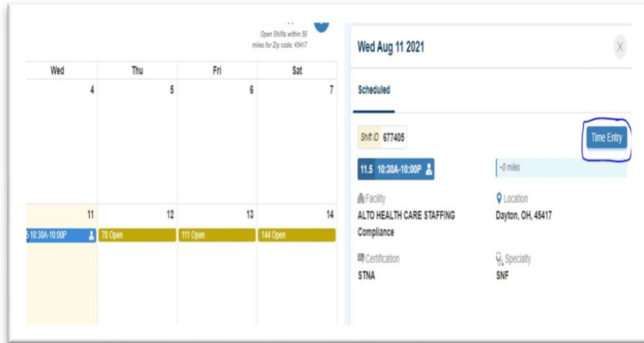


Electronic Time Keeping through the Workforce Portal

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

A box for time entry will appear

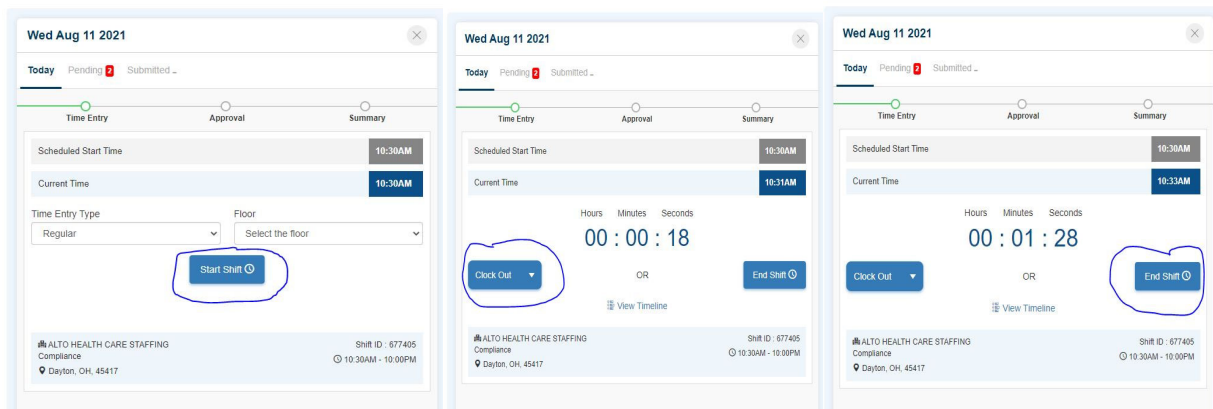


Next a box for the start of your shift will appear, hit **Start Shift**

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**



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**

This is what your time card will now look like

Hit, **Next** at the bottom

Type	In	Out	Total
Regular	10 : 31 AM	10 : 33 AM	0.03 Hrs
Total In Hours			0.03 Hrs

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

Wed Aug 11 2021

Today Pending 2 Submitted -

Time Entry Approval Summary

Time Entry Details

Type	In	Out	Total
Regular	10 : 31 AM	10 : 33 AM	0.03 Hrs
Total In Hours			0.03 Hrs

Timesheet Images

[View Agency Timesheet](#)

Upload Additional Images

Comments:

Priority Pay:

ALTO HEALTH CARE STAFFING Compliance Dayton, OH, 45417 Shift ID : 677405 10:30AM - 10:00PM

Total In Hours 0.03 Hrs

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

Timesheet Images

[View Agency Timesheet](#)

Upload Additional Images

Comments:

Priority Pay:

ALTO HEALTH CARE STAFFING Compliance Dayton, OH, 45417 Shift ID : 677405 10:30AM - 10:00PM

Total In Hours 0.03 Hrs

Training Videos to learn Workforce Portal

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