

# Workforce Portal Timesheets



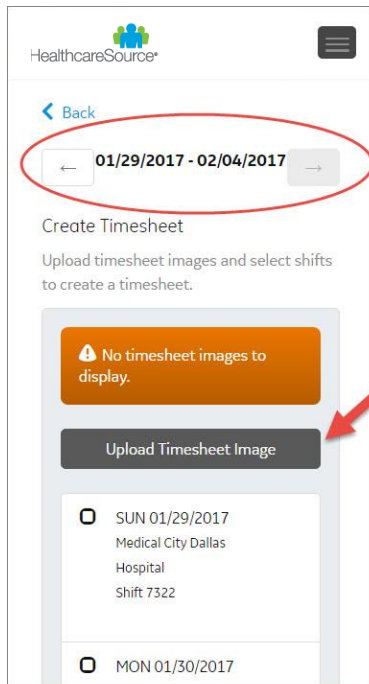
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This quick start walks you through the three step process of submitting timesheets in the Workforce Portal.

## Step 1: Upload Images

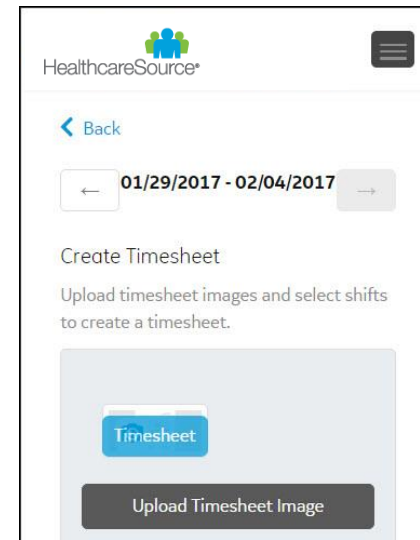
This step explains uploading timesheet images for the shifts you worked.

1. Log in to the Workforce Portal and select [Time Entry](#).
2. Confirm the pay period and select [Upload Timesheet Image](#).



3. Select [Choose File](#) and select the image to upload.

The Workforce Portal shows a thumbnail preview similar to the following.



4. To associate another image with your worked time, select [Upload Timesheet Image](#) and repeat the process.



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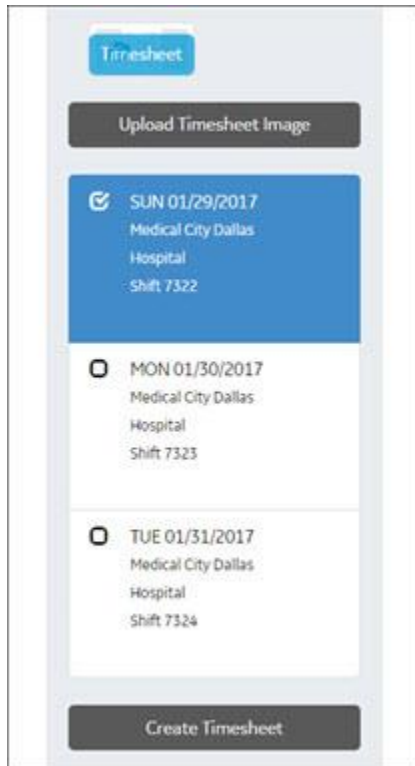
## Step 2: Select Shifts

This step explains selecting the shifts to associate with the timesheet images.

**Note:** On a long-term assignment and don't see any shifts? See “

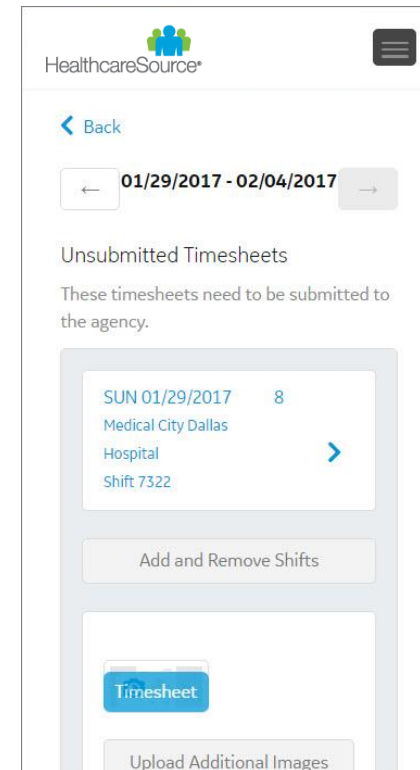
[Long-term Assignments](#)” for instructions on adding shifts.

1. Select the shifts that you uploaded the timesheet images for.



2. Select **Create Timesheet**.

The shifts and timesheet images are grouped together similar to the following image.



## Step 3: Submit

In this step, review the timesheet images and shift details and then submit.

← 01/29/2017 - 02/04/2017 →

Unsubmitted Timesheets

These timesheets need to be submitted to the agency.

SUN 01/29/2017 8  
Medical City Dallas  
Hospital  
Shift 7322

Add and Remove Shifts

Timesheet

Upload Additional Images

Submit Timesheet



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1. Select the shift box and review for accuracy. If you make any changes, scroll to the bottom and select **Save Shift**.

HealthcareSource\*

← Back

Medical City Dallas Hospital  
Dallas, TX

**SHIFT 01/29/2017 (ID 7322)**

In Time 07:00 AM

Out Time 03:00 PM

2. Confirm the images are the ones you uploaded and upload more if needed.

← Back

Replace

Close

3. Select **Submit Timesheet**.

A message similar to the following appears at the top of the page.

✓ Your timesheet has been submitted