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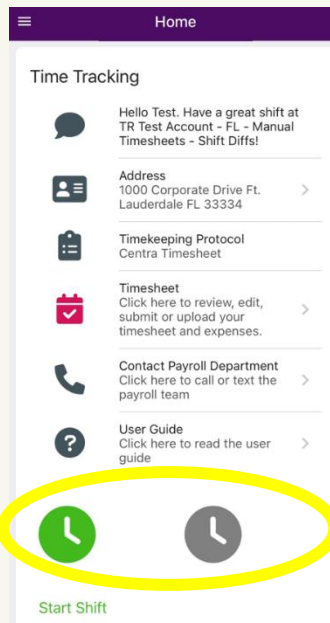
## Determining Your Method of Use

There are two methods that may be used, depending upon the rules of your assignment.

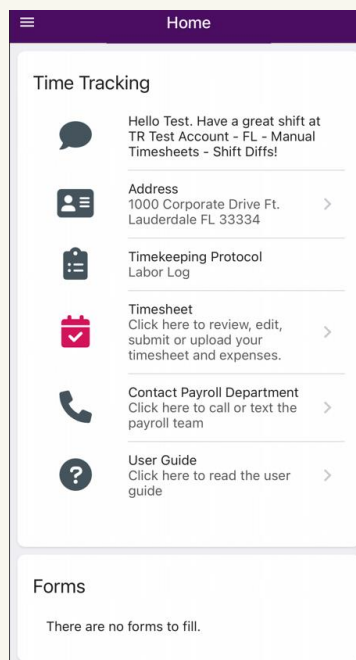
### Mobile Punch

### Mobile Upload

If the home page of your CentraTime app shows an image containing clocks, you will be punching in and out through the app. Click [HERE](#) to jump to the Mobile Punch section of this



If the Home page of your CentraTime app does not display clocks, you will be uploading your required documentation directly into the app. Click [HERE](#) to jump to the Mobile Upload section of this document.

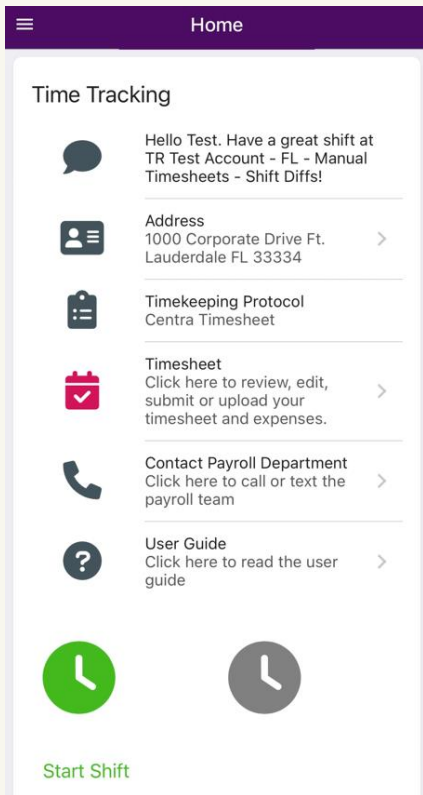


# Method #1 - Mobile Punch

## Punching In & Out

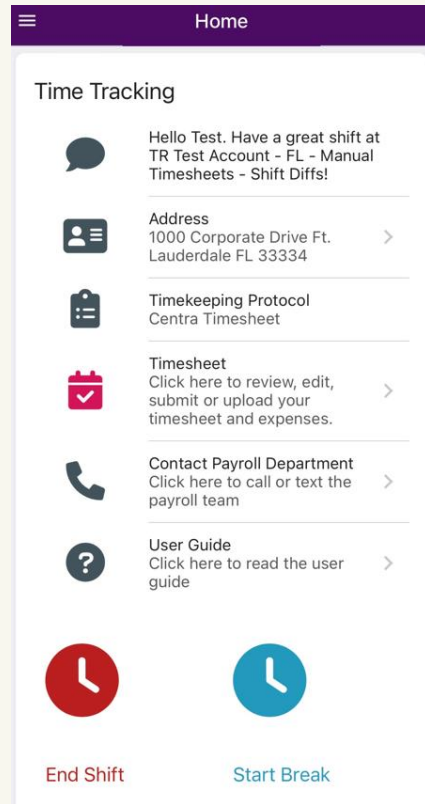
1

Click the green clock to start your shift.



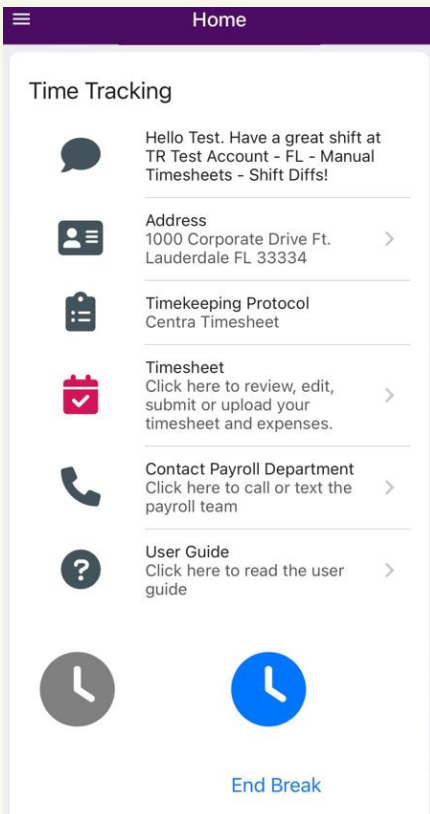
2

Click the red clock to end your shift  
Or  
Click the blue clock to start your break.



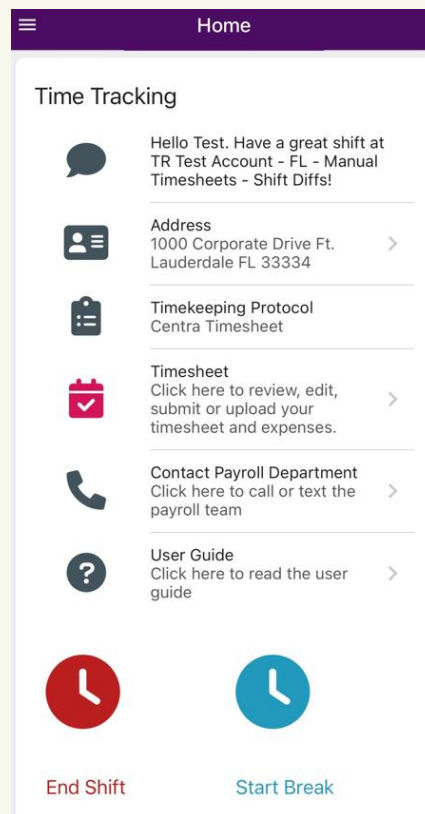
3

Click the blue clock to end your break (if applicable)



4

Click the red clock to end your shift  
Or  
Click the blue clock to start another break.

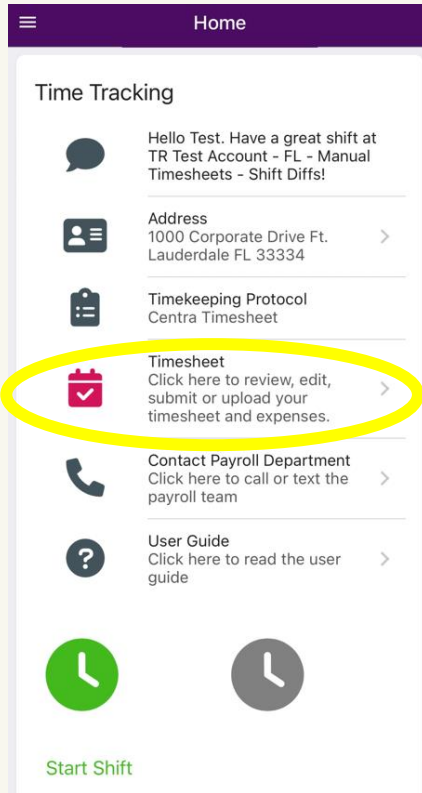


# Mobile Punch (continued)

## Entering an On Call / Call Back Shift

1

Click the pink Timesheet icon.

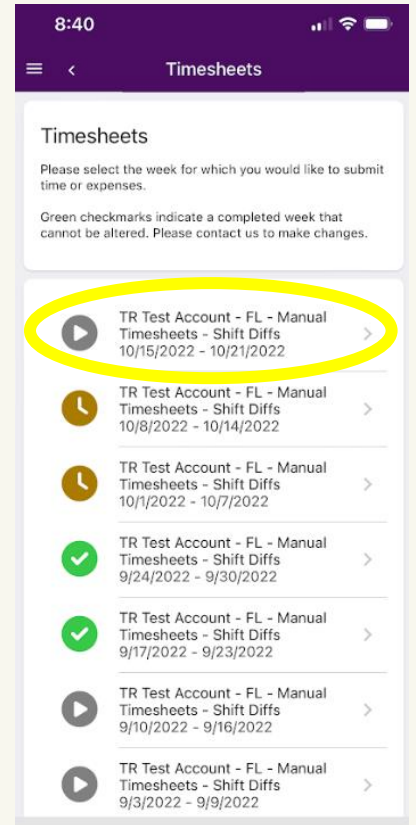


2

Choose the week for which you would like to enter time. You may only alter weeks marked with an arrow.

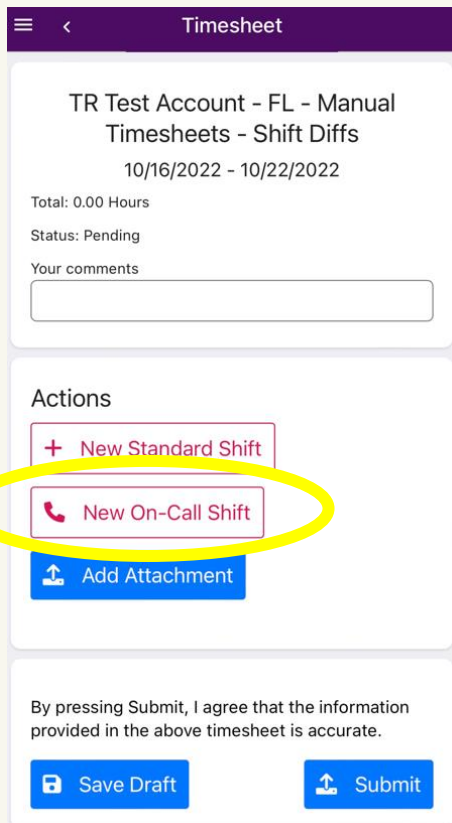
Brown clocks indicate timesheet is in process.

Green checks indicate time is processed.



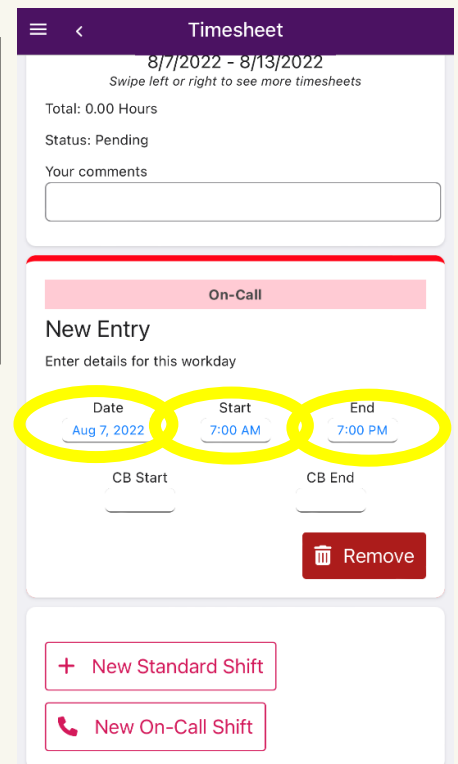
3

Click New On-Call Shift



4

Change the date, start time and end time to reflect your On Call shift.



5

Enter Call  
Back start  
and end  
times if  
applicable.

Click Save  
Draft

Timesheet

On-Call

Sun, 10/16/22, 07:00 AM - 07:00 PM

Total: 12.00 Hours  
Callback: 01:30 PM - 04:30 PM (3.00 Hours)

Date	Start	End
Oct 16, 2022	7:00 AM	7:00 PM

CB Start 1:30 PM      CB End 4:30 PM

Remove

Actions

- + New Standard Shift
- New On-Call Shift
- Add Attachment

By pressing Submit, I agree that the information provided in the above timesheet is accurate.

Save Draft      Submit

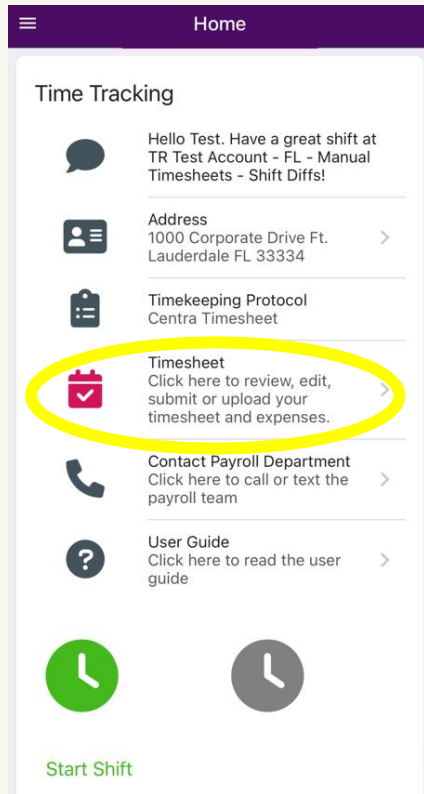
# Mobile Punch (continued)

## Charge Shifts\*

\* You will only have the option to designate a Charge shift if your contract contains a Charge rate.

1

After your shift is over, click the pink Timesheet icon.

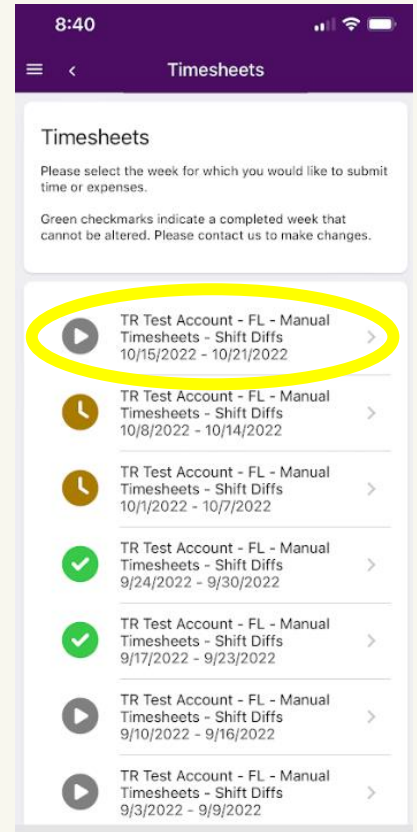


2

Choose the week for which you would like to edit time. You may only alter weeks marked with an arrow.

Brown clocks indicate timesheet is in process.

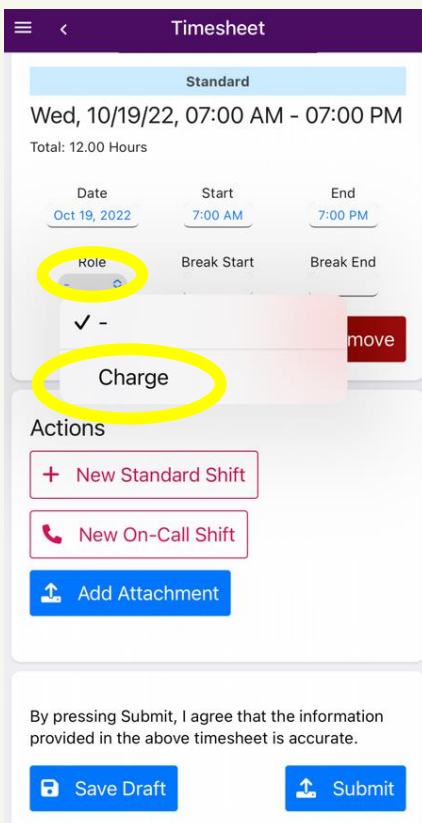
Green checks indicate time is processed.



3

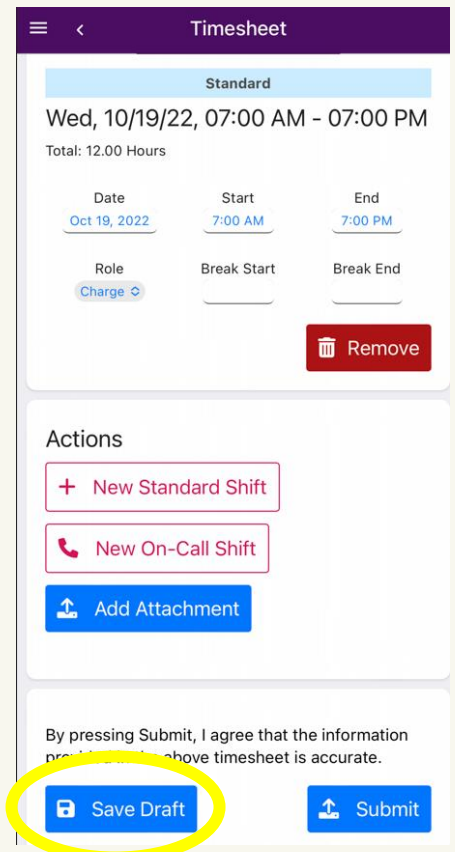
Scroll through to find the shift.

Click the Role button and choose Charge.



4

Click Save Draft.

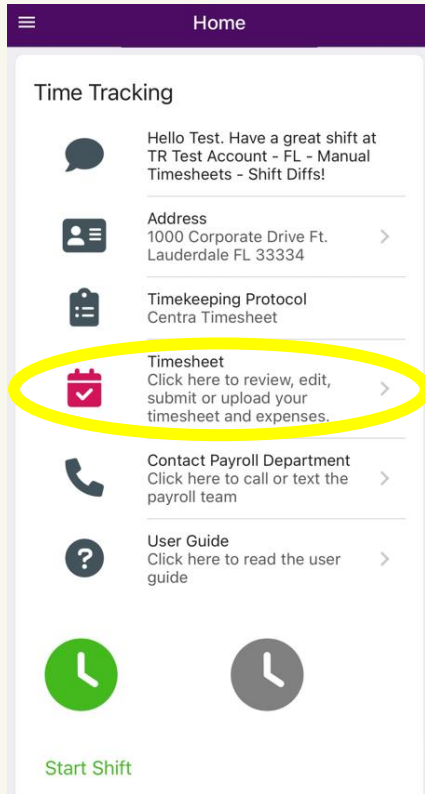


# Mobile Punch (continued)

## Reviewing, Correcting and Submitting Your Timesheet

1

Click the pink Timesheet icon

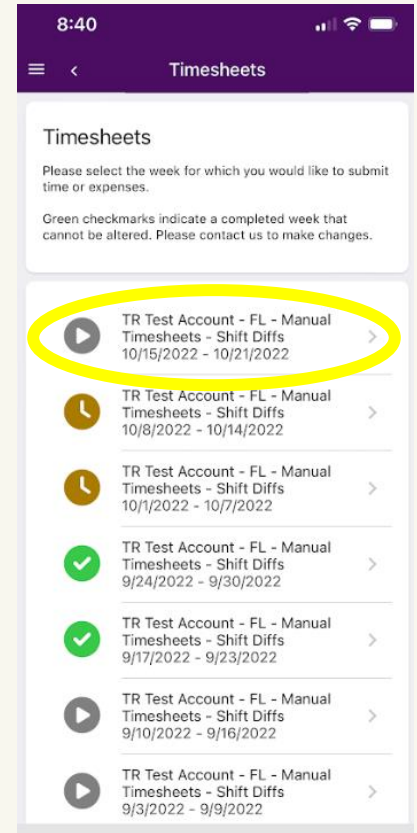


2

Choose the week for which you would like to review and submit time. You may only alter weeks marked with an arrow.

Brown clocks indicate timesheet is in process.

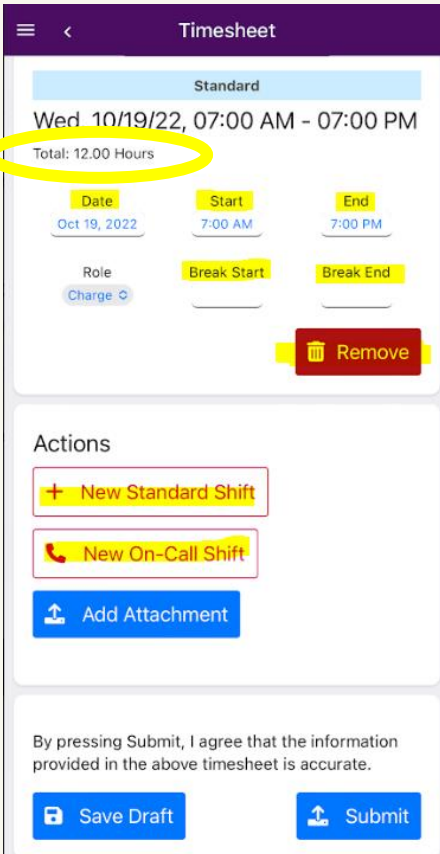
Green checks indicate time is processed.



3

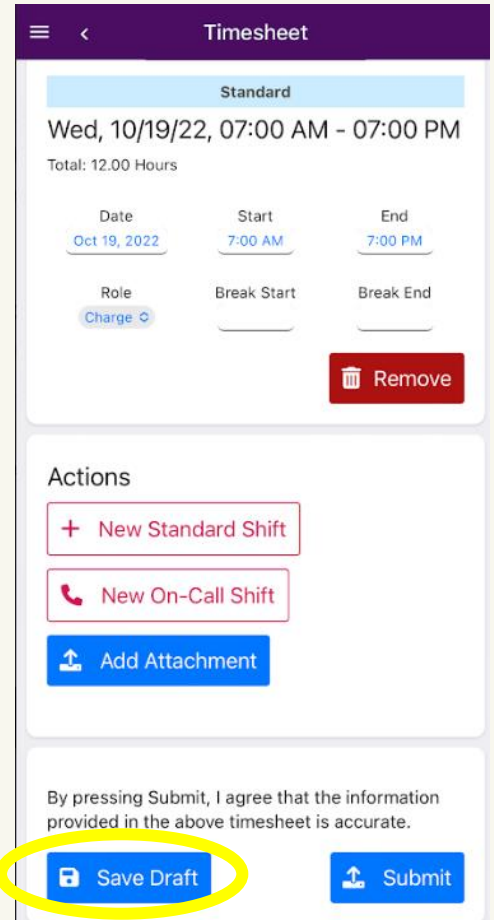
Scroll through to review each shift.

Make corrections by clicking the Start or End time, remove shifts, or add a new shift manually.



4

After making any corrections click **Save Draft**.



5

At the **END OF YOUR WORK WEEK** click **Submit** to send your timesheet to the facility approver.

*Once your timesheet is submitted no further changes can be made.*

The screenshot displays a mobile application interface for submitting a timesheet. At the top, there is a purple header with a menu icon, a back arrow, and the title 'Timesheet'. Below the header, there is a red 'Remove' button. The main content area shows a 'Standard' shift entry for 'Mon, 08/08/22, 07:00 AM - 07:00 PM'. It includes a 'Total: 12.00 Hours' and a 'Break: 02:30 PM - 03:30 PM (60 Minutes)'. Below this, there are input fields for 'Date' (Aug 8, 2022), 'Start' (7:00 AM), 'End' (7:00 PM), 'Role' (a dropdown menu), 'Break Start' (2:30 PM), and 'Break End' (3:30 PM). A second red 'Remove' button is located below these fields. At the bottom of the form, there are two buttons: '+ New Standard Shift' and 'New On-Call Shift'. Below these buttons, there is a disclaimer: 'By pressing Submit, I agree that the information provided in the above timesheet is accurate.' At the very bottom, there are two buttons: 'Save Draft' and 'Submit'. The 'Submit' button is highlighted with a yellow circle.

If your timesheet is rejected you will receive an email notification along with any comments from the approver. You may then make any required changes to your time, save and resubmit for approval.



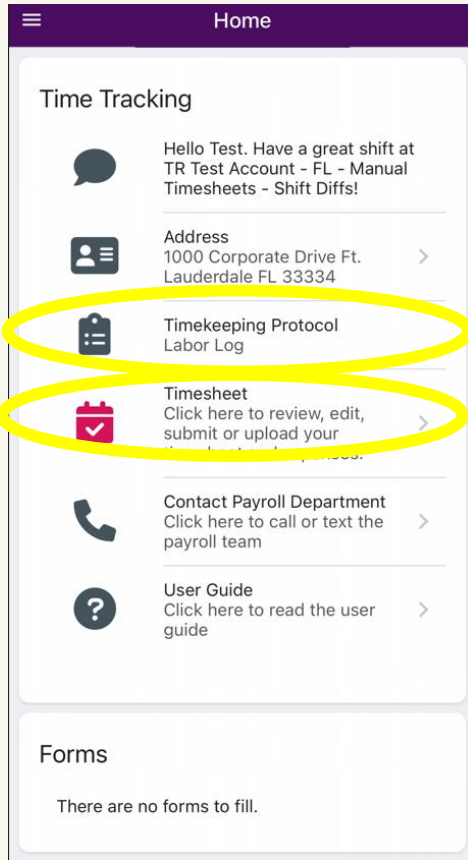
# Mobile Upload

## Uploading Your Payroll Documents

1

Check the section on the Home page for Timekeeping Protocol to determine what you need to upload for payroll.

Then click the pink Timesheet button.

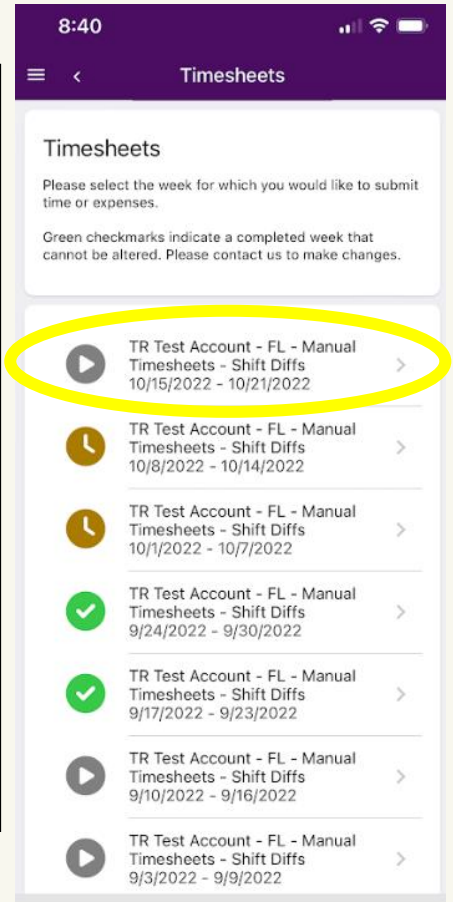


2

Choose the week for which you would like to upload a document. You may only upload for weeks marked with an arrow.

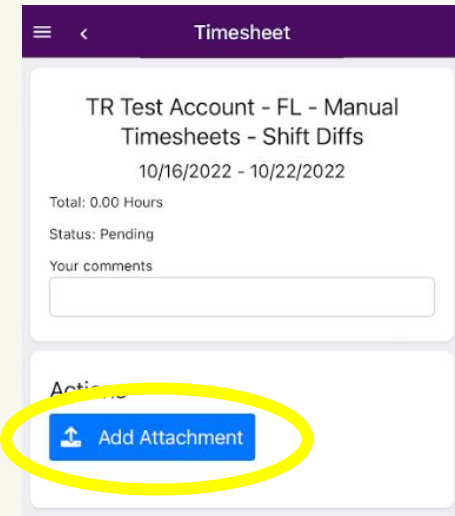
Brown clocks indicate timesheet is in process.

Green checks indicate time is processed.



3

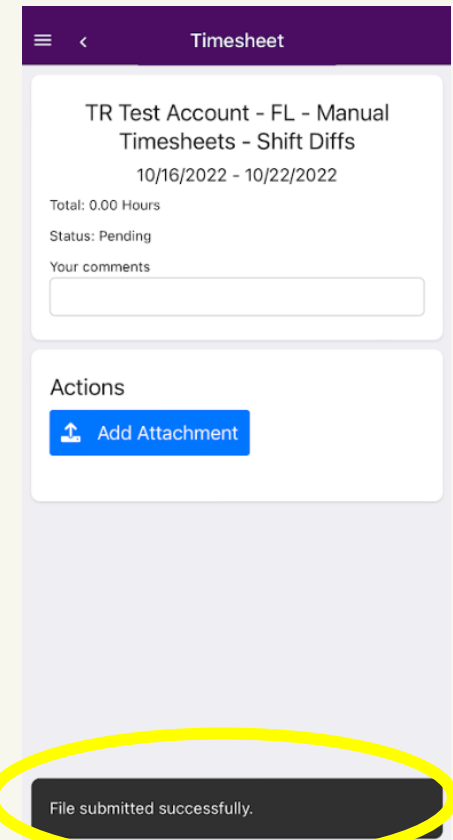
Press Add Attachment and choose a file from your device.



4

You will receive a message if the file is successfully uploaded.

You may upload more than one file.

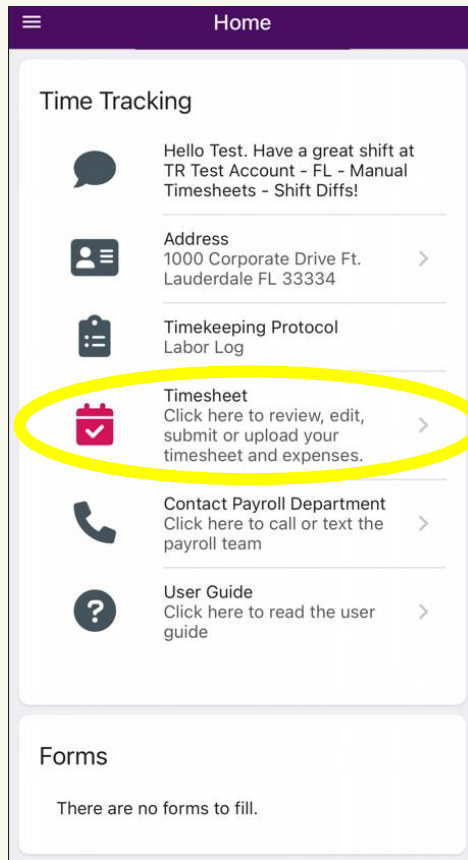


# Uploading Expenses (for mobile punch or mobile upload users)

Receipts and other documentation for any agreed upon reimbursements may be submitted through the app.

1

Click the pink Timesheet icon.

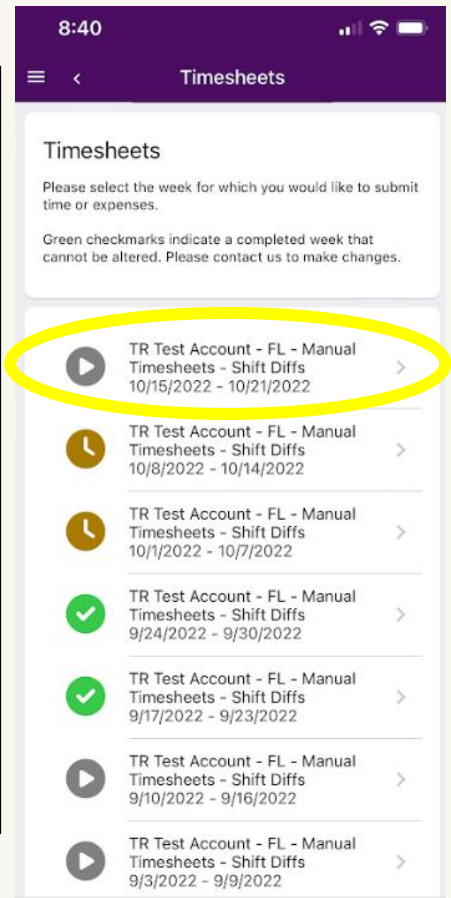


2

Choose the week for which you would like to upload a document. You may only upload to weeks marked with an arrow.

Brown clocks indicate timesheet is in process.

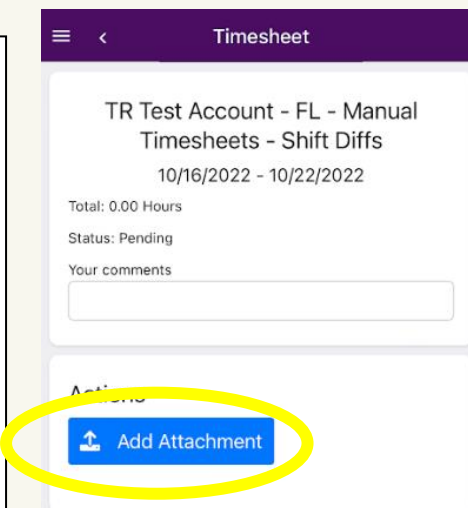
Green checks indicate time is processed.



3

Press Add Attachment and choose a file from your device.

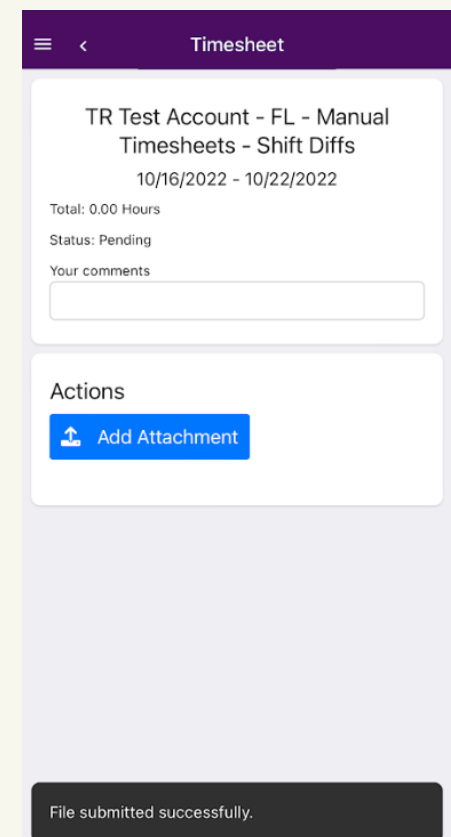
Note that the appearance of this screen in your app may differ if you are using the mobile punch method.



4

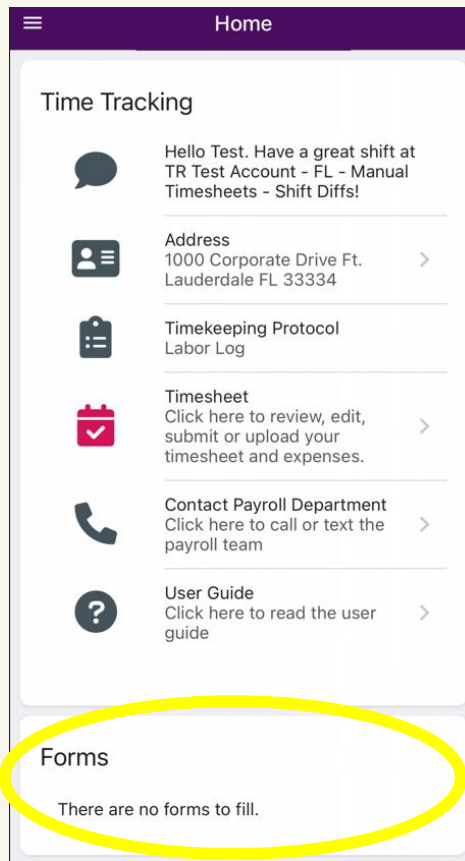
You will receive a message if the file is successfully uploaded.

You may upload more than one file.



# Forms

From time to time, Centra may make fillable forms available to you in this section.



## Contact Payroll Department

Click this button to either text or call Centra's Payroll Department right through the app

