Introduction

The Faculty Activity Log System (FALS) World Wide Web site has been developed in response to the mandated reporting requirements brought about by the passage of the Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA). In part, these requirements state that in order to ensure the continuous reimbursement of physician services to the University Hospitals (for activities such as house officer teaching) a log must be completed by each clinical faculty member practicing at the Detroit Medical Center, and Wayne State University Hospitals.
New FALS Notifications

Along with the new design of FALS, there are also new tools to remind faculty, coordinators and administrators of untouched and pending Time Studies.

First E-mail: Two weeks before the period closes for physicians (faculty lock out). Pending & Untouched physicians will receive the email. The coordinator will receive a list of pending and untouched physicians.

Please complete your FALS time study. The period closes for physicians to enter data on (date). You will continue to receive a reminder e-mail until you have completed, or someone has entered the time study, via the web site below and submit the signed copy. Only finalized and signed printed logs from the website will be accepted. If you feel you have received this notice in error please contact your administrator.

https://apps.med.wayne.edu/fals

Second E-mail: One week before the period closes for physicians. Pending & Untouched physicians will receive the e-mail. The coordinator will receive a list of pending and untouched users.

Please complete your FALS time study. The period closes for physicians to enter data on (date). You will continue to receive reminder e-mails until you have completed, or someone has entered the time study, via the web site below and submit the signed copy. Only finalized and signed printed logs from the website will be accepted. If you feel you have received this notice in error please contact your administrator.

https://apps.med.wayne.edu/fals

Frequency: Every day during the last week of the physician’s entry period. The physician will receive the e-mail. The coordinator and the chairperson will receive a list of pending and untouched users.

Please complete your FALS time study. The period closes for physicians to enter data on (date). You will continue to receive reminder e-mails until you have completed, or someone has entered the time study, via the web site below and submit the signed copy. Only finalized and signed printed logs from the website will be accepted. If you feel you have received this notice in error please contact your administrator.

https://apps.med.wayne.edu/fals

After Faculty Lockout date:
Physician, coordinator and chairperson will receive daily e-mails reminding them that the physician has not completed the time study.
Physician E-mail
You have been locked out of the FALS time study system. You are still required to complete a time study; however, your administrator will have to complete the time study for you. If you feel you have received this notice in error please contact your administrator.

Coordinator & Chairperson E-mail:
The following physicians have not completed the time studies:
1. (List of faculties)

After Lockout dates for department

Coordinator and chairperson e-mail:
The following individuals have not completed the time study for March XX – March XX: (List of faculties)

This information has been sent to Dean Frank, Mike Herbert and Julie Sullivan.

Mike Herbert, Julie Sullivan and Dean Frank will receive the following e-mail:

The following individuals have not completed the time study for March XX – March XX:

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. XXXXX</td>
<td>XXXXXXXXXX</td>
</tr>
</tbody>
</table>
FALS Faculty

**FALS Location**
- Open IE (Internet Explorer)
- Type the URL (address/location) [https://apps.med.wayne.edu/fals](https://apps.med.wayne.edu/fals) and hit enter, or
- From the “Apps” page: click on Administrative Application, then “Faculty Activity Logging System.”

![FALS Faculty Login Screen](image)

**Log-in**
- Type in your MSIS issued user Id and password in the fields provided
- Click the “Log In” button

**On the Main Web Page**
- **FAQ** - Frequently Ask Questions
- **Contact** - MSIS telephone number and address, if you are having problems with the system
- **Manual** - instructional guide in PDF format
- **Problems Logging In** – located on the left menu. Answers questions about potential problems with logging in.

*** Once you have signed into FALS the screen automatically displays your Name, Log Period (open and close dates), and Log Period is: (Open or Close)

*** Select from the Main menu across the top of the Faculty Home Page screen: LOGS, LOG PERIOD, or UTILITIES these titles will determine what the left side menu will displays.
Agreement Page

- Please read the agreement page, you will only have to do this once.
- Scroll to the bottom and click “I agree.” If you press the button that says, “I do not agree,” you cannot proceed any further into the system.
- If you need to read the agreement page again, it can be found under “Utilities”
LOGS

Enter Log Hours

*** Check Activities and Institutions before entering log hours. Activities and Institutions may change from last log period, if so, go to “Select Activities” first.

1. Select “LOGS” from the menu across the top
2. Click “Enter Log hours” from the left menu

*** When logging in for the first time, and selecting “Enter Log Hours” on the left menu. The system automatically defaults to previous logged hours. Select new Activity and Institutions before logging in hours.

*** (3) asterisk display important information about the page
Multiple Departments

3. Faculties that work in more than one Department must select a department from the drop down menu.
4. Click “Pick Department”
5. The system automatically defaults to previous logged hours.

Select Activities

6. To change the Activities from the default Activities:
   - Click on “Select Activities” from the left menu
   - When the “Select Activities” menu appears, place a check inside each box that applies to you
   - When done, scroll to the bottom of the “Select Activities” screen and click “Select All Checked Activities”
Select Institution(s)

7. To select the Institution(s):
   - Once the Activities have been chosen, the Institution screen will automatically appear, or otherwise
   - Click “Select Institution” from the left menu
   - When the “Select Institution” menu appears, place a check inside each box that applies to you
   - When done, scroll to the bottom of the “Select Institution” screen and click “Select All Checked Institutions”

*** Once the Activities and Institutions have been selected the system will automatically return to “Enter Log Hours” with the new Activities and Institution(s) selected.
Enter Log hours (Week 1)

*** If Activities and Institutions are the same as the last log period that you entered hours, you do not have to re-enter the Activities and Institutions.

8. To enter log hours:
   - If Activities and Institutions are the same as last log period,
   - Select “LOGS” from the menu across the top
   - Select “Enter Log Hours” from the left menu
   - Once the “Enter Log Hours (Week 1) appears
   - Click inside the Institutions hour(s) box (0.0), type in hours 1st positions (hours), 2nd position (minutes), ex: 2.5 equal two hours and a half
   - When all the hours are filled for the first week, click “Save First Week and Return Here,” or “Save First Week and go to Second Week”
     a. “Save First Week and Return Here” will save week 1. This is used when you have to step away from your desk for any reason, and need to save your data.
     b. “Save First Week and go to Second Week” will save week 1 and go directly to week 2.

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**UNIVERSITY SCHOOL OF MEDICINE**

Faculty Activity Logging System
Wayne State University School of Medicine

LOGS | LOG PERIODS | UTILITIES |
---|---|---|

Enter Log Hours
Select Activities
Select Institutions
Print Unfinalized Log

Successfully selected 2 locations

Enter Log Hours (Week 1)

<table>
<thead>
<tr>
<th></th>
<th>19/9</th>
<th>19/10</th>
<th>19/11</th>
<th>19/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>MO / FRI</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>HSC: Petrides Valley Hospital</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Kalkhoff - Scott Hall</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Week 1 Total</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Teaching</td>
<td>MO / FRI</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>HSC: Petrides Valley Hospital</td>
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<td>0.0</td>
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<td>Kalkhoff - Scott Hall</td>
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<td>0.0</td>
</tr>
<tr>
<td>Week 1 Total</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Week 1 Total</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Week 1 Total</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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**Home | Help | Logout**

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*** (3) asterisk display important information about the page
**Enter Log Hours (Week 2)**

- Repeat the same process for filling Week 2, same as in Week 1.
- The system will automatically let you know if your hours were saved successfully.
- When all hours are filled for faculty weeks 1 and 2. Choose; “Save Second Week and go to First Week, Save Second Week and Return Here, or Finalize Both Weeks”
  
  a. **Save Second Week and go to First Week** – Save week 2 and return to week 1
  
  b. **Save Second Week and Return Here** – Save week 2 and return to week 2
  
  c. **Finalize Both Weeks** – Saves both weeks and return to the “Faculty Home Page.”

**Errors in work hours – if errors occur when finalizing work hours:**

- Click “BACK” on IE (Internet Explorer) toolbar
- Select “Enter Log Hours”
- Check each week hours for possible typing errors
- Make necessary corrections
- Go to Week 2 and re-finalize the data
## Finalized Hours

*** Once hours are finalized you CAN NOT make changes. Contact your Administrator to Un-Finalize your hour.

9. Once the hour are finalized successfully:
   - Click “Print Final Log” from the left menu, or
   - Click “LOGS” from the menu across the top and return to the main page

### Print Finalized Log

10. To print the finalized log:
    - Click “Print Final Log” from the left menu
    - A pop-up window will appear outlining your finalized hours
    - Click “File” on the pop-up window toolbar
    - Click “Print” from the drop down menu of File or,
    - Click “Print” from the pop-up toolbar
Where to send Finalize Document

- Once the finalized log have printed
- Faculty sign the printed final log at the bottom of each page
- If you work for more than one department multiple page will print
- Make a copy, keep the copy for your records
- Send the original to the address that prints at the bottom below the Signature and date lines at the bottom of each page

### FINALIZED LOG

**Teaching: 80% / Research: 20%**

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teaching - Time in Hours</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Week 1</td>
<td>0.1</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.5</td>
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<tr>
<td>Week 2</td>
<td>0.4</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>2.6</td>
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<tr>
<td><strong>Total</strong></td>
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<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>3.1</td>
</tr>
</tbody>
</table>

**Research - Time in Hours**

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>0.1</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
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<td>0.1</td>
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<tr>
<td>Week 2</td>
<td>0.0</td>
<td>1.0</td>
<td>2.0</td>
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<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>0.1</td>
<td>1.0</td>
<td>2.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>3.1</td>
</tr>
</tbody>
</table>

### Personnel Time

- Calculated automatically by the system on a SAVE or FINALIZE

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>0.4</td>
<td>40.0</td>
<td>40.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>40.8</td>
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<tr>
<td>Week 2</td>
<td>0.4</td>
<td>40.0</td>
<td>40.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>40.8</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td>80.0</td>
<td>80.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
<td>81.6</td>
</tr>
</tbody>
</table>

Please sign this page and have your department coordinator sign it below. Faculty: Executive, Career Services, Executive Office, 615 John R., Detroit, MI 48202.

This is the only acceptable form of time study submission and no other paper copies of previous forms will be accepted. You will lose remaining mail privileges if this is not submitted before the last cut date.
Print Blank Log

*** Blank logs are used for faculty that may not be available for the log period and need their Secretary(s) to put their hours into the FALS database system during that period.

11. To print a Blank Log:
   - Click “LOGS” from the menu across the top
   - Click “Print Blank Log” from the left menu:
     a. Check inside the box of “Pick Activities” and “Pick Institutions” that applies to you
     b. Check week 1 or 2, or both
     c. Click “Print Blank Log” when done
View of Blank Log

- Click “File” on the pop-up window toolbar
- Click “Print” from the drop down menu, or
- Click the small printer on the pop-up window toolbar

<table>
<thead>
<tr>
<th>Faculty Activity Logging System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blank Log</td>
</tr>
</tbody>
</table>

Faculty Activity Log For ____________________________ Dept ________________
Log Period Log Period OCT 06, 2005 - OCT 19, 2005

<table>
<thead>
<tr>
<th></th>
<th>SUN</th>
<th>MON</th>
<th>TUE</th>
<th>WED</th>
<th>THU</th>
<th>FRI</th>
<th>SAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching - HO / Fellow</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DMC - Nixon Yale</td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Hospital (Week 1)</td>
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<tr>
<td>Emergency - South Hall</td>
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<td>(Week 2)</td>
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<td>DMC - Nixon Yale</td>
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<td>Hospital (Week 3)</td>
<td></td>
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<tr>
<td>Emergency - South Hall</td>
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<td>(Week 3)</td>
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<td>Patient Care</td>
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<td>DMC - Nixon Yale</td>
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<td>Hospital (Week 1)</td>
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<td>DMC - Nixon Yale</td>
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</tr>
<tr>
<td>Hospital (Week 3)</td>
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<td>Emergency - South Hall</td>
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</tr>
<tr>
<td>(Week 3)</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Include time spent teaching House Officers/Fellows. (Other: Part A Activities: Teaching/Graduate Medical Education : 1-13)

Include time spent in patient care at DMC with or without students present. Include hours spent directly caring for a patient and for which a billable service is rendered. (Other: Part B Activities: Direct Patient Services : 21-23)

- Once the blank log is printed
- Faculty fill in information in with a black/blue pen
- When completed, give the filled out information to the Administrator or Secretary assigned in the department to enter the data
- The Administrator or Secretary enters the information into the FALS database

*** (3) asterisk display important information about the page
LOG PERIODS

View Log Periods

1. To view the Log Periods:
   - Click “LOG PERIODS” from the menu across the top
   - Click “View Log Periods” from the left menu

2. When the “View Fiscal Year Log Periods” appears it displays View Only:
   - Fiscal Year
   - Log Period (A or B)
   - Begin and End Date
   - Faculty Lock Out (Date)
   - Coordinator Lock Out (Date)
   - Status (Open or Close)

*** “LOG PERIODS” are VIEWS ONLY ***
Select another Log Period

3. To select another log period:
   - Click “LOG PERIODS” from the menu across the top
   - Click “Select another Log Period” from the left menu

4. To change the log period:
   - Click the drop down arrow on the right
   - Select the log period
   - Click “Change to Above Log Period”

Select Current Log Period

- Click “LOG PERIODS” from the menu across the top
- Click “Select Current Log Period” from the left menu
- This will return the screen back to the current log period
UTILITIES

*** Utilities are views to assist you with frequently ask question, department coordinators, general instructions, links to Physicians log definitions, view agreement page, and a summary of your information.

View FAQ (Frequently ask Questions)

1. To view FAQ:
   - Click “UTILITIES” from the menu across the top
   - Click “View FAQ” from the left menu

View Department Coordinator

2. To view Department Coordinator:
   - Click “UTILITIES” from the menu across the top
   - Click “View Dept Coordinator” from the left menu
How to Log Online

3. To view “How to log online”:
   • Click “UTILITIES” from the menu across the top
   • Click “How to Log Online” from the menu on the left

Introduction
The Faculty Activity Logging (FAL) Web site has been developed in response to the mandated reporting requirements brought about by the passage of the Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA). In part, these requirements state that in order to ensure the continuous reimbursement of physician services to the University Hospitals (for activities such as house officer teaching) a log must be completed by each clinical faculty member practicing at the University of Michigan Hospitals.

General Instructions
Prior to the start of each logging period, faculty will be notified by their department or division logging coordinator and given the time frame of the log period.

Activity is logged via the FAL Web site. Faculty may enter their time day by day during the log period or may choose to print out a blank log sheet, track their time on it, and enter the data into the system at the end of the 2 week period. Please be aware that the server has a 60 minute time-out that is measured by movement from page to page. Please save your work frequently.

All activities should, for reporting purposes, be rounded to the nearest half hour.

The system contains a set of rules that will be checked each time data is saved to the database. It may ask for explanations of certain activities to be placed in the comment section. For example if a faculty member enters 24 hours of patient care in one day the system will require an explanation to be entered.

Once all activity for the period has been entered, final validations need to be performed by selecting the Finalize Log function. If the system does not detect any errors, the log can be printed, signed and forwarded to the department or division coordinator.

Faculty will have 14 days following the end of the log period in which to enter their activity. After 14 days faculty will no longer have access to the previous log period and will need to contact their log coordinator to resolve data entry issues.

Log Definitions

4. To access Log definitions:
   • Click “Utilities” from the menu across the top
   • Click “Log Definitions” from the left menu
   • A pop-up screen will appear with a table of contents
   • Click on the title to link to the information

**TABLE OF CONTENTS**

I. PHYSICIAN SERVICES TO UNIVERSITY HOSPITALS
   A. UNIVERSITY HOSPITAL TEACHING
      1. HO/Fellow Teaching
      2. Other Teaching
   B. UNIVERSITY HOSPITAL ADMINISTRATION
      1. DMC General Administration
      2. DMC Lab Administration
      3. DMC Psych Administration
      4. DMC Rehab Administration
      5. DMC Top Administration
   6. Medical Education Administration

II. PATIENT CARE AT UNIVERSITY HOSPITALS
II. IN HOUSE ON CALL NON PATIENT CARE

IV. PHYSICIAN SERVICES-OTHER
   V. COMPENSATED TIME OFF AND CONTINUING MEDICAL EDUCATION
      A. VACATION/HOLIDAY/SICK LEAVE
      B. CME

VI. OTHER UNIVERSITY DEPARTMENT’S TIME

VII. NON-UNIVERSITY TIME
   A. VA MEDICAL CENTER
   B. OFF SITE TIME (NON U OWNED)
   C. PERSONAL

*** (3) asterisk display important information about the page
**View Agreement**

5. To view the Agreement page:
   - Click “UTILITIES” from the menu across the top
   - Click “View Agreement” from the menu on the left

---

**My Summary**

6. To view My Summary page:
   - Click “UTILITIES” from the menu across the top
   - Click “My summary” from the menu on the left

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**Incorporation of Karmanos Cancer Institute into FALS**

Twice a year, the faculty within each department completes physician time studies through the FALS system for the documentation of their activities over a 3 week time period, broken out into administrative, clinical, research, and teaching components. These time studies are utilized for the generation of expense allocations by component for the annual cost report submissions. Institutions must make to the third-party payers, such as Medicare, Medicaid and Blue Cross/Blue Shield. Given that Karmanos Cancer Center (KCC) will now be completing cost reports as an independent institution, the FALS system has had to be modified to capture physician activities performed at KCC separately from those done at the BMC. The goal for the system changes was to ensure that a faculty member who provides services at both institutions would only have to enter the data once, with a printout of the summary of activities by institution the desired result.

This agreement only needs to be formally recognized once upon the initial log-in after these system changes have been incorporated (that is, after Sept. 2005). If, in the future, you desire to read it again, it will be available under the Utilities menu.

Please note the following changes to the system and the processing of the resultant time study summaries:

* Specific sites/locations are now chosen under the Institution menu. Once you select the Institution option, you can then designate the appropriate various locations for each applicable institution, which have now been expanded to include KCC-specific sites.

* The Activities menu has been modified to eliminate BMC-specific references (i.e., “Admin – BMC General”). It is the choice of locations under the Institution menu that will delineate whether the data will be categorized as BMC or KCC.

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**MY CURRENT SUMMARY**

<table>
<thead>
<tr>
<th>Name</th>
<th>MARY SMITH</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:maxsmith@med.wayne.edu">maxsmith@med.wayne.edu</a></td>
</tr>
<tr>
<td>Entity</td>
<td>Wayne State University</td>
</tr>
<tr>
<td>User Name</td>
<td>maxsmith</td>
</tr>
<tr>
<td>LDAP Account Active</td>
<td>Y</td>
</tr>
<tr>
<td>Department Log Status</td>
<td></td>
</tr>
<tr>
<td>MIBS SYSDENV TEAM AGENT</td>
<td>FINAL</td>
</tr>
<tr>
<td>My Selected Activities</td>
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</tr>
<tr>
<td>1) Teaching - HO / Fellow</td>
<td></td>
</tr>
<tr>
<td>2) Patient Care</td>
<td></td>
</tr>
<tr>
<td>My Selected Institutions</td>
<td></td>
</tr>
<tr>
<td>1) DMIC - Huron Valley Hospital</td>
<td></td>
</tr>
<tr>
<td>2) Karmanos - Scott Hall</td>
<td></td>
</tr>
</tbody>
</table>

**My Log Hours**

- **1** 2003 - B (10-12-2003 to 10-15-2003) 336.0 Hours
- **2** 2004 - A (03-14-2004 to 03-27-2004) 336.0 Hours
- **3** 2005 - A (03-06-2005 to 03-19-2005) 336.0 Hours
- **4** 2005 - B (10-06-2005 to 10-19-2005) 672.0 Hours

[Close Window]
CONTACT US

If you need assistance please contact by:

Email:  helpdesk@med.wayne.edu

Phone:  (313) 577-1527 (off campus)
        7-1527 (on campus)

Location:  MSIS
           1313 Scott Hall
           540 E. Canfield
           Detroit, Mi. 48201

Working Hours:  8:30 a.m. to 5:00 p.m. Monday – Friday