

PAYROLL BASED JOURNAL REPORTING

PAYROLL BASED JOURNAL (PBJ) - REPORTING

If your Facility provides Direct Care Patient Hours for Medicare or Medicaid services, you are familiar with the PBJ Reporting Requirements. The Centers for Medicare and Medicaid Services (CMS) provides a 5 Star rating system so that consumers can compare nursing homes in the categories of: Nursing Staffing, Annual Inspection Results, and Quality Measures. As CMS believes that Quality of Patient Care is directly related to a facility's Staffing Levels, the Affordable Care Act (ACA), Section 6106, now requires skilled nursing facilities (SNFs) to electronically submit direct staffing information based on payroll and other auditable data.

Integrated Direct-Care Hours Captured for every shift:

To streamline the reporting process for Patient Direct-Care Hours, Schedule360-PBJ offers an integrated module that captures scheduled employee hours, by shift, for easy download an entry into the quarterly PBJ report. Every shift is captured by employee, by department and automatically defaults Direct Care Hours less Non-Productive Lunch Breaks.

Automated Capture for Floated Shifts – No Manual Input of Hour Changes

When an employee shift is floated to a different department, the hours associated with this shift automatically splits correctly and is captured on each unit worked for accurate reporting.

Accurate Capture of Hours Less Non-Productive Lunch Breaks – Easy Adjustment as needed

All shifts include standard lunch or breaks factored into Direct Care Hours reporting. Gone are the days of having to manually subtract non-productive hours for PBJ Reporting. Should a shift need to be adjusted, the process involves a simple click of the mouse to capture revised hours with a drop-down selection for accurate capture of where the non-productive time is reported.

Night Shift (NOC) Shift reporting with Split Direct-Care Hours

Night Shift Direct-Care Hours are automatically split to report part of the shift on the previous day and the remaining hours after Midnight. Non-Productive Lunch Breaks default to after Midnight, but can easily be adjusted as needed with a click of the mouse.

The Schedule360 Advantage

- » Configures to how YOU work
- » Unlimited scalability
- » Web-based anywhere access
- » Secure cloud-hosted convenience
- » True employee self-scheduling
- » Easy to learn and use
- » Affordable monthly subscription
- » Set-up and online training included
- » 24/7 Customer support

One Click Download of Reportable Hours – 24x7 Access for Audit Purposes

PBJ Direct-Care Hours data are available 24x7 and can be downloaded immediately to the Admin Users email address. Data is stored and available indefinitely and Reports can be run for any time period: Daily, Weekly, Monthly, Quarterly, and Annually.

The Schedule360 Advantage

Web-based Access – Hours captured automatically with every scheduled employee shift.

Actual less Lunch Breaks - Accurate capture of hours less non-productive time.

Easy Adjustments - One-click process for adjusting hours and/or non-productive time.

Audit Trail - Captured hours stored forever and can be accessed Any Time - Anywhere.

Searchable Time Period – Search any time period for reporting (Day, Week, Month, Quarter, Year).

No Additional Cost: Schedule360-PBJ is included in your monthly subscription for no additional charge.

Schedule360 Features Also Include:

- » **Advanced, Clinically-Focused Scheduling Automation**
Supports the assignment of the proper staff to patients and balanced workload distribution
- » **Optimized Staff Scheduling**
Ensures you have the proper staff coverage for every shift in a fast-paced clinical environment
- » **Employee Self-Scheduling**
Allows employees to search and accept shifts within their qualifications online via a computer or mobile device
- » **Proactive Scheduling**
Integrated real-time reports allow one click management of employee compliance to work targets and enable rapid schedule management
- » **Last Minute Schedule Management**
Enables last minute critical needs to be dispatched to all qualified employees to ensure optimal coverage for any situation
- » **Integrated Productivity Tools**
Advanced productivity tools include daily, weekly and monthly reports with HDPP, staff ratios, census based targets, and cluster comparisons.
- » **Real-Time Communication**
Instantly communicate essential information to your employees' e-mail, message boards and mobile devices
- » **Labor Tracking Analytics**
Monitor schedules and labor costs in real time to ensure optimal labor coverage for every shift.
- » **Payroll Compilation Reports**
Schedule360 can be configured to record all the complex variables associated with your employee payroll so you can easily compile a concise report for your payroll system or service. It handles even the most complex variables in a hospital environment.

About Schedule360

Since 2000, Schedule 360 has been exclusively dedicated to developing web-based employee scheduling applications that simplify scheduling and labor management. Our mission has always been to deliver the most robust, easy-to-use, flexible and affordable employee scheduling applications using the latest Web and mobile technologies. We have developed our Schedule360 Employee Scheduling and Labor Management Applications with unmatched configurability and scalability so they can fit the way YOU work without compromise.



**REQUEST A
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Call 877.441.5251
or email info@schedule360.com