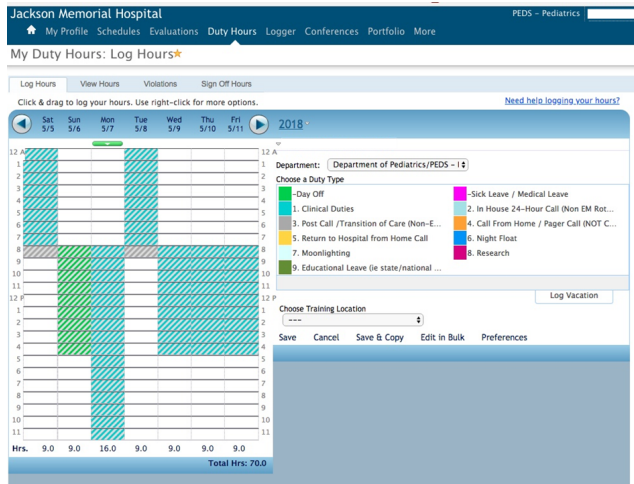


How to Log Duty Hours

1. Once you log into New Innovations, click on Duty Hours
2. Select the hours you have worked. As shown below:



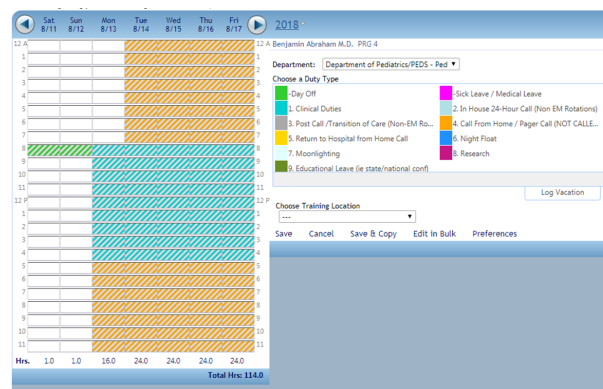
3.

This program allows you several options to input your hours:

- i. Input your schedule ahead of time and make updates as you go.
- ii. Input the schedule as you go.

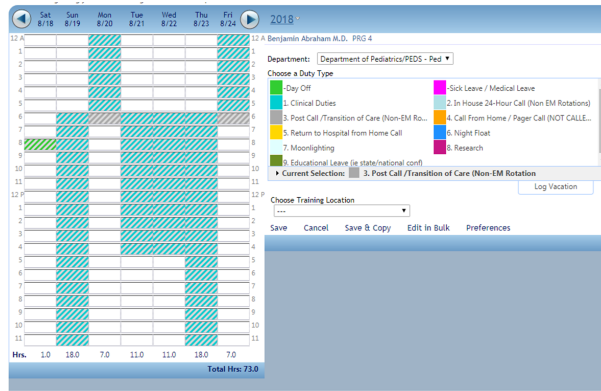
4. Remember to log:

- a. Days off, vacations, weekends, holidays, etc.



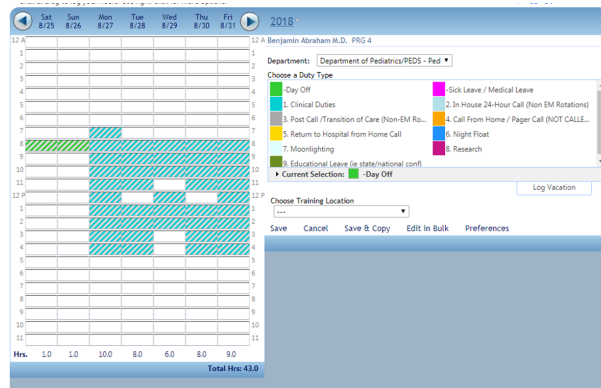
i.

- b. Transition of care hour



i.

c. Travel time, break



i.