



### Student Work Hours in MedHub

Enter work hours after logging into [MedHub](#) by clicking on “This week’s work hours” in the Tasks box or “Incomplete Work Hours” in the Urgent Tasks box.

Tasks

[This week's work hours](#) (0 hrs logged)

[Change Password](#)

[Review Records](#)

[Student Requirements](#)

[Preferences](#)

**Urgent Tasks**

[Incomplete Evaluations \(2\) \(2 late\)](#)

[Incomplete Work Hours](#)

[Student Requirements - Documents due](#)

The link will bring you to the following screen:

#### Weekly Work Hours

[Weekly Work Hours](#) | [Work Hours History](#)

5/8 - 5/14/2022 | Test, TestMS4 | Graphical Interface

**Weekly Compliance Checklist**

Maximum of 80 total hours	28.0 hr(s)	✓
Days off (1 required)	5 day(s)	✓
Single work period - 24 hours duty/28 hours total maximum	--	✓
8 hour breaks between work periods (ehould) (inactive)	--	
14 hour break after 24 hour scheduled call	--	✓

Last Modified by Alison Banta on 5/9/2022 at 11:12am

**Compliance Visual**

Incomplete Work Hours  
 Compliant Work Hours  
 Non-compliant Work Hours

[View Demo](#)

Legend: ■ Standard Hours ■ Home Call (called in)

**SUNDAY, May 8, 2022** 11 hrs total

**MONDAY, May 9, 2022** 17 hrs total

**Weekly Compliance (Purple Box above)** gives a synopsis of weekly hours and any violations. **Compliance Visual (Green box above)** White = incomplete hours, Green = compliant, Red =non-compliant.

**Enter Hours (Red box above)** Select the start time, drag the cursor to the finish time. This will highlight the hours worked that day.



If hours submitted violate work hour rules, a pop-up box will appear with the rule in non-compliance. Please enter the primary reason for the violation and a description for the clerkship to review.

**⚠ The submitted work hours have been flagged as potentially non-compliant**

**Potential Issue(s):**  
Single work period of 28 hours exceeded

Please help us document this problem by filling out the form below. Both fields are required. Your work hours will be considered incomplete until this form is submitted.

Primary Reason:\*

Detailed Description:\*

### Saving and Submitting Work Hours

Please enter work hours daily. Click **Save Incomplete Work Hours (Red Box below)**.

Once hours have been entered for the week, click on **Submit Work Hours (Green Box below)**.

Each week's calendar is **locked at 11:59pm on Saturday evening**. Please contact your clerkship coordinator if hours need to be entered for the previous week. If after this time, please contact [medhub@iu.edu](mailto:medhub@iu.edu) with dates and times for hours to be entered on your behalf.

**Program Notes**

Notes to Clerkship Director or Coordinator

Standard Hours:

Home Call (called in):

Total:

### Mobile App

Work hours may be entered on the MedHub Mobile App. Instructions for the app are available in the [Student Mobile App Guide](#).