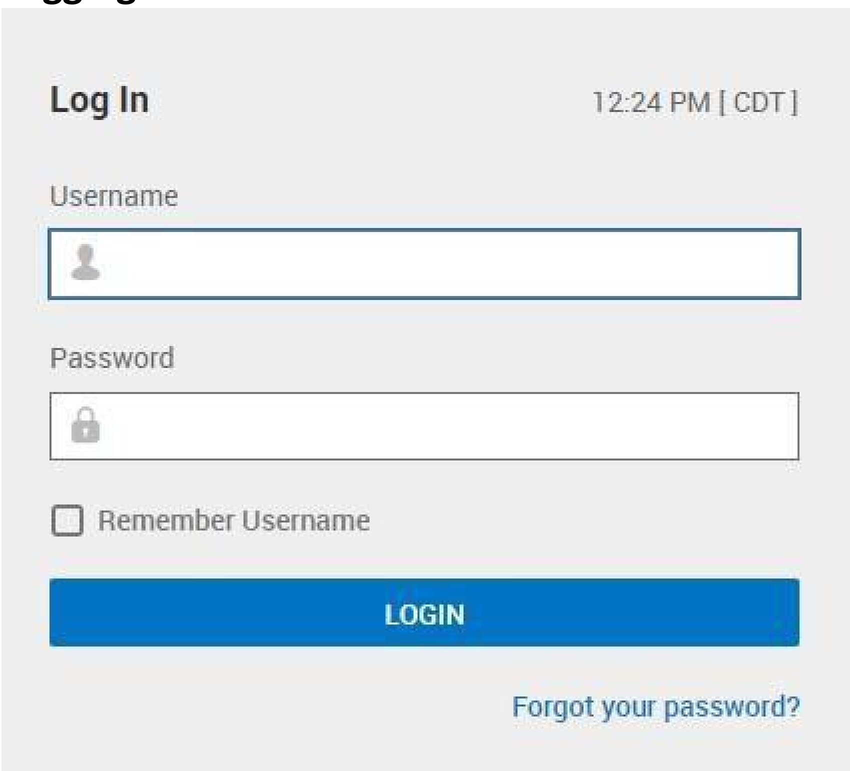
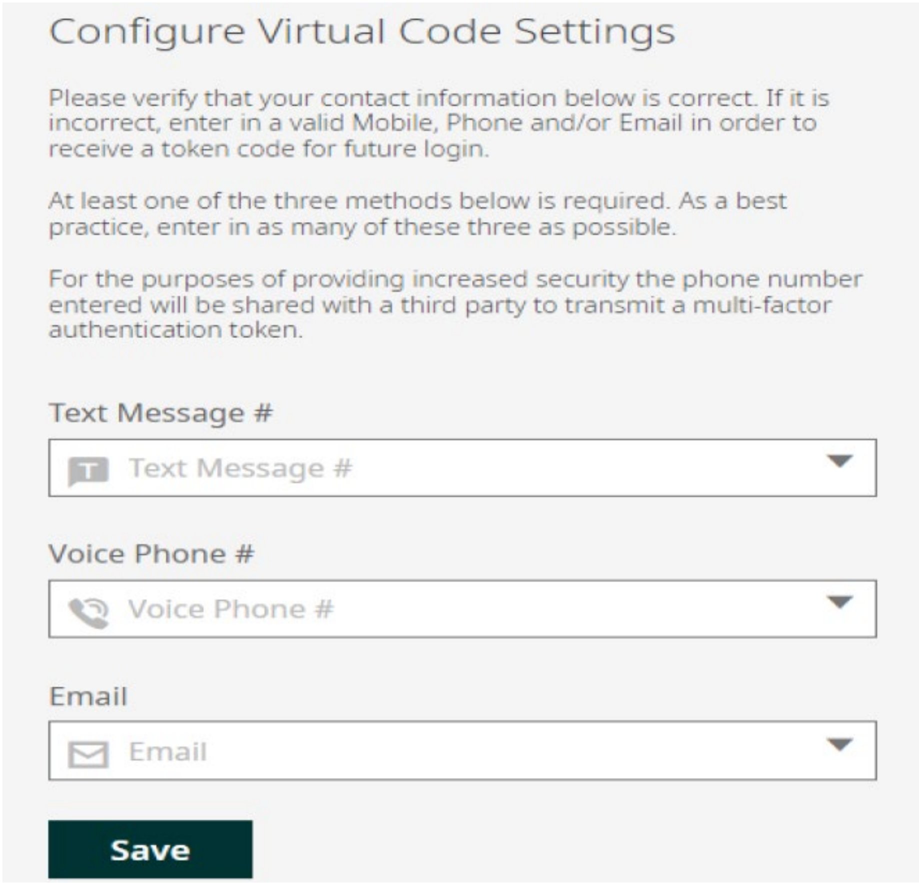
Open your browser and enter this path in the address bar:
https://secure2.saashr.com/ta/105751.login
***Bookmark or save the above address, so you can easily return to the time portal.**

Logging in the First Time



1. Type in your username which will be your first initial and your last name altogether, for example, Fred Smith would be fsmith. If you provided an email, you will receive an email that your account has been created. Your initial password is **NationalPsych123!**
2. Once logged in, it will prompt you to change your password, please do so by using the temporary password from step 1, or from your account created email notification (if you received an email).
3. Your new password must contain a minimum of 15 characters and include at least one of the following:
    a. Uppercase Letter
    b. Lowercase Letter
    c. Number
    d. Symbol
    e. An example would be: TempPassword123$
4. After changing the password to the required settings, you will be prompted to configure the Multi-Factor Authentication Settings. Up to four methods can be configured for receiving the code, as follows:
    a. **SMS Mobile #** : Will be used to send codes via text message (preferred method)
    b. **Email** : Will be used to send codes via email address
    c. **Voice Phone #** : Will be used to send codes via phone call



d. **TOTP Authentication**: From your app store (Google Play for Android), download a TOTP app such as Google Authenticator. Once you download it and open it, you will be ready to activate it.
   i. Once you have downloaded and installed the TOTP Authenticator app, click **Begin** and select the option to "Scan a Barcode."
   ii. Log into UKG Ready® with your username and password.
   iii. Users who have the "Clear TOTP Setting" checkbox enabled will see a popup with instructions on how to configure the app.
   iv. With your app, scan the QR code or type in the code provided.
   v. Enter the digits displayed on the authenticator in the **Enter Verification Code** field.
   vi. Click the Change/Login button.
   vii. You should be logged in.

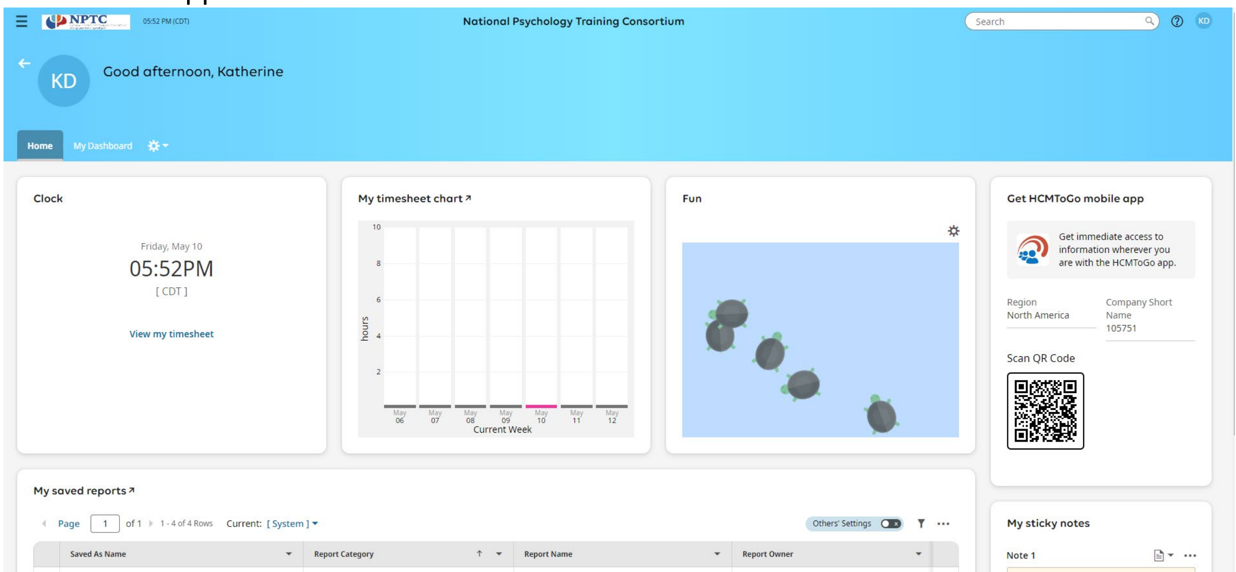
The system will have pre-filled any phone or email that is already listed in your account; however, if you want to use another phone/email for the purpose of receiving the code, those fields can be overwritten with new information. When done, click save. Once this step is completed, you will be logged in to the system. (If you change your email or phone number in this process, it will not replace or update information entered in your employee profile, this is used strictly for code authentication).

Next time you log in, the system will list the methods you have selected in the setup process, you will be able to select one of those. The system will generate a random 6 digit code and send it to you, after entering the code; the system will validate the number and grant access to the application.

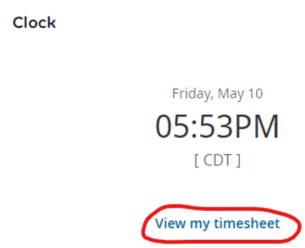
Important: If this is your office or home computer that you will use in the future to login, you should check the box *"Remember This Device,"* this will avoid some of the code requirements on future logins from "this computer". *Please note*, due to the security settings at some sites and on the website, you may be required to request a code each time you log in.

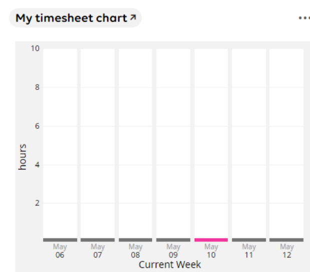
Using the Time Portal

When you log in to the time portal, the ***Home*** tab has several shortcuts to various portions of the website will come up first. You can also access additional information using the hamburger menu in the upper left-hand corner of the Dashboard.



To access your current timesheet, click on the "View my timesheet" in the **Clock** widget or "My Timesheet Chart". ***Timesheets views will always default to the current day.***

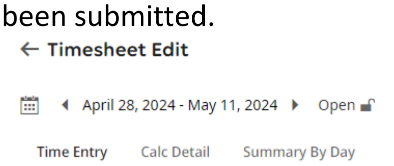




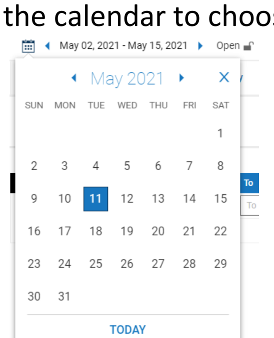
You will be taken to the screen where you enter you time for the day.

Accessing Other Timesheets

At any time during internship, you can view previous timesheets. To access a previous timesheet, click on the blue arrow next to the date range for the timesheet showing. You are not able to edit timesheets that have been submitted.



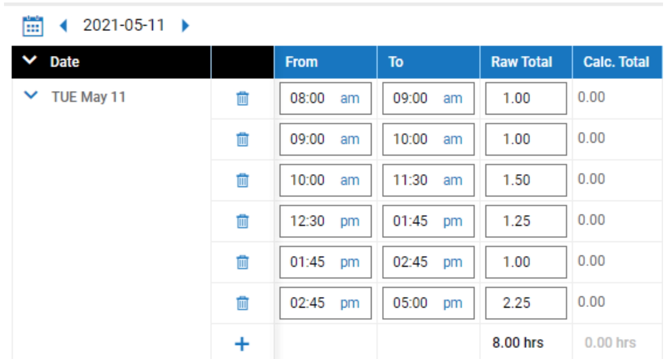
Alternately, you can also change the timesheet date range from your current timesheet view by clicking on the calendar to choose your date.



Entering Time

There are two ways you can enter in your time.

- Time can be entered in the ***From*** and ***To*** boxes on timesheet and the ***Raw Total*** will calculate the hours for you.

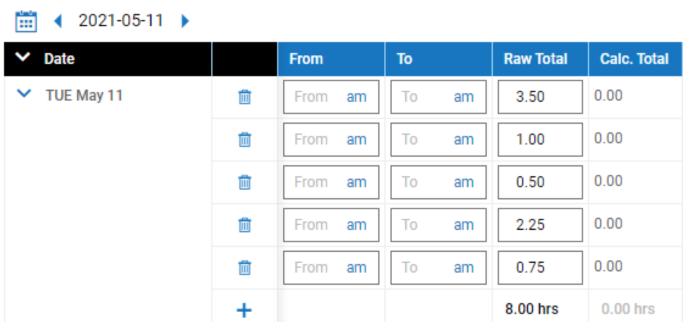


2021-05-11

Date		From	To	Raw Total	Calc. Total
TUE May 11		08:00 am	09:00 am	1.00	0.00
		09:00 am	10:00 am	1.00	0.00
		10:00 am	11:30 am	1.50	0.00
		12:30 pm	01:45 pm	1.25	0.00
		01:45 pm	02:45 pm	1.00	0.00
		02:45 pm	05:00 pm	2.25	0.00
	+			8.00 hrs	0.00 hrs

OR

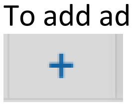
- Time can be bulk added by entering the total hours for each activity for the day under the Raw Total column.



2021-05-11

Date		From	To	Raw Total	Calc. Total
TUE May 11		From am	To am	3.50	0.00
		From am	To am	1.00	0.00
		From am	To am	0.50	0.00
		From am	To am	2.25	0.00
		From am	To am	0.75	0.00
	+			8.00 hrs	0.00 hrs

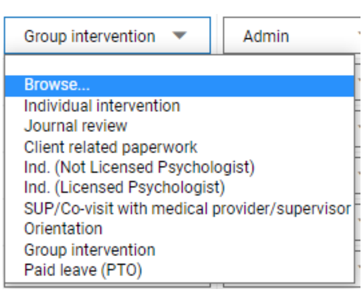
To add additional time entries, click the plus sign on the left-hand side of the row with the date.



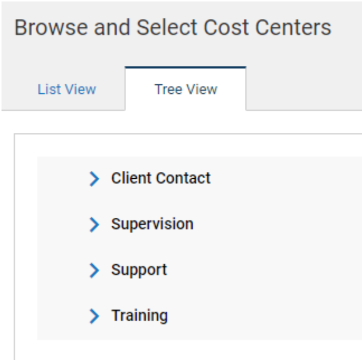
If you need to delete an entry, click on the trashcan icon on the line you want to delete.

Timesheet Fields

Internship Activities: Each entry you create must have an **Internship Activity**. This field is how you categorize the activities you do each day during internship. Your most frequently used options will show up in each drop-down menu.



Select ***Browse*** to either search for an activity by name or select ***Tree View*** again to see the list of all of your time tracking options by category.



If you do not have an *Internship Activity*, the entry will show up as a blank entry and the time is not calculated into your total hours.*

*We do check for these on a regular basis, but making sure each entry has an activity will provide you with the most up-to-date information on your hours.

2021-05-11

Date		From	To	Raw Total	Calc. Total	In Date	# of Reports	Internship Activities
TUE May 11		From am	To am	2.00	0.00	TUE May 11	3	Group intervention
		From am	To am	1.00	0.00	TUE May 11	0	Ind. (Licensed Psychologist)
		From am	To am	0.50	0.00	TUE May 11	0	Ind. (Not Licensed Psychologist)
		From am	To am	2.50	0.00	TUE May 11	0	Client related paperwork
		From am	To am	1.00	0.00	TUE May 11	0	Journal review
		From am	To am	1.00	0.00	TUE May 11	0	Individual intervention
	+			8.00 hrs	0.00 hrs			

# of Reports: This is where you track the completed Reports you need for internship. Each time you complete a report, you would enter the number in the Report box. The line that you enter the report on does not have to be specific to the report (you can add it to any time entry for the day, if you do not it will be viewed as a blank entry) and the **Date** you put the report in does not have to be the date that you completed the report. You can enter multiple reports on the same day if you wish.

2021-05-11

Date		From	To	Raw Total	Calc. Total	In Date	# of Reports	Internship Activities
TUE May 11		From am	To am	2.00	0.00	TUE May 11	3	Group intervention
		From am	To am	1.00	0.00	TUE May 11	0	Ind. (Licensed Psychologist)
		From am	To am	0.50	0.00	TUE May 11	0	Ind. (Not Licensed Psychologist)
		From am	To am	2.50	0.00	TUE May 11	0	Client related paperwork
		From am	To am	1.00	0.00	TUE May 11	0	Journal review
		From am	To am	1.00	0.00	TUE May 11	0	Individual intervention
	+			8.00 hrs	0.00 hrs			

IHC Grant Tracking: This is required for interns who are a part of the BHWET Grant. The rest of the demographic categories are there only if the intern wishes to track that information.

Sites: This category should only be used if your internship experience has you rotating between two different locations. Your primary placement site would be the default option and you would select your secondary location on the days you are at that site. Otherwise, this category remains the same.

Be sure to save timesheet when all time entries for the day are complete. The SAVE button is in the top right-hand corner.

At the end of each timesheet period, you will click the SUBMIT button to send it your supervisor for approval. (Once submitted, you can no longer make edits to your timesheet.)

Tracking Leave Time

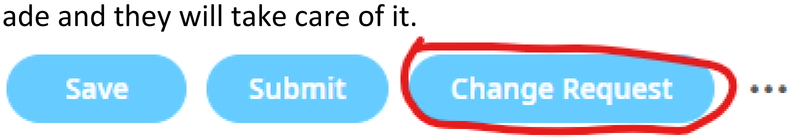
All interns request time off through their sites payroll system. Interns will **NOT** submit leave requests through the NPTC time portal. However, interns will enter any time off in the same way as all other internship activities. The leave you enter in the NPTC time portal should match any leave requests you have submitted through your site.

> ***For example***, if you request 2 hours of leave from your site on 8/19/2022, then when you complete your NPTC timesheet, you will also enter in 2 hours of leave on 8/19/2022.

The ***Internship Activity*** used for intern leave designations is *Support/Leave*.

Time Sheet Change Requests

You can request a change to an existing time entry, delete, or add an entry to timesheet. This function should only be used if you have submitted your timesheet already (you can edit your timesheets all the way up to the point that you hit the submit button). However, if your supervisor has already approved the timesheet, it will not let you make the request. Instead of a formal change request, you can also reach out to Operations Support and let them know what changes need to be made and they will take care of it.



Select the desired action from the list. Click on the date to modify. Click on the arrow to expand and then enter the missing information or the times you want to change and click on Submit Changes.