Contract Labor Optimizer™

Timeclock – Contractor

Quick Reference Guide

Jun 2019
Clock In/Out for Your Vizient CLM Assignment

Access Timeclock at: timeclock.vizientinc.com

- Enter your Assignment Number.
- Enter your Last Name.
- Select Pay Type for the assignment: Regular, Callback, or Orientation.
- Click Find Assignment.
- If the time is correct, click Clock In/Out.
- Note: Your clock in/out information appears under Recent Punches. Use the History tab to view all time entries.
- If you need to adjust your clock in/out time, select Modify Effective Time.
- Use the calendar icon to select the date.
- Begin typing your clock in/out time, and select the time from the list.
- Click Clock In/Out.
- If you clock in/out outside of your scheduled start/end time (more than eight minutes), you must have supervisor approval.
- Click the Approved box to confirm.
- Click Clock In/Out.
Timeclock FAQ

What is Vizient Contract Labor Management (CLM) and Optimizer?
Vizient CLM is a program that works conjointly with our member facilities and contracted vendors (staffing agencies) to ensure consistent, high quality staff and provide visibility and transparency by tracking contract labor through a single solution. That solution is called Optimizer.

I have worked at this facility previously without using Timeclock. Why am I being asked to do it now?
Timeclock is a new feature in Optimizer. By utilizing the Timeclock feature, you can enter your time directly into Optimizer, saving time for you, your supervising manager, and your agency while improving accuracy, as the information is coming directly from you.

What is the assignment number I need to utilize Timeclock?
Your assignment number is automatically generated by Optimizer when your agency and the member facility confirm the assignment. Your agency or your supervising manager can provide it to you. It is an eight (8) digit number that can be entered with or without dashes.

What do the different Pay Types mean?
In the Pay Type menu, you can select Regular, Orientation, or Call Back. Regular is the default pay type and is used for most assignments. (Note: Overtime requires preapproval and is calculated automatically based on your worked hours.) Orientation only applies at the start of an assignment. Discuss your orientation schedule with your supervising manager at the facility. Call Back should only be used when you have been placed on call and are required to come in to work. Call Back time does not apply to all positions and should only be used with the approval of your supervising manager at the facility. The manager is responsible for entering Call Back time.

I forgot to clock in and/or clock out. What should I do?
You can clock in up to 24 hours after your scheduled shift start time and clock out up to 24 hours after your scheduled shift end time. To change the clock in or out time or date, select the "Modify effective time" box and select the correct date and time in the provided fields. If it is outside of the 24 hour window, you must notify your supervising manager at the facility immediately so that they can make the edit prior to approving your timesheet. You must also notify your contact at the agency.

I floated to a department other than my primary. How does that get fixed in Contract Labor Optimizer?
If you float to another department, clock in and out as usual and let your manager know to make the change in Optimizer. We are continuing to evaluate the ability to float time for a future release.

“Work outside shift requires approval by supervisor” appears when I clock in/out. What should I do?
If you are attempting to clock in/out more than eight (8) minutes before/after your shift, this message appears. If you modify your time to the scheduled shift, the message will disappear. If you worked hours outside of your normally scheduled shift at the request of your supervising manager, click the box next to “Approved”.

I accidentally clocked in/out at the wrong time. How do I fix it?
Notify your supervising manager immediately so they can edit the timesheet in Optimizer.

Need additional help? A pre-recorded training video is available.