

Log Duty Hours & Vacation Time in MedHub

POLICY: Residents are responsible for accurately reporting their duty 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 duty hours but can log future vacation hours.)

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

DUTY HOURS

On 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.

MUSC
Medical University
of South Carolina

Internal Medicine

Welcome, Test Resident

Urgent Tasks

Incomplete Work Hours (1)

Personal Calendar

Wednesday, June 2
(No activities)

Thursday, June 3
(No activities)

Friday, June 4
(No activities)

Saturday, June 5

Tasks

This week's work hours (logged)

Review Records

Learning Modules

Resources/Documents

- Faculty Directory
- Resident/Fellow Directory
- Residency Program Directory
- MedHub Community

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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)”, or “Clinical Work From Home”. Repeat this process for all days worked.

Work Hours History | Work Hour Reviews

STEP 1 Select Work Week: 5/30-6/5/2021 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)

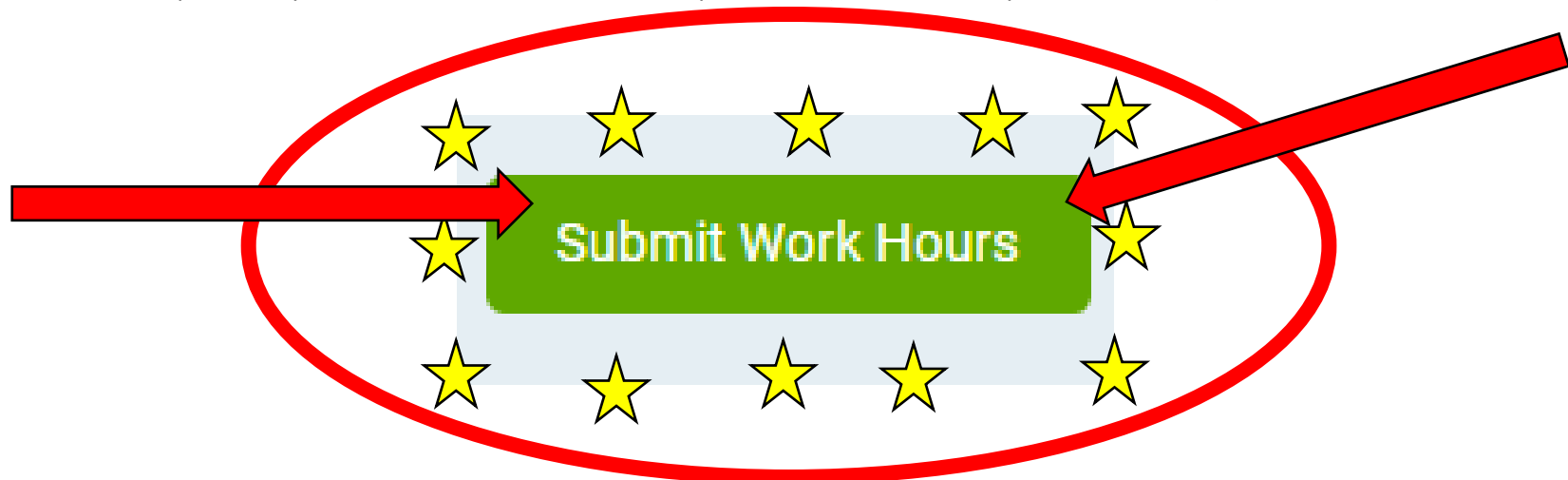
STEP 3 Select the type of hours worked: 8am - 5pm
 Standard Hours Home

STEP 2 Click & Drag hours worked on the scale:

SUNDAY, May 30, 2021

12am 1am 2am 3am 4am 5am 6am 7am 8am 9am 10am 11am 12pm 1pm 2pm 3pm 4pm 5pm 6pm

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 vacation/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 link to '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 link to 'Absence/Vacation Request Forms' highlighted 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), and 'Curriculum Objectives' (All Curriculum Objectives...). A vertical navigation menu on the right side contains various letters and symbols.

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