0	0	0	0	0	0	

Comments:

Print Save Cancel

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

Daily Activity Tracking...Continue

Day	BF	NS	Client	ADM	Leave	Total	Comments
01						0	
02						0	
03	0.75	3.50	2.00	1.25		7.50	
04				7.50		7.50	uat - mtg all day
05					7.50	7.50	uat - sick leave used
06	1.00	3.50	2.75	0.25		7.50	
07	7.50					7.50	uat - training
08						0	
09						0	
10						0	
11						0	
12						0	
13						0	
14						0	
15						0	
16						0	
17						0	
Totals:	9.25	7.00	4.75	9.00	7.5	37.50	

Day 03: BF 0.75, NS 3.50, Client 2.00, ADM 1.25, Leave, Total 7.50

Comments test

Print Save Cancel

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

Year: 2020 Month: 2

Clinic: Keene WIC Clinic

Staff: Sarah Burke

Day	BF	NS	Client	ADM	Leave	Total	Comments
01						0	
02						0	
03	0.75	3.50	2.00	1.25		7.50	
04				7.50		7.50	uat - mtg all day
05					7.50	7.50	uat - sick leave used
06	1.00	3.50	2.75	0.25		7.50	
07	7.50					7.50	uat - training
08						0	
09						0	
10						0	
11						0	
12						0	
13						0	
14						0	
15						0	
16						0	
Totals:	9.25	7.00	4.75	9.00	7.50	37.50	

Comments test

NOT APPROVED

Approve Save Cancel

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.

Time Study Approval

Year: 2020 Month: 2

Clinic: Keene WIC Clinic

Staff: Sarah Burke

Date	NS	Client	ADM	Leave	Total	Comments
01					0	
02					0	
03	0.75	3.50	2.00	1.25	7.50	
04				7.50	7.50	uat - mtg all day
05				7.50	7.50	uat - sick leave used
06	1.00	3.50	2.75	0.25	7.50	
07	7.50				7.50	uat - training
08					0	
09					0	
10					0	
11					0	
12					0	
13					0	
14					0	
15					0	
Totals:	9.25	7.00	4.75	9.00	37.50	

Comments: uat test - Approved KT 4.27.20

Buttons: Approve Save Cancel

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.

Daily Activity Tracking Report

NUTRITION SERVICES & ADMINISTRATIVE TIME REPORT
Complete & return one form per WIC employee to the WIC Services branch no later than COB

Sarah Burke program director, nutritionist Keene WIC Clinic
Employee Name Job Title Local Agency Number

MONTH 2020/02

Day	Comments	BF	NS	CLIENT	ADM	LEAVE	TOTAL
01		0	0	0	0	0	0
02		0	0	0	0	0	0
03		0.75	3.50	2.00	1.25	0	7.50
04	uat - mig all day	0	0	0	7.50	0	7.50
05	uat - sick leave used	0	0	0	0	7.50	7.50
06		1.00	3.50	2.75	0.25	0	7.50
07	uat - training	7.50	0	0	0	0	7.50
08		0	0	0	0	0	0
09		0	0	0	0	0	0
10		0	0	0	0	0	0

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

Daily Activity Tracking Report..Continue

Daily Activity Tracking Report

Show/Hide Report Parameters

Year 2020 Month 2

Clinic Keene WIC Clinic

Staff Sarah Burke

	U	I	O	P	S	T	R	M	N	D	E	F	S	U	N	D	A	Y
21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
27	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
29	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL HOURS REPORTED																		

Comments uat test - Approved KT 4 27 20

Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

Print Save As Close

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.