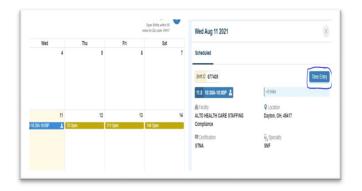
Electronic Time Keeping through the Workforce Portal

Start by Clicking on the shift you are currently or about to work at

A box for time entry will appear



Next a box for the start of your shift will appear, hit Start Shift

Clock out for your meal break, by hitting the Clock Out button use the same icon to Clock Back In

Do not push end shift until your entire shift is over for the day

At the conclusion of the shift hit **End shift**

Wed Aug 11 2021	×	Wed Aug 11 2021		×	Wed Aug 11 2021		×
Today Pending 2 Submitted _		Today Pending 2 Submit	ed _		Today Pending 2 Submi	ited _	
Time Entry Approval	Summary	Time Entry	Approval	Summary	O Time Entry	Approval	Summary
Scheduled Start Time	10:30AM	Scheduled Start Time		10:30AM	Scheduled Start Time		10:30AM
Current Time	10:30AM	Current Time		10:31AM	Current Time		10:33AM
Time Entry Type Floor			Hours Minutes Seconds			Hours Minutes Seconds	
Regular V Select	the floor	\sim	00:00:18			00:01:28	\sim
start shift @)	Clock Out 🔹	OR	End Shift 🛇	Clock Out 🔹	OR	End Shift O
			Figure View Timeline			12 View Timeline	
n∰ ALTO HEALTH CARE STAFFING Compliance ♥ Dayton, OH, 45417	Shift ID : 677405 O 10:30AM - 10:00PM	曲 ALTO HEALTH CARE STAFFII Compliance ♥ Dayton, OH, 45417	NG	Shift ID : 677405 © 10:30AM - 10:00PM	曲 ALTO HEALTH CARE STAFF Compliance ♀ Dayton, OH, 45417	NG	Shift ID : 677405 © 10.30AM - 10.00PM

Next, this screen will appear

Have the Supervisor sign the screen with their finger or stylus, must include first, last name and title Supervisor should hit **Approve**

oday Pending 2 Submitted _	
Time Entry	Approval Summary
Lohn Doe ALTO HEALTH CARE STAFFING Compliance O Dayton, OH, 45417 Shift Di 677405	© 10:31 AM - 10:33 AM ■ STNA Q ₄ SNF
Total In Hours	0.03 Hrs Edit Time
acility Approver: Name & Title*	
Approver Signature:*	
Sign your name here:	

This is what your time card will now look like

Hit, Next at the bottom



This is now your time card to be submitted

If you would like to choose priority as your option, click the Priority Pay button to the right, the disclaimer will appear, click ok

The priority pay will now appear green

If you don't want Priority Pay Don't click the Priority Pay button

adam. Deservice	a Cubanita d		
oday Pendir	ig 2 Submitted _		
Time Er	ntry	Approval	Summary
Time Entry D	etails		
Туре	In	Out	Total
Regular	10 : 31 AM	10 : 33 AM	0.03 Hrs
Total In Hours			0.03 Hr:
Timesheet Im	ages		
View Agency	Timesheet		
Upload Ad	ditional Images		
Comments:			
Priority Pay:			
	H CARE STAFFING		Shift ID : 67740
	IT OF THE OTHER TIME		@ 10:30AM - 10:00Ph
Compliance Q Dayton, OH,			

You are now ready to submit your Electronic Card

Hit, Submit on the bottom

Your time card has now been submitted and you are complete

View Agency Timesheet	
Upload Additional Images	
Comments:	
Priority Pay:	
ALTO HEALTH CARE STAFFING	Shift ID : 677405
Compliance Q Dayton, OH, 45417	© 10:30AM - 10:00PM
Total In Hours	0.03 Hrs
	× Close

Training Videos to learn Workforce Portal

https://www.youtube.com/channel/UCRRUhPetJuTMLISko52M-vA