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.

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.

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).
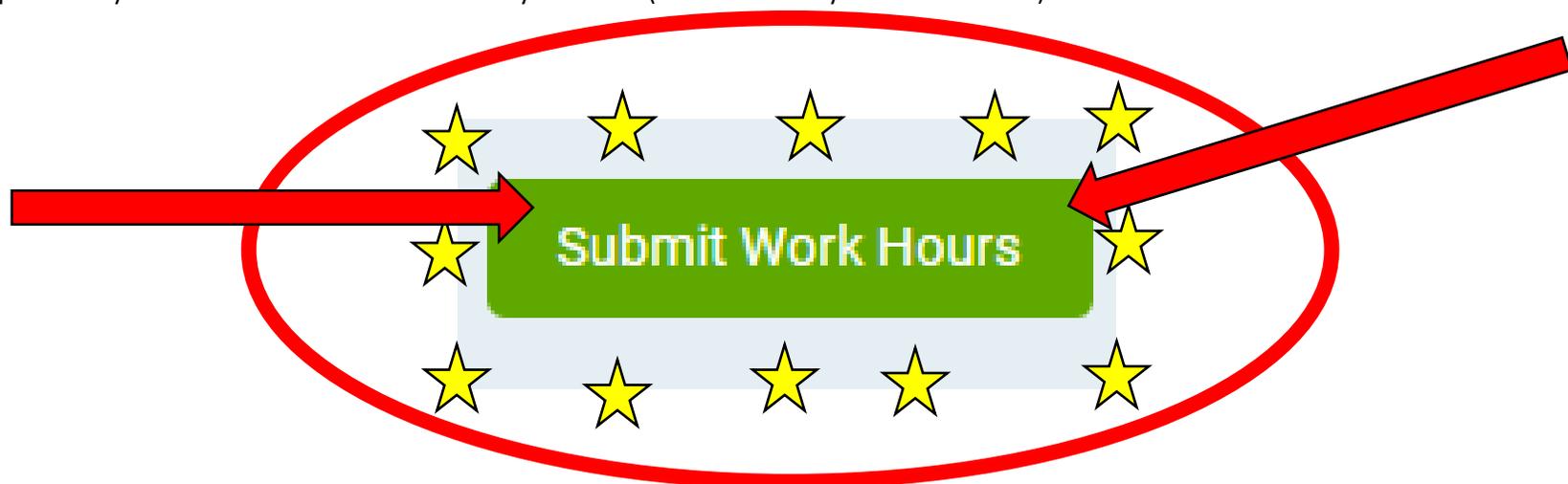
VACATION/SICK TIME

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".

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