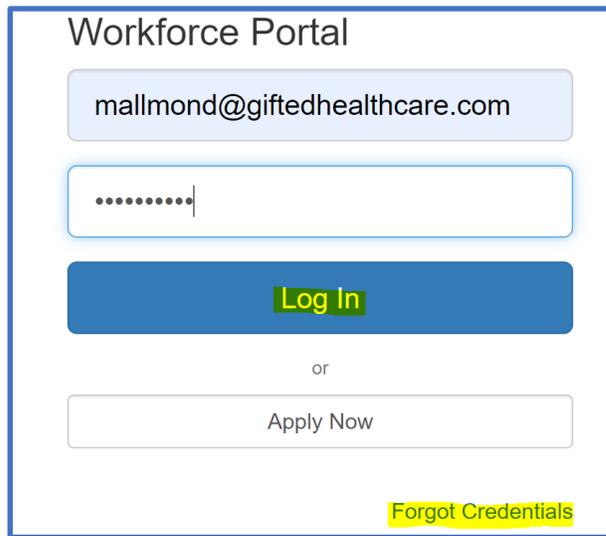


## 'Workforce Portal Time Entry Desktop Reference Guide – PRN

### 1. Login to your Workforce Portal Account:

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

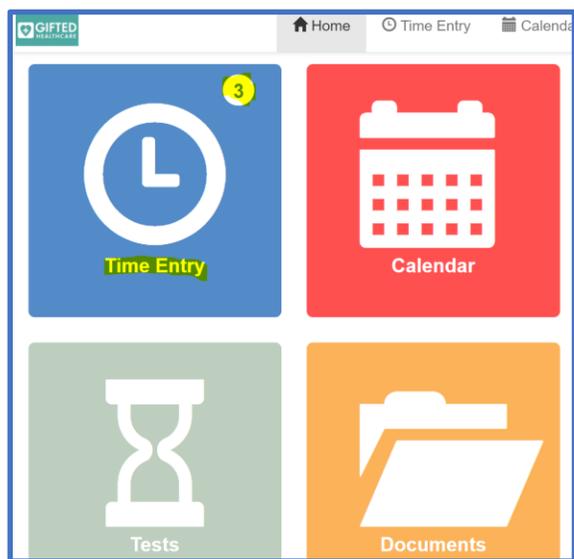
- a. Save a copy of the URL as a shortcut on your device for future access.
- b. If you have forgotten your user credentials, click on the **Forgot Credentials** button and a password reset email will be sent to your primary email address.



The screenshot shows the 'Workforce Portal' login interface. At the top, the text 'Workforce Portal' is displayed. Below it is a text input field containing the email address 'mallmond@giftedhealthcare.com'. Underneath the email field is a password field with masked characters '.....'. A blue button labeled 'Log In' is positioned below the password field. Below the 'Log In' button is the text 'or'. Underneath 'or' is a white button labeled 'Apply Now'. At the bottom right of the login area is a yellow link labeled 'Forgot Credentials'.

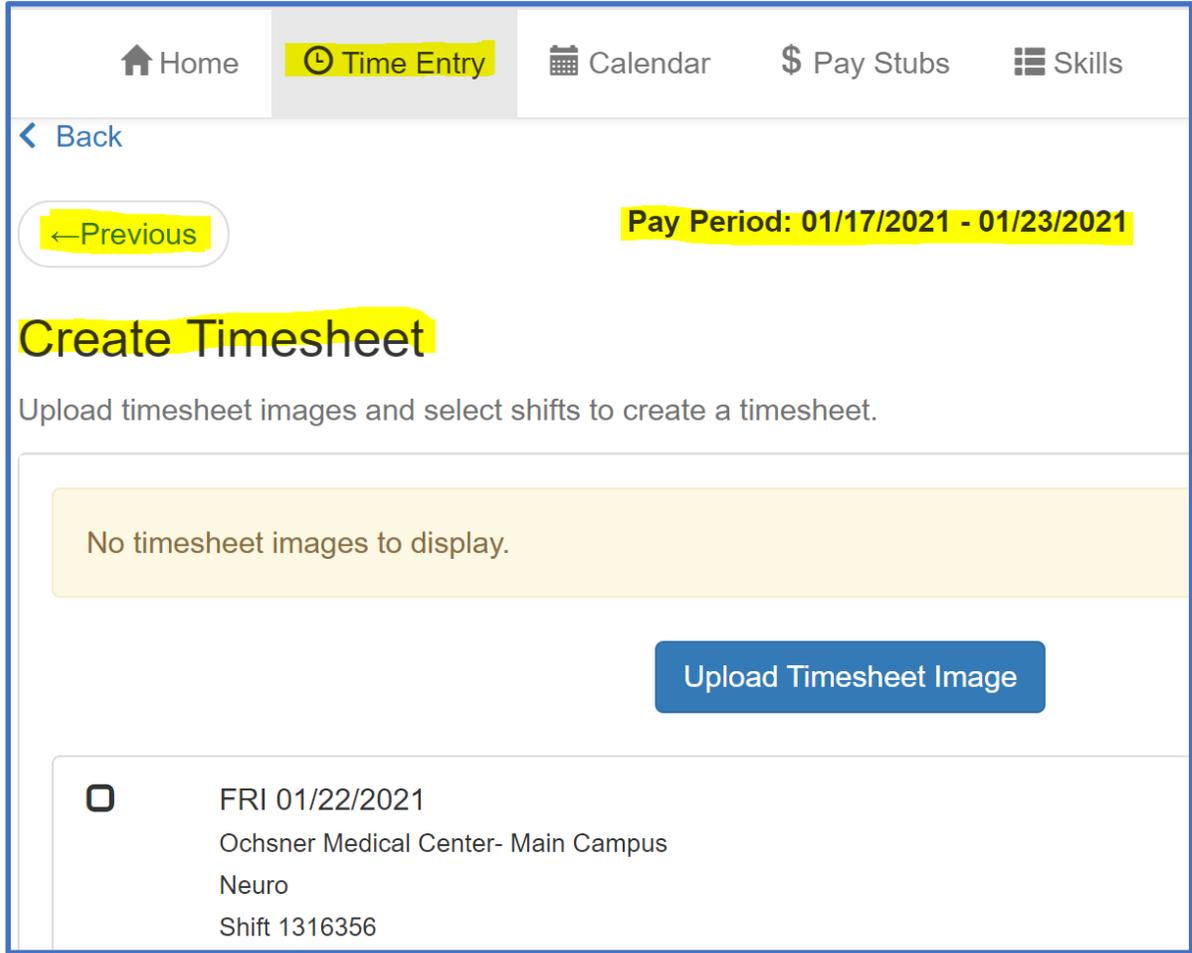
### 2. Click on Time Entry Tile

- a. The number in the right-hand corner on the Time Entry tile indicates the number of open shifts awaiting time entry verification.

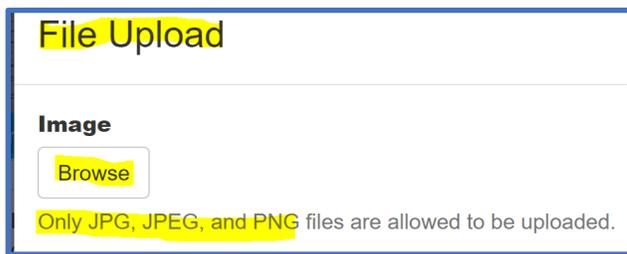


**3. Create Timesheet**

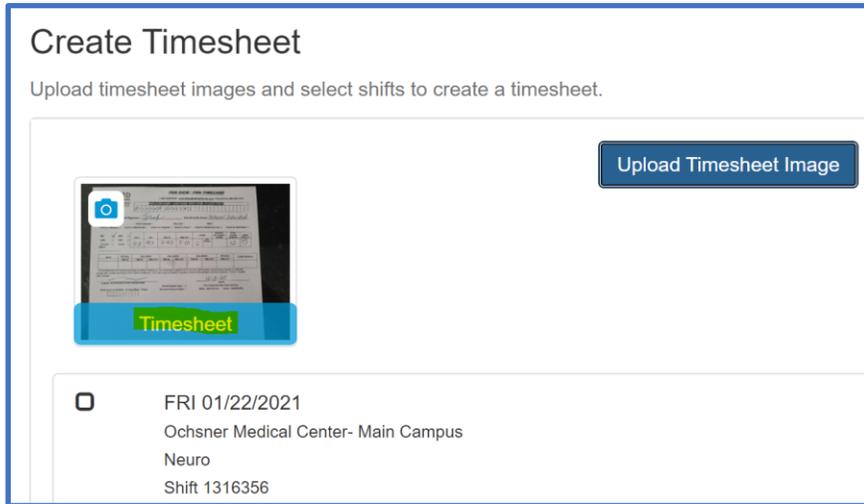
- a. Take a picture of your signed/approved timecard and have it ready for upload
  - **The Timesheet Image feature will only accept JPG, JPEG and PNG file types**
- b. The **Pay Period** will default to the current pay period
- c. Click the **Previous** button to locate a prior pay period
- d. Contact your **Staffing Specialist or Office** if:
  - *You do not see your shift(s) worked in Time Sheet Entry*
  - *There are discrepancies with shift dates and/or facility information*



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

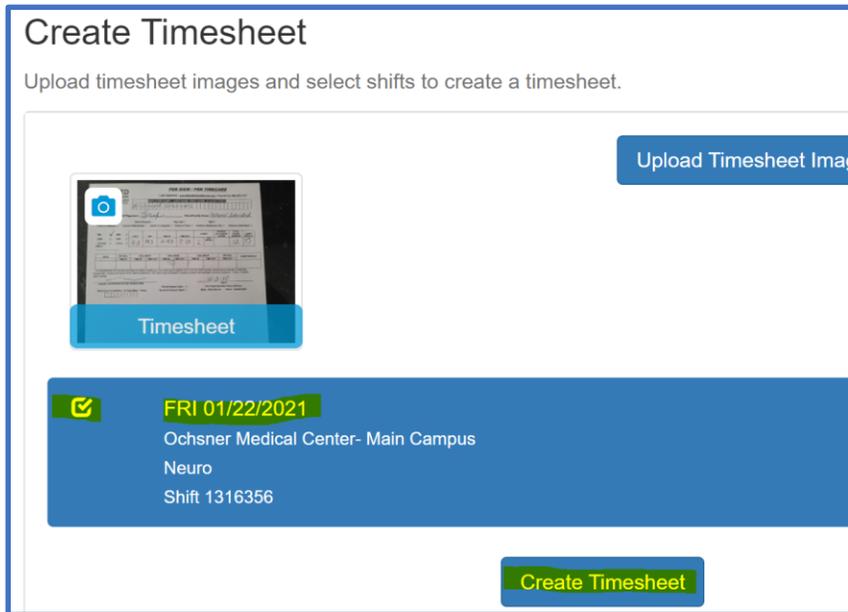


- f. The image of your timecard will display upon upload.
- g. Repeat these steps as needed in the event you have additional timecard related images to upload.
  - An example might be a Kronos Time Clock image/report.



**4. Associate the Timesheet Image to the Shift(s)**

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



5. **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

**FRI 01/22/2021** 11.5

Ochsner Medical Center- Main Campus  
Neuro  
Shift 1316356

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

Ochsner Medical Center- Main Campus  
New Orleans, LA  
SHIFT 01/22/2021 (ID 1316356)

**In Time** 07:00 AM

**Out Time** 07:00 PM

Clear In/Out Time

**Unit / Floor** Neuro

**Charge?**  No

**Meal** 30 minutes

**Mileage** 0 miles

**ONCALL** 0 hour(s) Clear

**CALLBACK** 0 hour(s) Clear

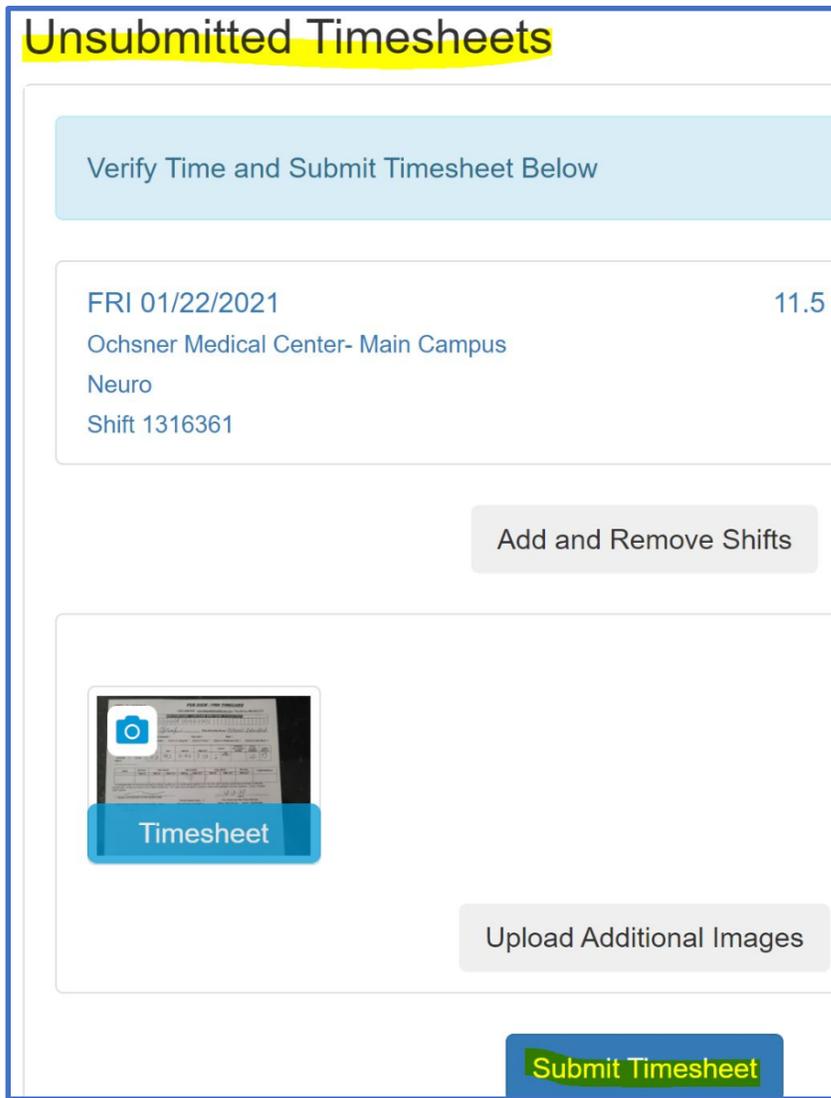
**COMMENT** (150 characters)  
MG

**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.

**6. Submit Your Timesheet**

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



- 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

|                                     |      |     |
|-------------------------------------|------|-----|
| FRI 01/22/2021                      | 11.5 | Sub |
| Ochsner Medical Center- Main Campus |      |     |
| Neuro                               |      |     |
| Shift 1316361                       |      |     |



- 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.

|  |    |      |
|--|----|------|
| TUE 01/12/2021                           | 12 | Lock |
| University Medical Center of New Orleans |    |      |
| Shift 1316132                            |    |      |

