



How To:

Clocking in and out of the Electronic Timesheet

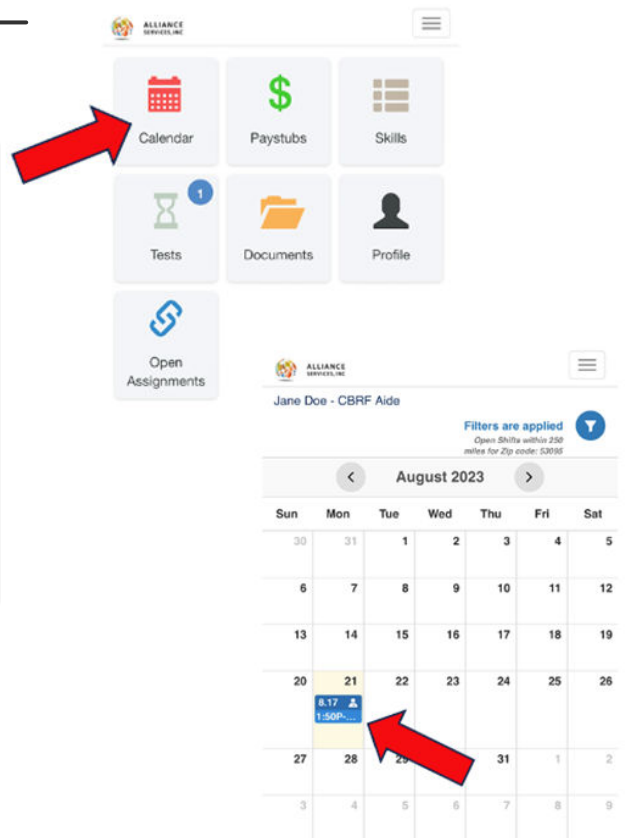
Your electronic timesheet is the key to getting paid at Alliance Services. Directly from your Workforce Portal, you'll clock in upon arrival to duty, clock out and back in for breaks, and then clock out a final time at the end of each shift.

Below are detailed instructions on how you can use the Electronic Timesheet function in your Workforce Portal to track your hours and ultimately, get paid!

1

Log into your Workforce Portal and click the 'Calendar' tile

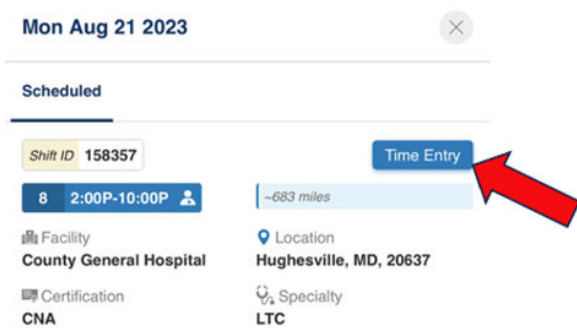
Once there, click on the shift you would like to clock in for.



2

After selecting a shift, click "Time Entry"

This button is located in the top right hand corner.



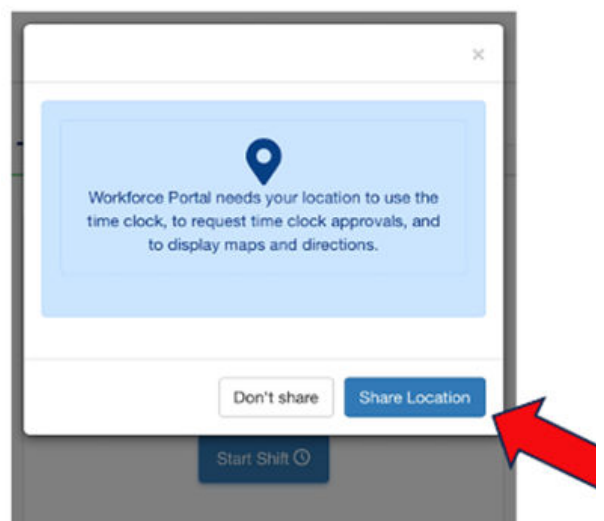
3

Share your location with the Workforce Portal

This allows the Workforce Portal to verify that you are at the facility location.

If you are having trouble sharing your location, click below for our troubleshooting guides:

I-Phone or Android

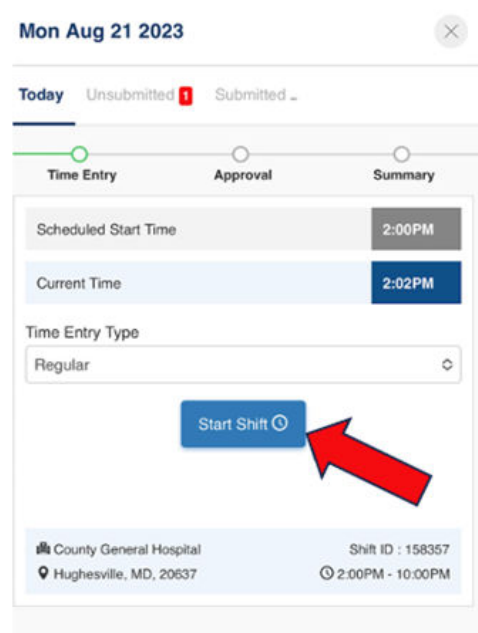


4

Once you have shared your location, select 'Start Shift'

This button is located in the center of the screen.

Please note: You are not permitted to clock in early without authorization.





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Clock out for your meal break by selecting the blue 'Clock Out' button

This button is displayed in the center of the screen. When the dropdown menu appears, select 'Meal Break'. Once selected, you will see that the timer will stop.

Note: You are NOT required to clock in and out for 15-minute breaks, only 30 minute breaks.

Mon Aug 21 2023

Today Unsubmitted 1 Submitted 0

Time Entry Approval Summary

Scheduled Start Time 2:00PM

Current Time 2:15PM

Hours Minutes Seconds
00 : 09 : 01

Clock Out
Meal Break
End Shift

View Timeline

County General Hospital Hughesville, MD, 20637 Shift ID : 158357 2:00PM - 10:00PM

6

Select the blue 'Clock in Again' button when you are ready to end your meal break

This button is displayed in the center of the screen.

Once selected, the timer will resume.

Mon Aug 21 2023

Today Unsubmitted 1 Submitted 0

Time Entry Approval Summary

Scheduled Start Time 2:00PM

Current Time 2:19PM

Hours Minutes Seconds
00 : 09 : 05

Clock In Again
OR
End Shift

View Timeline

County General Hospital Hughesville, MD, 20637 Shift ID : 158357 2:00PM - 10:00PM

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At the end of your shift, select the blue 'End Shift' button

This button is displayed in the center of the screen.

Please note: You cannot clock out prior to the end of your shift without approval.

The system will also not allow employees to have their timesheet signed for a future time.

Mon Aug 21 2023

Today Unsubmitted 1 Submitted 0

Time Entry Approval Summary

Scheduled Start Time 2:00PM

Current Time 2:32PM

Hours Minutes Seconds
00 : 12 : 31

Clock Out
OR
End Shift

View Timeline

County General Hospital Hughesville, MD, 20637 Shift ID : 158357 2:00PM - 10:00PM

8

Double check that all shift information is correct

You'll be able to review the times you have entered for your shift and meal break times.

If no changes are needed, select the blue 'Next' button at the bottom right and then 'OK'.

If you need to make changes, select the blue pencil icon, then click 'Next' when finished, then 'OK'.

Mon Aug 21 2023

Today Unsubmitted 1 Submitted 0

Time Entry Approval Summary

Time Entry Type
Regular

In Time 7:00 AM Out Time 3:00 PM

Type	In	Out	Total	Action
Regular	07 : 05 AM	03 : 00 PM	7.92 Hrs	
Meal Break	02 : 00 PM	02 : 30 PM	0.50 Hrs	
Total In Hours			7.42 Hrs	

County General Hospital Hughesville, MD, 20637 Shift ID : 158357 2:00PM - 10:00PM

End Shift Confirmation

Ending your shift will take you to the time approval step.

Cancel OK



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If you did not take a 30 minute meal break, the following message will display

All employees are required to take a meal break. If you did not enter a break in your timesheet, you must indicate the reason why. Once indicated, select 'Confirm'.

Note: A meal break will automatically be entered into your timesheet if you do not indicate a reason.

The meal break was less than 30 minutes

Shift ID: 158357 Shift Date: 08/21/2023 Shift Time: 07:00AM - 03:00PM

Select 'back' to make changes to the meal break time, or enter a reason why your meal break was less than 30 minutes, and click 'confirm'.

Reason*

Note: Enter at least 10 and up to 500 characters

Back Confirm

10

Get your timesheet signed

Hand your phone to a facility employee for a finger signature. They must enter their name into the space provided and click 'Next'.

Note: If you did not take a full 30 minute meal break, the person signing will need to check the 'Confirm' box stating they are aware.

Today Unsubmitted 1 Submitted 2

Location: Jackson, WI, 53037 Shift ID: 159460 Assisted Living

Total In Hours: 1.25 Hrs Edit Time

Less than 30 Min. Meal Break Confirm

Reason: Needed to help a patient.

Facility Approver: Name & Title*

Susie Smith - RN

Approver Signature* Approve

Sign your name here

Susie Smith

Close Back Next

7

Review your start, end and meal break times before continuing

If changes are needed, select the blue 'Edit' button. This will require another finger signature from the facility employee.

If no changes are needed, select the 'Next' button on the bottom right.

The next page will allow you to write any notes about your shift. Then click "submit".

Today Unsubmitted 1 Submitted 2

Temp Details

Company: Alliance Services Inc.
Temp Name: Jane Doe
Certification: CNA
Specialty: Assisted Living

Time Entry Details

Type	In	Out	Total
Regular	09 : 53 AM	10 : 38 AM	0.75 Hrs
Meal Break	10 : 38 AM	10 : 52 AM	0.23 Hrs
Regular	10 : 52 AM	11 : 22 AM	0.50 Hrs

Total In Hours: 1.25 Hrs

Susie Smith Edit

Susie Smith - RN 9/8/2023 11:26:14 AM

Close Back Next

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Submit your time sheet

Once your timesheet has been submitted, you'll see the following screen.

Congratulations! You've submitted your time sheet.

Today Unsubmitted 1 Submitted 3

Time Entry Approval Summary

Timesheet Submitted Successfully!