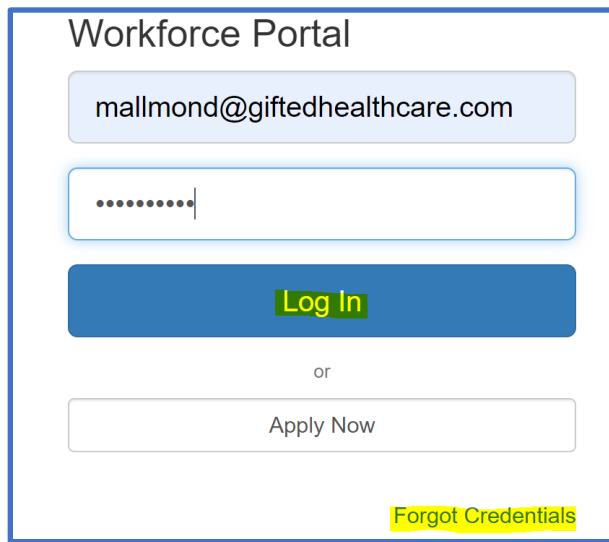# Workforce Portal Time Sheet Entry Desktop Reference Guide
Local Short/Long Term Assignments & Travel Assignments

1. **Login to your <u>Worforce Portal</u> Account:**

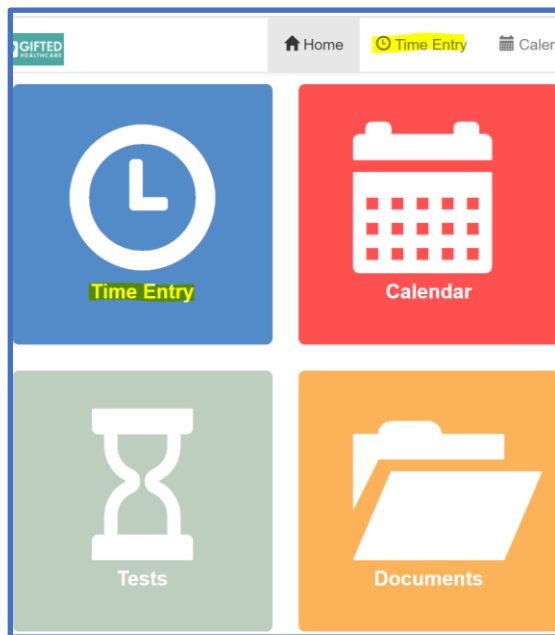   https://ctms.contingenttalentmanagement.com/giftednurses/WorkforcePortal/login.cfm

   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.
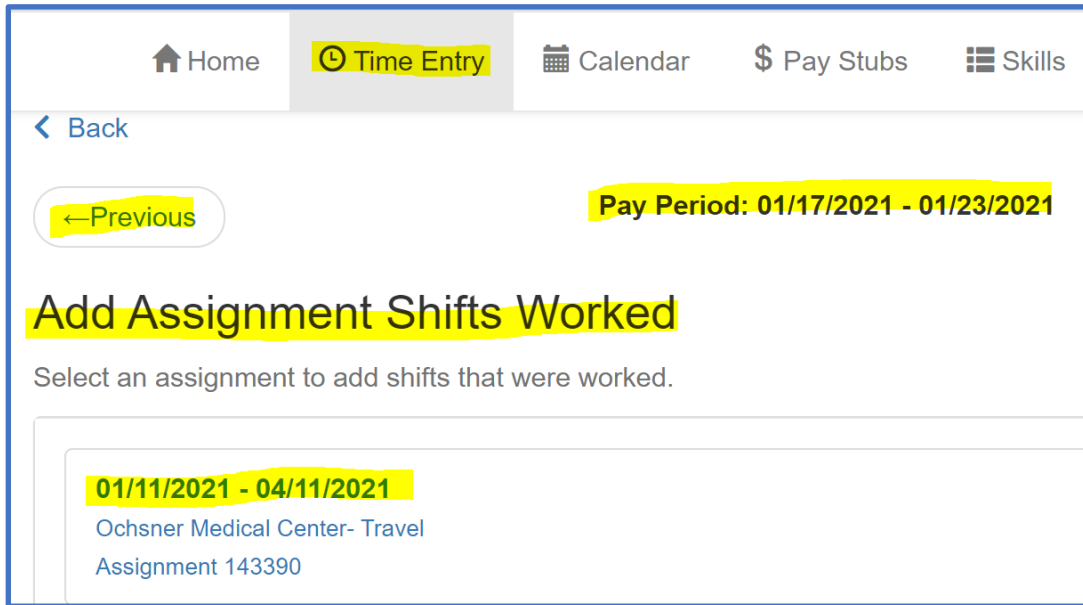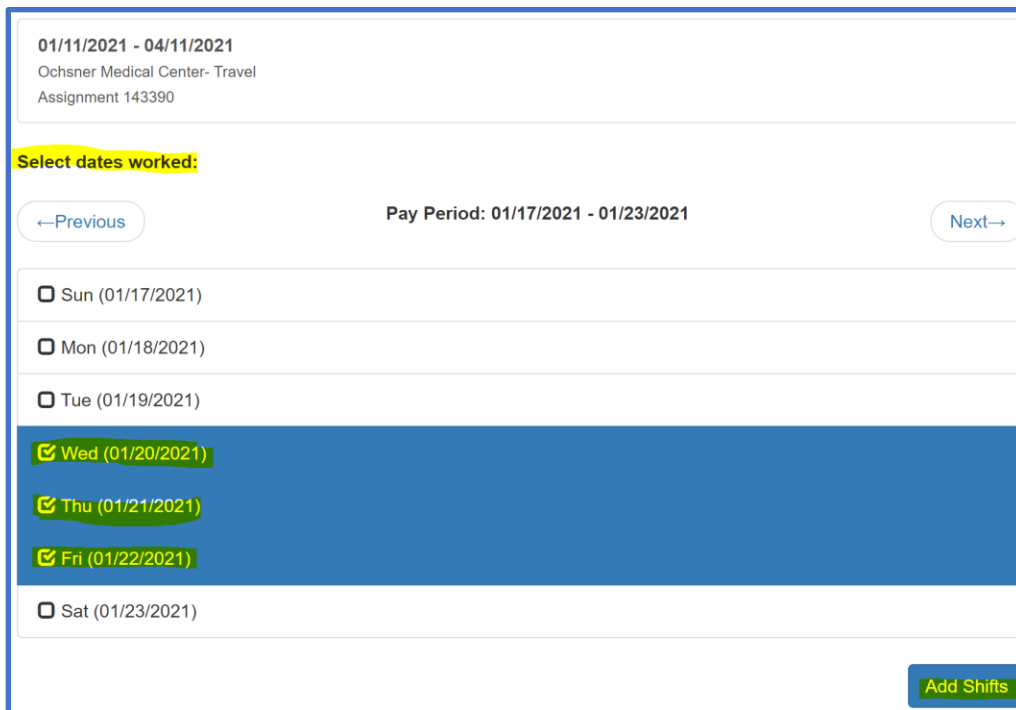

2. **Click on <u>Time Entry</u> Tile**

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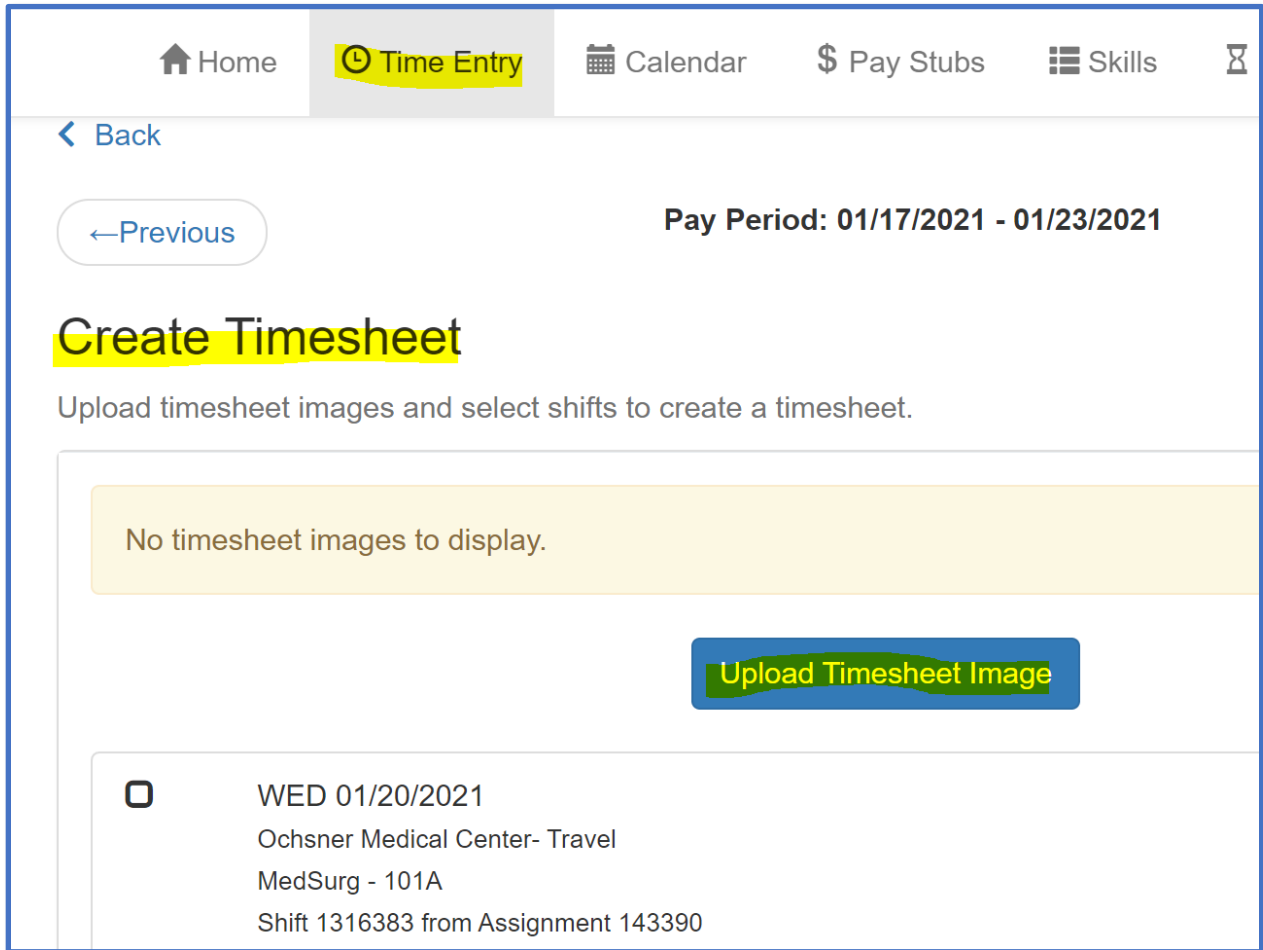

   d. Select the **dates worked**
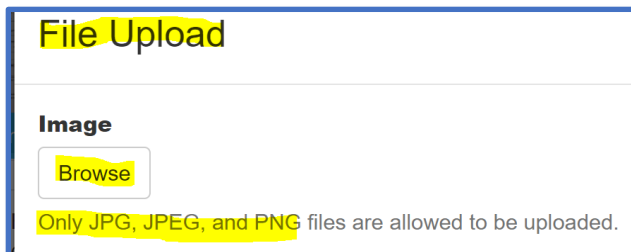   e. Click **Add Shifts**

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*

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

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
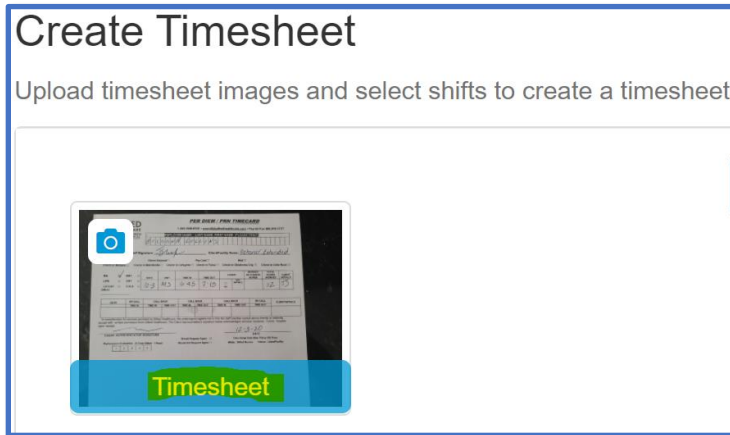
5. **Associate the Timesheet Image to the Shift(s)**
   a. Select the **shift(s)** to associate to your Timesheet image/upload
   b. Click **Create Timesheet**
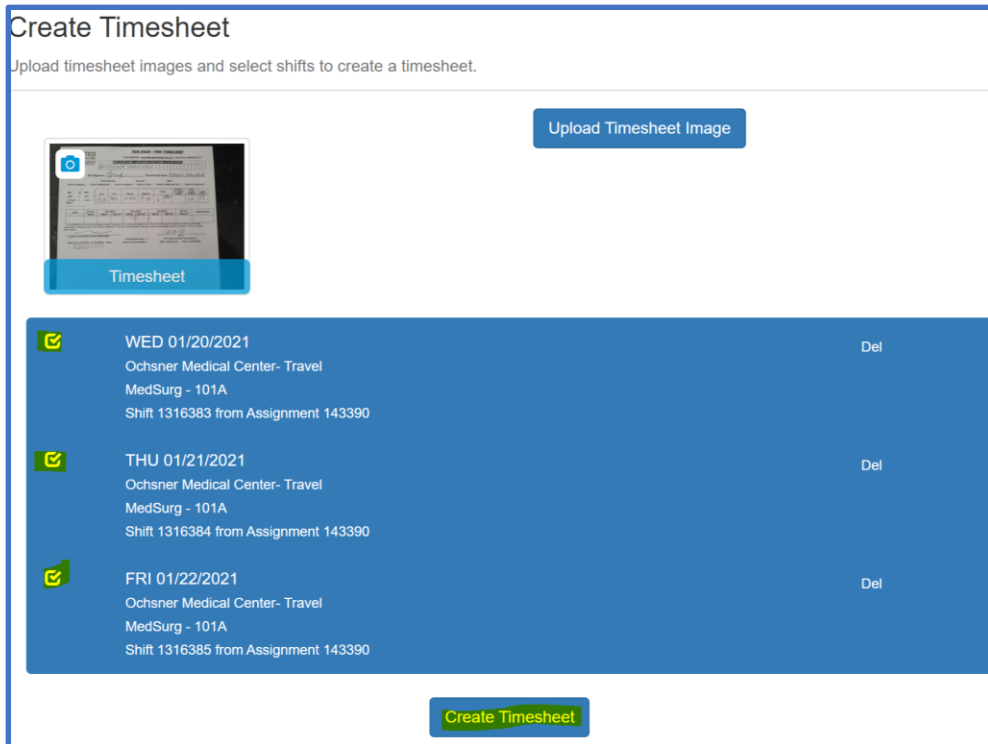
6. **Verify Timesheet Details and Submit**
   a. Click on the desired shift to review; this will open the timesheet details

Unsubmitted Timesheets

Verify Time and Submit Timesheet Below

WED 01/20/2021   11.5
Ochsner Medical Center- Travel
MedSurg - 101A
Shift 1316383 from Assignment 143390

THU 01/21/2021   11.5
Ochsner Medical Center- Travel
MedSurg - 101A
Shift 1316384 from Assignment 143390

FRI 01/22/2021   11.5
Ochsner Medical Center- Travel
MedSurg - 101A
Shift 1316385 from Assignment 143390

   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	ONCALL 0 hour(s) Clear
Out Time	07:00 AM	In Time --:-- --
	Clear In/Out Time	Out Time --:-- --
Unit / Floor	MedSurg - 101A	CALLBACK 0 hour(s) Clear
Charge?	No	In Time --:-- --
Meal	30 minutes	Out Time --:-- --
Mileage	0 miles	COMMENT (150 characters)
Timesheet		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.
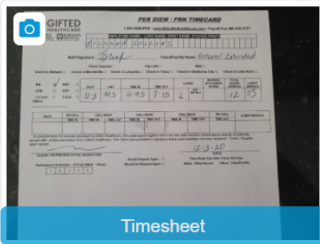f. Repeat the **shift verification** process for all shifts worked during the pay period

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

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	11.5	==Sub==
Ochsner Medical Center- Travel		
MedSurg - 101A		
Shift 1316383 from Assignment 143390		

THU 01/21/2021	11.5	==Sub==
Ochsner Medical Center- Travel		
MedSurg - 101A		
Shift 1316384 from Assignment 143390		

FRI 01/22/2021	11.5	==Sub==
Ochsner Medical Center- Travel		
MedSurg - 101A		
Shift 1316385 from Assignment 143390		

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.