



Facility Nursing Overview:

Time Entry:

- You will need to log in to dotStaff to enter time.
 - Website: <http://my.dotstaff.com>
 - To add time, click the menu icon, Time/Projects and then Add Time.

The screenshot shows the 'Add Time' interface. At the top, there's a 'Close' button and a toolbar with 'Save As Draft' (3), 'Submit For Approval' (4), 'Copy Week', 'Contract Details', 'Status History', and 'Approval History'. The main form includes fields for 'Week*' (4/11/2025, 1), 'Resource*' (Nightingale, Florence), and 'Contract*' (#4030 -- Medical - BHDDH - Zambarano Hosp, 2). There's an 'Add Project or Row' button. Below these are dropdowns for 'Project / Category / Cost Center' (Cranston, RI - Medical - BHD) and 'Time Entry'. A 'Comments' field (500 characters max) and 'Copy'/'Delete' buttons are also present. On the right, there's a 'Total Worked Hours' section showing '0 Hrs 00 Mins' and a calendar grid for the week of 04/06 to 04/12. The grid has rows for 'Shift Start', 'Time In', 'Break Out', 'Break In', and 'Time Out'. A 'Total' column shows '0.0000'.

- Calendar Picker – This defaults to current workweek
 - Contract Dropdown – You will have two options, a standard contract (normal pay rate) and an Overtime/Holidays contract (overtime pay)
 - Overtime Contract will have OVERTIME/HOLIDAYS ONLY in the title
 - Save as Draft – Saves any updates made on the timesheet. Must be saved per Contract.
 - Submit for Approval – Should be selected once all time has been worked and entered. This will put time in the manager’s queue to approve or deny.
 - Time Entry Boxes:
 - Time In/Out – Clock in times (use rounding rules below)
 - Break In/Out – Clock in/out times for unpaid breaks. If no breaks taken, leave blank
- Please enter your time worked after every shift worked and save as Draft until all your shifts are done for the week. The end of the workweek is Saturday at midnight.
 - Submit for Approval once all time is entered and reviewed for your workweek.
 - To add an additional clock in, click “Add Project/Row” in Add Time. This will allow you to add additional time for the same day.

Add Time X

Close Save As Draft Submit For Approval Copy Week Contract Details Status History Approval History

Week* 4/7/2025 Client Company State of Rhode Island
 Resource* Nightingale, Florence (florence.nightingale) Vendor Company PME
 Contract* State of Rhode Island -- #4031 -- OVERTIME/! Entry Type Hourly

Total Worked Hours 65 Hrs 00 Mins

+ Add Project or Row

Project / Category / Cost Center	Comments (500 characters max)	Copy	Delete	Shift Start	Sun 04/06	Mon 04/07	Tue 04/08	Wed 04/09	Thu 04/10	Fri 04/11	Sat 04/12	Total
Cranston, RI - Medical - BHD		Copy	Delete	Time In	12:00 AM							7.0000
Time Entry				Break Out								Draft
Break In												
Time Out					7:00 AM							
Cranston, RI - Medical - BHD	Approved by Kathy on 4/10	Copy	Delete	Time In	7:00 PM					1:00 PM		11.0000
Time Entry				Break Out								Draft
Break In												
Time Out					12:00 AM					7:00 PM		
Total					12.0000					6.0000		18 hrs 00 min

xAddWeeklvQuickTimesheet.aspx

Rounding:

- When inputting hours, round to the nearest quarter hour
 - 12:07 will round down to 12:00 & 12:08 will round up to 12:15
 - 12:22 will round down to 12:15 & 12:23 will round up to 12:30
 - 12:37 will round down to 12:30 & 12:38 will round up to 12:45
 - 12:52 will round down to 12:45 & 12:53 will round up to 1:00

Overtime:

- Any hours over 40 should be entered on the overtime Contract. Holidays do not count toward the 40 hours.
 - These hours worked are already paid at the OT rate.
- Please add a comment in the comment box designating who approved your overtime hours and when.
 - Example: Overtime for 4/16 approved by Kathy on 4/15

Holidays:

- Any time worked on an approved SORI holiday should be entered on the Holiday Contract. Approved Holidays: [State Holidays - Rhode Island - Gregg M. Amore](#)
- Start at midnight if you worked an overnight shift into a holiday
 - Example below: Working December 31st into New Year's Day
 - Time would be entered on 12/31 until midnight on the standard contract.
 - Time after midnight would be entered on the overtime Contract.

Add Time

Close
Rate Sheet
Save As Draft
Submit For Approval
Copy Week
Contract Details
Status History
Approval History

Week* 12/29/2024
Resource* Nightingale, Florence (florence.nightingale)
Contract* #4031 -- OVERTIME/HOLIDAYS ONLY - Medic

Client Company State of Rhode Island
Vendor Company PME
Entry Type Hourly

Total Worked Hours 12 Hrs 00 Mins

+ Add Project or Row

Project / Category / Cost Center	Shift Start	Sun 12/29	Mon 12/30	Tue 12/31	Wed 01/01	Thu 01/02	Fri 01/03	Sat 01/04	Total
Cranston, RI - Medical - BHDI	Time In				12:00 AM				7.0000
Time Entry	Break Out								Draft
	Break In								
	Time Out				7:00 AM				

Comments (500 characters max)
Copy
Delete

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- Stop at midnight if you worked an overnight shift from a holiday into a standard workday
 - Example below, working Christmas Day overnight into the 26th
 - Time would be entered on 12/26 starting at midnight on the standard contract.

Add Time

Close
Rate Sheet
Save As Draft
Submit For Approval
Copy Week
Contract Details
Status History
Approval History

Week* 12/22/2024
Resource* Nightingale, Florence (florence.nightingale)
Contract* #4031 -- OVERTIME/HOLIDAYS ONLY - Medic

Client Company State of Rhode Island
Vendor Company PME
Entry Type Hourly

Total Worked Hours 1 Hrs 00 Mins

+ Add Project or Row

Project / Category / Cost Center	Shift Start	Sun 12/22	Mon 12/23	Tue 12/24	Wed 12/25	Thu 12/26	Fri 12/27	Sat 12/28	Total
Cranston, RI - Medical - BHDDH - Zambarano Hospital - Facility Nursing - RN	Time In				11:00 PM				1.0000
Time Entry	Break Out								Draft
	Break In								
	Time Out				12:00 AM				

Comments (500 characters max)
Copy
Delete

☐ Override
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