

To log in to your time card, go to:

<https://pcr.morganhunter.com/pcrbin/temphrs.exe?uid=morgan%20hunter%20healthcare.txt>


We suggest that you add the link to the time card login to your “favorites” in your internet browser for easy access.

Completing the Time Card:

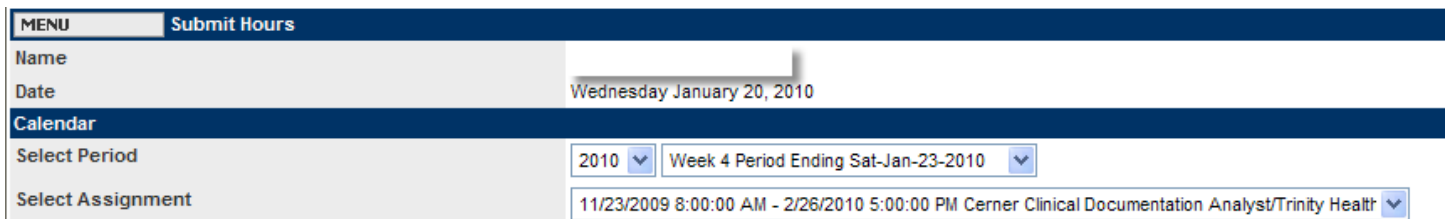
1. Log in to the site, as described above.



2. Click on “Submit Hours Online”



2. Select the current work assignment from the drop-down menu. The week will default to the current week, but you can select a previous week or subsequent week as necessary. Choose your assignment from the drop down list. If you work for more than one client in a week, you will have more than one assignment to choose from. You will have a time card for EACH assignment.



4. In the “HOURS” section of the time card, enter the total number of hours worked each day. Enter any PTO under “vacation” and any paid holiday under “holiday”. Please enter your hours in ¼ hour increments: ex. 7.25, 7.5, 7.75, 8.
6. If your time sheet is complete, go to step 4 of the **Submitting Your Hours for Approval** section. To save hours to date without submitting the card as final, click on “Save Timesheet” at the bottom of the page.

Entering Expenses:

1. In the Expenses/Allowances section of the time card, enter any expenses for which you will submitting receipts. A copy of all receipts should be sent via e-mail to time@mhhealthcare.com in a single .pdf document.

Below are two examples of entered expenses. The first is for an employee who has a set per diem rate. The second example is for an employee that is required to submit all meal receipts.

Example A: Employee/Subcontractor with set per diem rate:

Expenses/Allowances				
Frequency	Description	Amount	Quantity	Description
Any	Airfare	\$348.40	1	
Any	Airline Baggage Fees	\$0.00	0	
Any	Car Rental	\$137.62	1	
Any	Hotel	\$348.85	1	234.20+114.65
Any	Breakfast	\$0.00	0	
Any	Lunch	\$0.00	0	
Any	Dinner	\$0.00	0	
Any	Meal Per Diem	\$45.00	3	
Any	Partial Meal Per Diem	\$33.75	2	
Any	Gas	\$0.50	0	
Any	Mileage	\$0.50	0	
Any	Taxi/Shuttle	\$0.00	0	
Any	Tolls	\$0.00	0	
Any	Client Site Parking	\$0.00	0	
Any	Airport Parking	\$0.00	0	
Any	Other 1	\$169.72	1	previous we 2/27/10 car rental
Any	Other 2	\$0.00	0	
Any	Other 3	\$0.00	0	
Any	Other 4	\$0.00	0	
Any	Other 5	\$0.00	0	
Totals:		\$1,207.09		

Notes:

- Enter your full day per diem rate in the appropriate row, and under quantity, the number of days you will receive full day per diem. Full Per Diem is for days when you work 6 or more hours.
- Enter your partial day per diem rate in the appropriate row, and under quantity, the number of days you will receive partial per diem. Partial Per Diem is for days when you work less than 6 hours.
- For categories with multiple receipts, enter the total of all receipts in the amount column, and “1” under quantity. Then list the amount of each receipt in the description column. This applies to any category where you will have multiple receipts.
- For all expenses where you have a single receipt for the category (usually air fare, hotel, car rental, airport parking, etc.) put the total amount incurred under “amount” and “1” under quantity.
- For mileage, the per mile rate reimbursement rate is set. Enter the total miles traveled in your vehicle; this will calculate when you save the time card.
- When all of your expenses have been entered, click on SAVE. Re-open the time card for the week, and the calculations will have been performed, and a total will appear at the bottom. Verify that all expenses were entered correctly.
- All receipts should be sent in a single .pdf document to time@mhhealthcare.com .

Example B: Employee/Subcontractor that is required to submit meal receipts:

Expenses/Allowances				
Frequency	Description	Amount	Quantity	Description
Any	Airfare	\$157.90	1	
Any	Airline Baggage Fees	\$0.00	0	
Any	Car Rental	\$185.06	1	
Any	Hotel	\$343.00	1	
Any	Breakfast	\$6.79	1	6.79
Any	Lunch	\$29.55	1	8.05+9.90+11.60
Any	Dinner	\$89.10	1	10.50+16.10+22.85+18.65+21.00
Any	Meal Per Diem	\$0.00	0	
Any	Partial Meal Per Diem	\$0.00	0	
Any	Gas	\$14.14	1	
Any	Mileage	\$0.50	20	
Any	Taxi/Shuttle	\$0.00	0	
Any	Tolls	\$0.00	0	
Any	Client Site Parking	\$0.00	0	
Any	Airport Parking	\$41.00	1	
Any	Other 1	\$0.00	0	
Any	Other 2	\$0.00	0	
Any	Other 3	\$0.00	0	
Any	Other 4	\$0.00	0	
Any	Other 5	\$0.00	0	
Totals:		\$876.54		

Notes:

- Enter the total of all receipts for a meal category (breakfast, lunch, dinner) in the amount column, and “1” under quantity. Then list the totals of each receipt in the description column. This applies to any category (except mileage) where you will have multiple receipts.
- For all expenses where you have a single receipt for the category (usually air fare, hotel, car rental, airport parking, etc.) put the total amount incurred under “amount” and “1” under quantity.
- For mileage, the per mile rate reimbursement rate is set. Enter the total miles traveled in your vehicle; this will calculate when you save the time card.
- When all of your expenses have been entered, click on SAVE. Re-open the time card for the week, and the calculations will have been performed, and a total will appear at the bottom. Verify that all expenses were entered correctly.
- All receipts should be sent in a single .pdf document to time@mhhealthcare.com .

Submitting your Completed Time & Expenses for Approval:

1. Log in to the site (if you have not left the site, go to step 4).
2. Click on “Submit Hours Online”
3. Make any final entries or necessary corrections to the hours entered.

4. Type your initials into the box indicated, which has the disclaimer “(I certify, to the best of my knowledge, that these hours are correct)”

Initials	<input type="text"/>	(I certify, to the best of my knowledge, that these hours are correct)
Approve	<input type="checkbox"/>	COMPLETED: Submit Hours To Manager for Approval

5. Check the highlighted box that indicates that your time card is complete and is being submitted for approval.
6. Click on “Save and Submit for Approval” at the bottom of the page.

HELPFUL HINTS:

- Please make sure your timecard is accurate before you select “Save and Submit for Approval”
- All time cards and receipts are due at 12:00 a.m. Monday morning (also known as Midnight Sunday)