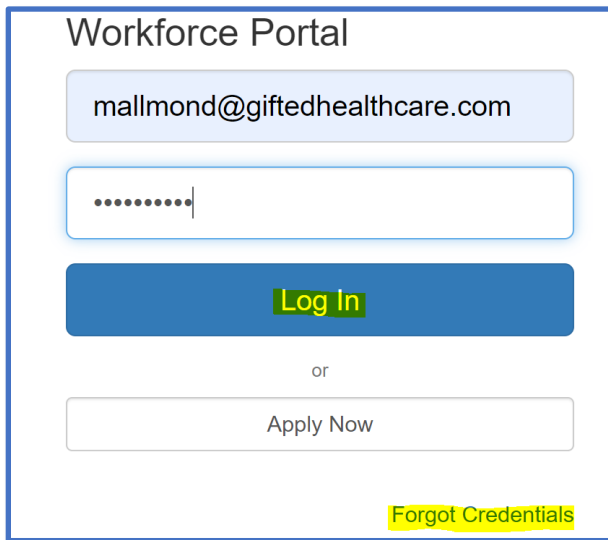


'Workforce Portal Time Entry Desktop Reference Guide – PRN

1. Login to your Workforce Portal Account:

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

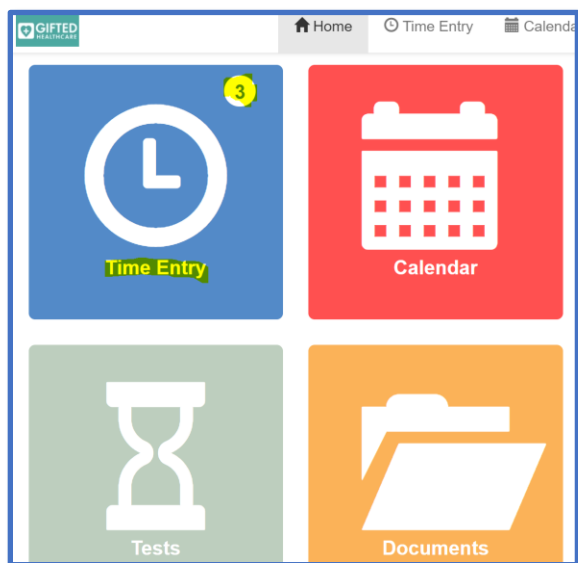
- Save a copy of the URL as a shortcut on your device for future access.
- If you have forgotten your user credentials, click on the **Forgot Credentials** button and a password reset email will be sent to your primary email address.



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 text 'or' is positioned between the login and application options.

2. Click on Time Entry Tile

- 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*

Home Time Entry Calendar Pay Stubs Skills

< Back

← Previous Pay Period: 01/17/2021 - 01/23/2021

Create Timesheet

Upload timesheet images and select shifts to create a timesheet.

No timesheet images to display.

Upload Timesheet Image

☐ FRI 01/22/2021
Ochsner Medical Center- Main Campus
Neuro
Shift 1316356

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

File Upload

Image

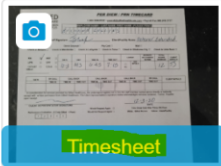
Browse

Only JPG, JPEG, and PNG files are allowed to be uploaded.

- f. The image if 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.

Create Timesheet

Upload timesheet images and select shifts to create a timesheet.



Timesheet

Upload Timesheet Image

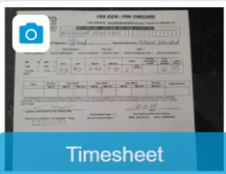
☐ FRI 01/22/2021
Ochsner Medical Center- Main Campus
Neuro
Shift 1316356

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

Create Timesheet

Upload timesheet images and select shifts to create a timesheet.



Timesheet

Upload Timesheet Image

☒ FRI 01/22/2021
Ochsner Medical Center- Main Campus
Neuro
Shift 1316356

Create Timesheet

5. Verify Timesheet Details and Submit

- 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

- Review **shift details** and update if necessary
- To ensure you have verified the details of your timesheet, please enter **your initials** in the **Comments** box.
- 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

🕒

Unit / Floor

Neuro

▼

Charge?

No

Meal

30

minutes

Mileage

0

miles

Timesheet

ONCALL

0 hour(s)

Clear

⬆

In Time

--:--

🕒

Out Time

--:--

🕒

CALLBACK

0 hour(s)

Clear

⬆

In Time

--:--

🕒

Out Time

--:--

🕒

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.

Unsubmitted Timesheets

Verify Time and Submit Timesheet Below

FRI 01/22/202111.5
Ochsner Medical Center- Main Campus
Neuro
Shift 1316361

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


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



Timesheet

- 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		



Timesheet