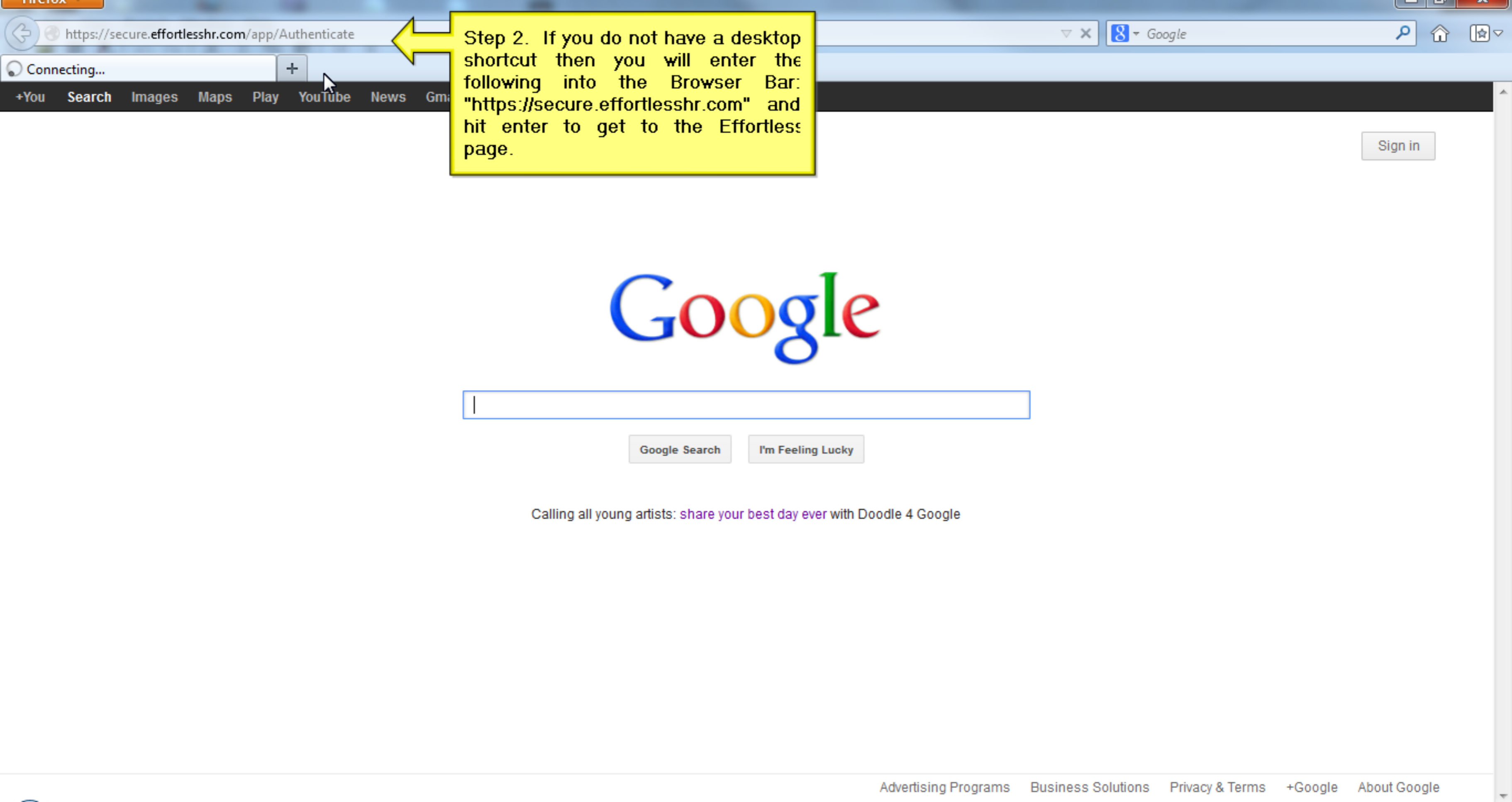




Step 1. Open your internet browser and click on the Browser Bar for manual entry. (Most computers here at work have an icon on the desktop you can click on to skip the first two steps.)

Google Search I'm Feeling Lucky

Calling all young artists: [share your best day ever](#) with Doodle 4 Google



Step 2. If you do not have a desktop shortcut then you will enter the following into the Browser Bar: "https://secure.effortlesshr.com" and hit enter to get to the Effortless page.

https://secure.effortlesshr.com/app/Authenticate

Google

Connecting...

+You Search Images Maps Play YouTube News Gma

Sign in

Google

Google Search

I'm Feeling Lucky

Calling all young artists: [share your best day ever](#) with Doodle 4 Google



Sign In

[Click here to save a shortcut to EffortlessHR on your desktop!](#)

Username

Password

[Need to Reset Your Password?](#)

Step 3. If you've done everything correctly so far you should be at this page. Enter your username and password. The username is your last name with the last four digits of your social security after it. If you do not know your password, contact Joey Knowles (jknowles@southstarems.com) for assistance.

Session Problems? If you have any random issues with session timeouts, you may need to upgrade your browser or reset the security settings. Some web filtering software may also interfere with some of our interface elements. The easiest way to fix this is to use [Mozilla Firefox Web Browser](#) or [Google Chrome Web Browser](#). If you must use [Microsoft Internet Explorer](#), please be advised that non-default security settings may prevent parts of the system from working.

Current company time is: January 24, 2013 12:36pm



Sign In

[Click here to save a shortcut to EffortlessHR on your desktop!](#)

Username	<input type="text" value="hart7878"/>
Password	<input type="password" value="....."/>
<input type="button" value="Sign In"/>	

Step 4. Click Sign In.

[Need to Reset Your Password?](#)

Session Problems? If you have any random issues with session timeouts, you may need to upgrade your browser or reset the security settings. Some web filtering software may also interfere with some of our interface elements. The easiest way to fix this is to use [Mozilla Firefox Web Browser](#) or [Google Chrome Web Browser](#). If you must use [Microsoft Internet Explorer](#), please be advised that non-default security settings may prevent parts of the system from working.

Current company time is: January 24, 2013 12:36pm



Employee Portal

Step 5. Make a note of the daily/weekly Company News page and its contents before scrolling to the bottom.

Company News

Substance Abuse & Testing Policy Jan 22 2013

SUBSTANCE ABUSE & TESTING POLICIES

POLICY: SouthStar EMS will not tolerate any personnel being under the influence of any substance while on duty. This is to include alcohol and any drugs above the prescribed dosage of the doctor who prescribed them. SouthStar EMS will also not tolerate the use of any controlled substance whether on or off duty. The use of alcohol within 8 hours of a scheduled shift is strictly prohibited. Reporting to work in a state of intoxication will result in immediate dismissal; On the grounds of blatant disregard for the well being of other team members, your patients, and the general public. Any employee taking prescription medication should have this on file. (All material is confidential) The United States Congress enacted the Drug Free Workplace Act of 1988. The purpose of this law is to ensure that work done under federal contract or federal grants is performed in a drug free environment. SouthStar recognizes drug dependency as an illness and a major health problem. SouthStar also realizes drug abuse is a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use any employee assistance program and health insurance plan as available. SouthStar is currently part of the Drugs don't Work Program.






PURPOSE: All SouthStar personnel will comply with all State and Federal laws in regard to the commitment to the well-being of our employees, our patients, and all other individuals in the immediate area of a SouthStar employee.





LEGAL MEDICATION USE: The definition of legal medications in this policy is as follows: A medication prescribed to the individual taking it, the medication must be at the exact dosage

RESERVATION OF RIGHT. RESERVES the rights to interpret, change, rescind, or depart from the policy in whole or part without notice. Nothing in this policy alters an employee's status. The company hopes each employment relationship will be a long and enduring one. Nevertheless, employees must remain free to resign their employment at any time for any reason or no reason without notice. Similarly, SouthStar retains the right to terminate any employee at any time, for any reason, without notice.

It's currently Thu, 24 Jan 13 02:37:21 pm Eastern Time

Step 6. Once at the bottom, click "Clock In" to clock in.

-  **Company News**
View All News
-  **My Info**
Edit My Info
-  **Company Property**
View My Property
-  **Timesheets**
Timesheets - Clock In/Out - Add Entry
-  **Time Off Request**
Request History | View/Make Request

-  **View Benefits**
-  **Compliance**
Anonymously report a compliance issue
-  **Emergency Contacts**
Update My Emergency Contacts
-  **File Area**
Files shared with me



Welcome back, James Hart

Sign Out

Employee Portal

Timesheet

It's currently Thu, 24 Jan 13 02:37:32 pm Eastern Time

Clock in was at 01/24/2013 02:37 pm Eastern Time

Step 7. Don't forget to Sign Out of Effortless HR
You have now successfully clocked in. The same process can get you clocked out at the end of the shift.

My Hours This Week

Job Code	Type	Start	Stop	Duration
	regular	Mon, 21 Jan 13 08:20 am	Mon, 21 Jan 13 12:11 pm	3h 51m
	regular	Mon, 21 Jan 13 12:54 pm	Mon, 21 Jan 13 05:00 pm	4h 6m
	regular	Tue, 22 Jan 13 08:26 am	Tue, 22 Jan 13 12:12 pm	3h 46m
	regular	Tue, 22 Jan 13 01:01 pm	Tue, 22 Jan 13 01:27 pm	0h 26m
	regular	Thu, 24 Jan 13 08:41 am	Thu, 24 Jan 13 12:21 pm	3h 40m
	regular	Thu, 24 Jan 13 01:24 pm	Thu, 24 Jan 13 02:37 pm	1h 13m
Total				17h 2m (17.04 hours)

[View More Hours](#)