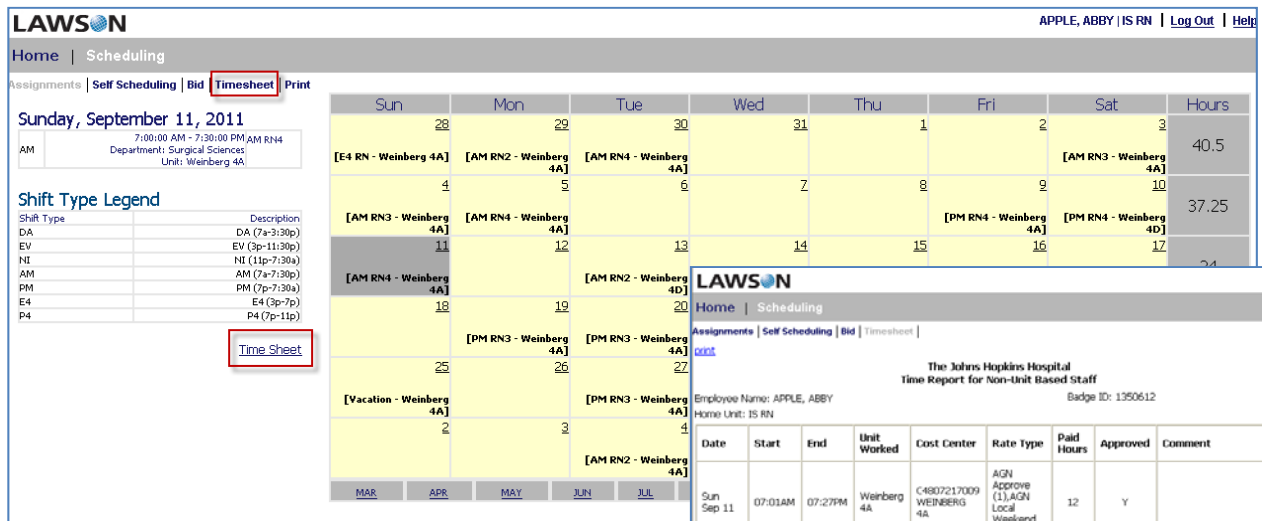


Viewing/Printing Timesheet

1. Log into Employee Self Service via the portal.
 - a. Log into the portal – <https://my.johnshopkins.edu>
 - b. User id – JHED ID and Password – Network Password.
 - c. Hover over the ‘My Apps’ link on the left hand side of the screen.
 - d. Select Self Service – Intragale.



- e. Click Enter.
2. Select the Scheduling tab.
3. On the Assignments tab a calendar display shifts that you have been assigned.
4. Select the week in the calendar you wish to print out the time sheet.
5. Select the on the Timesheet tab or Time Sheet link.



LAWSON APPLE, ABBY | IS RN | Log Out | Help

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Assignments | Self Scheduling | Bid | **Timesheet** | Print

Sunday, September 11, 2011

7:00:00 AM - 7:30:00 PM AM RN4
Department: Surgical Sciences
Unit: Weinberg 4A

Shift Type Legend

ShR Type	Description
DA	DA (7a-3:30p)
EV	EV (3p-11:30p)
NE	NI (11p-7:30a)
AM	AM (7a-7:30p)
PM	PM (7p-7:30a)
E4	E4 (3p-7p)
P4	P4 (7p-11p)

[Time Sheet](#)

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hours
AM	[E4 RN - Weinberg 4A]	[AM RN2 - Weinberg 4A]	[AM RN4 - Weinberg 4A]				[AM RN3 - Weinberg 4A]	40.5
	4	5	6	7	8	9	10	37.25
	[AM RN3 - Weinberg 4A]	[AM RN4 - Weinberg 4A]				[PM RN4 - Weinberg 4A]	[PM RN4 - Weinberg 4D]	24
	11	12	13	14	15	16	17	
	[AM RN4 - Weinberg 4A]		[AM RN2 - Weinberg 4D]					
	18	19	20					
		[PM RN3 - Weinberg 4A]	[PM RN3 - Weinberg 4A]					
	25	26	27					
	[Vacation - Weinberg 4A]		[PM RN3 - Weinberg 4A]					
	2	3	4					
			[AM RN2 - Weinberg 4A]					
	MAR	APR	MAY	JUN	JUL			

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The Johns Hopkins Hospital
Time Report for Non-Unit Based Staff

Employee Name: APPLÉ, ABBY
Home Unit: IS RN
Badge ID: 1350612

Date	Start	End	Unit Worked	Cost Center	Rate Type	Paid Hours	Approved	Comment
Sun Sep 11	07:03AM	07:27PM	Weinberg 4A	C4807217009 WEINBERG 4A	AGN Approve (1),AGN Local Weekend Day(12)	12	Y	
Mon Sep 12								
Tue Sep 13	06:59AM	07:29PM	Weinberg 4D	C4807217010 WEINBERG 4D	AGN Approve (1),AGN Local Weekday (12)	12	Y	
Wed Sep 14								
Thu Sep 15								
Fri Sep 16								
Sat Sep 17								
TOTAL PAID HOURS						24		

Intrastaff Employees: This timesheet is for information purposes only. Please do not turn in as timecard for payment.
Other Agency Employees: Please refer to your agency's policy regarding timesheets.

[Print](#)

6. The timesheet will load for the selected week.
7. Select the Print link to print the timesheet if needed.

Note: When the shifts have been approved by the Nurse Manager or schedule coordinator, there will be a Y for yes under the approved column. Also, the swipe times will appear on the time sheet of when you have clocked in and out for the shift.