

Log Work Hours & Vacation/Sick Time in MedHub

POLICY: Residents are responsible for accurately reporting their work hours in Medhub. They must complete a weekly timesheet in the system by recording their start and end times for each shift where they participate in resident duty. (**Note:** Residents cannot log future work hours but can log future vacation hours.)

Log into MedHub via <http://musc.medhub.com>

WORK HOURS

From your homepage, when you log in click the “This week’s work hours” link at the top of the page or if you haven’t logged any hours for that week you will see an “Incomplete Work Hours” link in your Urgent Tasks box. Both links take you to the same page.

The screenshot displays the MedHub interface for an Internal Medicine resident. At the top left is the MUSC Medical University of South Carolina logo. Below it, the text 'Internal Medicine' is visible. A blue header bar contains the text 'Welcome, Test Resident'. The main content area is divided into several sections. On the left, there is a red 'Urgent Tasks' box with a white warning icon and the text 'Incomplete Work Hours (1)'. A red arrow points to this box. Below this is a 'Personal Calendar' section showing dates from Wednesday, June 2 to Saturday, June 5, with '(No activities)' listed for each day. To the right of the calendar is a 'Tasks' section with a link to 'This week's work hours logged', which is also highlighted by a red arrow. Below the tasks are sections for 'Review Records', 'Learning Modules', and 'Resources/Documents'. The 'Resources/Documents' section includes links to 'Faculty Directory', 'Resident/Fellow Directory', 'Residency Program Directory', and 'MedHub Community'. On the far right, there is a sidebar with various links, including 'Reuters', 'New Fren', 'Canada h', 'Blood typ', 'Iran's dea', and 'UK ditche'.

On the Weekly Work Hours tab, first select the week you would like to enter time for and then on the day you want to enter time click and drag on the time scale the hours you worked. For instance, if you worked 8 to 5 click on the 8AM mark and drag to 5PM. When you release your mouse, it will prompt you for the Work Hours Type where you can select “Standard Hours”, “Home Call (Called In)”, “Clinical Work From Home” or, if approved, "Moonlighting." Repeat this process for all days worked.

STEP 1 – Select Work Week → 6/4-6/10/2023 Graphical Interface

Weekly Compliance Checklist

- Maximum of 80 total hours --
- Days off (1 required) --
- Single work period - 24 hours duty/28 hours total maximum --
- 8 hour breaks between work periods (should) (inactive) --
- 14 hour break after 24 hour scheduled call --

Note: you must submit your work hours to check for compliance issues (work hours have not been submitted)

May 2023 June 2023

Legend: Incomplete Work Hours, Compliant Work Hours, Non-compliant Work Hours

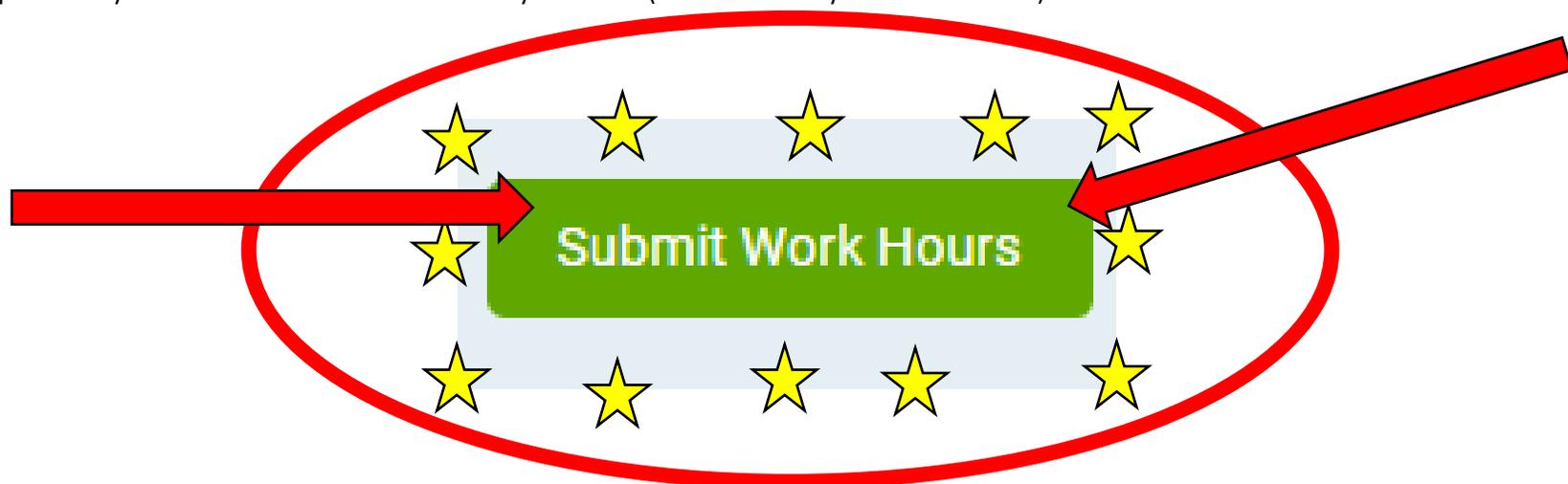
STEP 3 – Select the type of hours worked.

Standard Hours Internal Moonlighting Home Call (called in) Clinical Work from Home

STEP 2 – Click & Drag hours worked on the scale.

SUNDAY, June 2:30am - 8am Standard Hours Internal Moonlighting Home Call (called in) Clinical Work From Home 5 hrs total

Once your time has been recorded, **CLICK SUBMIT WORK HOURS** at the bottom of the page. You **MUST** click submit for each individual week. Even if vacation/sick time is entered, or if you have 0 hours entered because your program handles sick leave outside of MedHub, you **MUST** submit the hours for each week. You have up to 14 days after the current week to submit your hours (a total of 21 days to submit hours).



VACATION/SICK TIME

Login to MedHub via <http://musc.medhub.com>. On your homepage on the left under “Request Forms” click the link for “Absence/Vacation Request Forms”.

The screenshot displays the MedHub homepage dashboard. On the left sidebar, there are several sections: 'Urgent Tasks' (highlighted in red) with a notification for 'Incomplete Work Hours (1)'; 'Personal Calendar' showing dates from Wednesday, June 2 to Sunday, June 6, all with '(No activities)'; 'Rotation Schedule' for 'July 1, 2021 - June 30, 2022' with 'No Rotations'; and 'Request Forms' with a sub-link for 'Absence/Vacation Request Forms' indicated by a red arrow. The main content area includes 'Tasks' (This week's work hours: 0.0 hrs logged, Review Records, Learning Modules), 'Resources/Documents' (Faculty Directory, Resident/Fellow Directory, Residency Program Directory, MedHub Community, MUSC GME Handbook, MUSC GME Website, MUSC Residency Programs, KA Test, Search Resources), and 'Curriculum Objectives' (All Curriculum Objectives...).

On the Absence Request Form, you have the ability to enter in Vacation & Sick time, as well as away Conference time. Do not use this form for Leave of Absence requests. Please see your program coordinator about any extended leave. Fill out your date range and enter a purpose (which is optional) and click “Send Request” when complete.

Vacation

Sick Days

Conference (away)

~~Leave of Absence~~

Vacation Request Form

Please fill out and submit the form below.

Days Recorded:* 0 days (7/1/21-6/30/22)

Date Range:*

From:



To:



Purpose:
(optional)

Send Request