

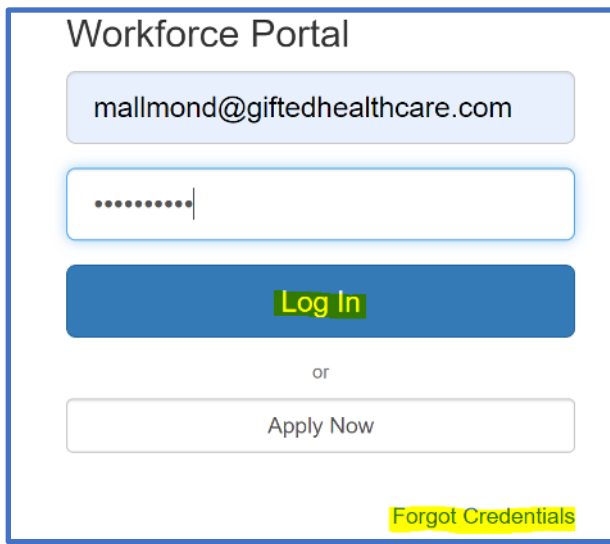
Workforce Portal Time Sheet Entry Desktop Reference Guide

Local Short/Long Term Assignments & Travel Assignments

1. Login to your Workforce Portal Account:

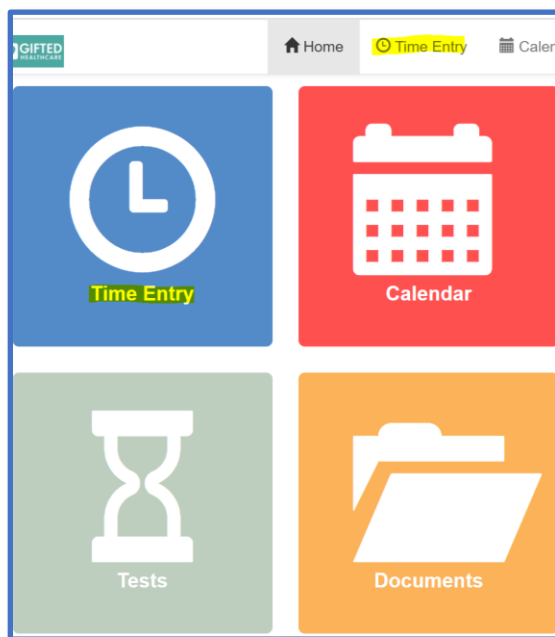
<https://ctms.contingenttalentmanagement.com/giftednurses/WorkforcePortal/login.cfm>

- Save a copy of the URL as a shortcut on your device for future access.
- If you have forgotten your user credentials, click on the **Forgot Credentials** button and a password reset email will be sent to your primary email address.



The screenshot shows the 'Workforce Portal' login interface. It features a text input field containing the email 'mallmond@giftedhealthcare.com', a password input field with masked characters, a blue 'Log In' button, a link for 'Forgot Credentials', and an 'Apply Now' button. The interface is clean with a white background and blue accents.

2. Click on Time Entry Tile



3. Add Shifts Worked

- The **Pay Period** will default to the current pay period
- Click the **Previous** button to locate a prior pay period
- If your shifts worked do not display, click on the **long-term assignment details** to add shifts worked during the pay period

The screenshot shows a web application interface with a top navigation bar containing 'Home', 'Time Entry' (highlighted), 'Calendar', 'Pay Stubs', and 'Skills'. Below the navigation bar is a 'Back' button. The main content area features a '← Previous' button and a 'Pay Period: 01/17/2021 - 01/23/2021' label. The title 'Add Assignment Shifts Worked' is prominently displayed. Below the title, a instruction reads 'Select an assignment to add shifts that were worked.' A list of assignments is shown, with the first one highlighted: '01/11/2021 - 04/11/2021', 'Ochsner Medical Center- Travel', and 'Assignment 143390'.

- Select the **dates worked**
- Click **Add Shifts**

This screenshot displays the 'Select dates worked' section of the application. It includes a header with the assignment details: '01/11/2021 - 04/11/2021', 'Ochsner Medical Center- Travel', and 'Assignment 143390'. Below this, the text 'Select dates worked:' is followed by a '← Previous' button, the 'Pay Period: 01/17/2021 - 01/23/2021', and a 'Next →' button. A list of dates for the pay period is provided, each with a checkbox: 'Sun (01/17/2021)', 'Mon (01/18/2021)', 'Tue (01/19/2021)', 'Wed (01/20/2021)' (checked and highlighted), 'Thu (01/21/2021)' (checked and highlighted), 'Fri (01/22/2021)' (checked and highlighted), and 'Sat (01/23/2021)'. An 'Add Shifts' button is located at the bottom right of the interface.

4. Create Timesheet

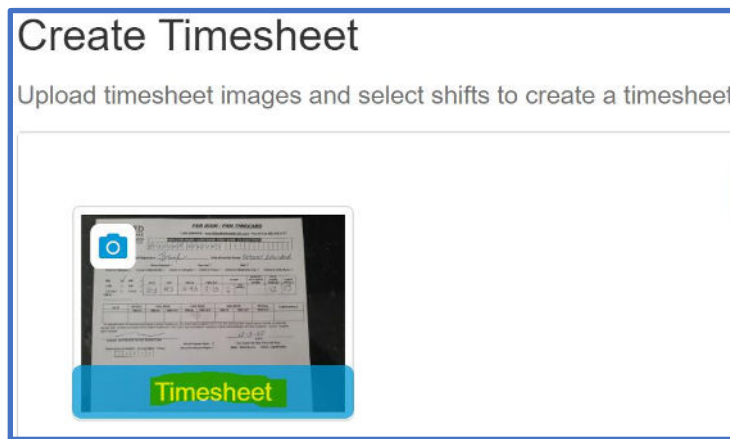
- a. Take a picture of your signed/approved timecard and have it ready for upload
 - **The Timesheet Image feature will only accept JPG, JPEG and PNG file types**

The screenshot shows a web application interface for creating a timesheet. At the top, there is a navigation bar with icons and labels for 'Home', 'Time Entry' (highlighted in yellow), 'Calendar', 'Pay Stubs', 'Skills', and a clock icon. Below the navigation bar, there is a 'Back' link with a left arrow. A 'Previous' button with a left arrow is also present. The 'Pay Period' is displayed as '01/17/2021 - 01/23/2021'. The main heading 'Create Timesheet' is highlighted in yellow. Below the heading, a message states 'Upload timesheet images and select shifts to create a timesheet.' A yellow box contains the text 'No timesheet images to display.' Below this, there is a blue button labeled 'Upload Timesheet Image' (highlighted in green). At the bottom, a shift entry is shown with a square icon, the date 'WED 01/20/2021', and the location 'Ochsner Medical Center- Travel MedSurg - 101A Shift 1316383 from Assignment 143390'.

- b. Click the **Upload Timesheet image** button to attach an image of your approved timecard and upload

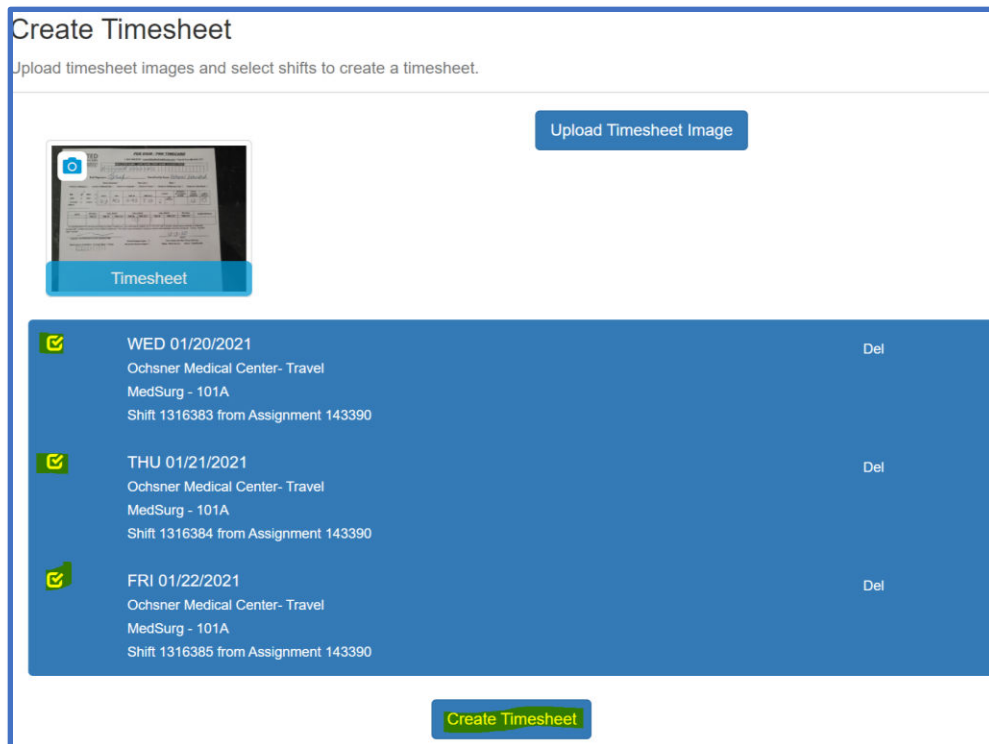
The screenshot shows a 'File Upload' dialog box. It has a title bar 'File Upload' (highlighted in yellow). Below the title bar, there is a section labeled 'Image'. Inside this section, there is a 'Browse' button (highlighted in yellow). Below the 'Browse' button, a message states 'Only JPG, JPEG, and PNG files are allowed to be uploaded.' (highlighted in yellow).

- c. The image if your timecard will display upon upload
- d. Repeat these steps as needed in the event you have additional timecard related images to upload
 - An example might be a Kronos Time Clock image/report



5. Associate the Timesheet Image to the Shift(s)

- a. Select the **shift(s)** to associate to your Timesheet image/upload
- b. Click **Create Timesheet**



6. Verify Timesheet Details and Submit

- a. Click on the desired shift to review; this will open the timesheet details

Unsubmitted Timesheets

Verify Time and Submit Timesheet Below

WED 01/20/2021 Ochsner Medical Center- Travel MedSurg - 101A Shift 1316383 from Assignment 143390	11.5
THU 01/21/2021 Ochsner Medical Center- Travel MedSurg - 101A Shift 1316384 from Assignment 143390	11.5
FRI 01/22/2021 Ochsner Medical Center- Travel MedSurg - 101A Shift 1316385 from Assignment 143390	11.5

- b. Review **shift details** and update if necessary
- c. To ensure you have verified the details of your timesheet, enter **your initials** in the **Comments** box
- d. Click **Save Shift** to continue

Ochsner Medical Center- Travel
New Orleans, LA

SHIFT 01/20/2021 (ID 1316383)

In Time

07:00 PM

Out Time

07:00 AM

Clear In/Out Time

Unit / Floor

MedSurg - 101A

Charge?

No

Meal

30 minutes

Mileage

0 miles



ONCALL

0 hour(s)

Clear

In Time

--:--

Out Time

--:--

CALLBACK

0 hour(s)

Clear

In Time

--:--

Out Time

--:--

COMMENT (150 characters)

Enter initials here

Save Shift

- e. Please note the following regarding **Unit/Floor shift details**
- Unit/floor worked may be different from your specialty.
 - Some facilities have associated units/floors that need to be specified on the timesheet for billing and invoicing purposes.
 - If the unit/floor defaults, please verify for accuracy by reviewing the values in the drop-down menu.
 - If the unit/floor worked or floated to does not exist in the drop-down menu, enter it the comments section.
- f. Repeat the **shift verification** process for all shifts worked during the pay period

7. Submit Your Timesheet

- a. Once the shift verification process has been completed for all shifts worked, click the **Submit Timesheet** button

Unsubmitted Timesheets

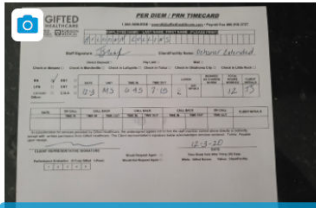
Verify Time and Submit Timesheet Below

WED 01/13/202111.5
Ochsner Medical Center- Travel
MedSurg - 101A
Shift 1316386 from Assignment 143390

THU 01/14/202111.5
Ochsner Medical Center- Travel
MedSurg - 101A
Shift 1316387 from Assignment 143390

FRI 01/15/202111.5
Ochsner Medical Center- Travel
MedSurg - 101A
Shift 1316388 from Assignment 143390

Add and Remove Shifts


Timesheet

Upload Additional Images

Submit Timesheet

- b. Upon refresh the timesheet status will change to **Sub**.
- This indicates the timesheet has been submitted to the GIFTED payroll team for processing.
 - Changes and updates can be made to a Timesheet when the status is Sub

Submitted Timesheets		
WED 01/20/2021 Ochsner Medical Center- Travel MedSurg - 101A Shift 1316383 from Assignment 143390	11.5	Sub
THU 01/21/2021 Ochsner Medical Center- Travel MedSurg - 101A Shift 1316384 from Assignment 143390	11.5	Sub
FRI 01/22/2021 Ochsner Medical Center- Travel MedSurg - 101A Shift 1316385 from Assignment 143390	11.5	Sub

- c. A Timesheet status of **Lock** indicates the payroll team has reconciled the timesheet and no updates can be made to this timesheet in Workforce Portal.
- If you need to make a change to a “Locked” timesheet, please contact the payroll department.