

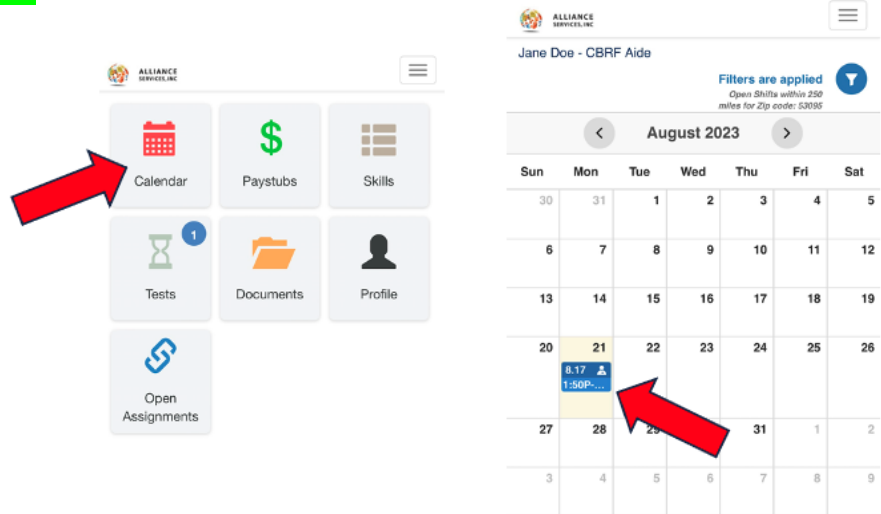
How to clock in and out in the Workforce Portal



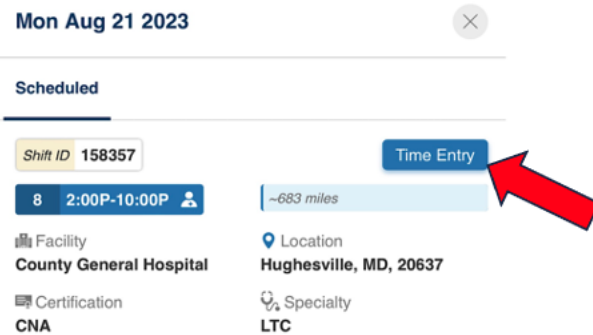
**ALLIANCE
SERVICES, INC**

Clocking in for your Shift

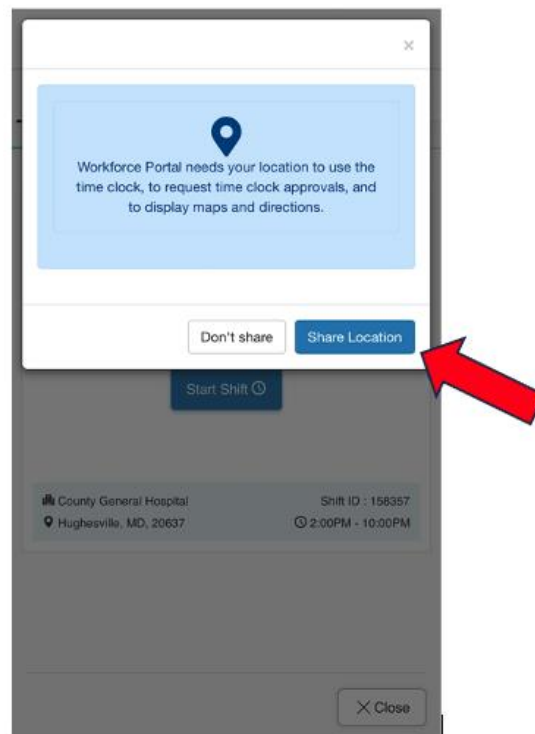
Once logged into the Workforce Portal, go to the "Calendar" tile and click on the shift.



After clicking on the shift, select "Time Entry."

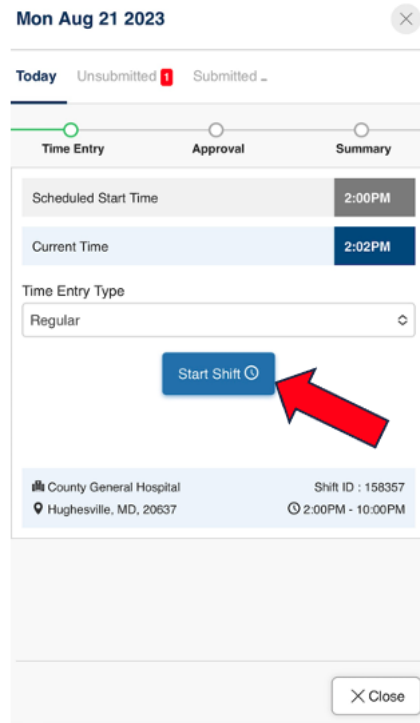


At this time, you will be required to "Share your location" with the Workforce Portal." Select "Share location."



Once you have shared your location, you can select the blue “Start Shift” button in the center of the screen.

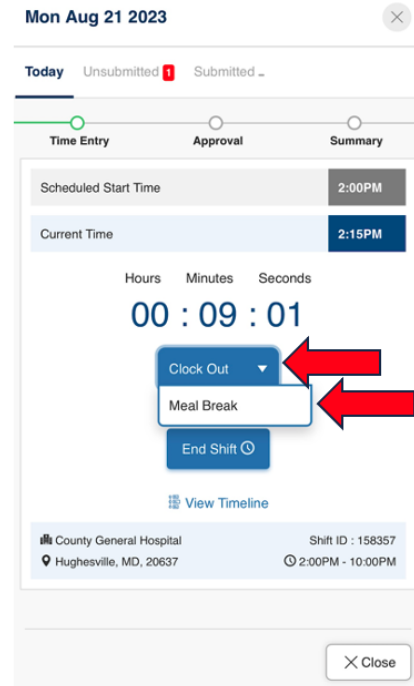
Please note: Employees are not permitted to clock in early without authorization from Alliance Services.



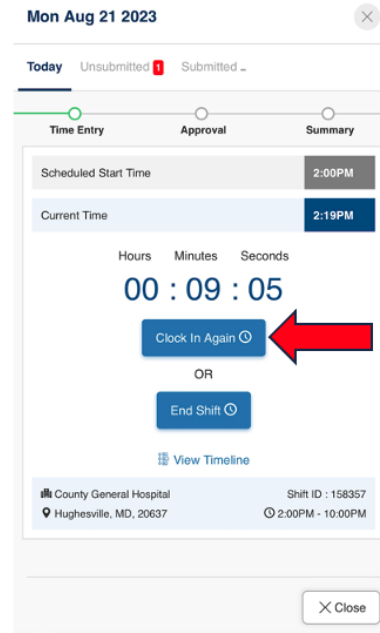
Clocking out and back in for meal breaks

(Note: You are NOT required to punch in and out for your 15-minutes breaks; only 30-minute meal breaks require punching in and out.)

To clock out for your meal break, select the blue “Clock Out” button in the center of the screen. When the dropdown appears, select “Meal Break.” (Once you select “Meal break,” you will see that the timer will stop.)



To clock back in at the end of your meal break, select the blue “Clock In Again” button in the center of the screen. (At this time, the timer will resume.)

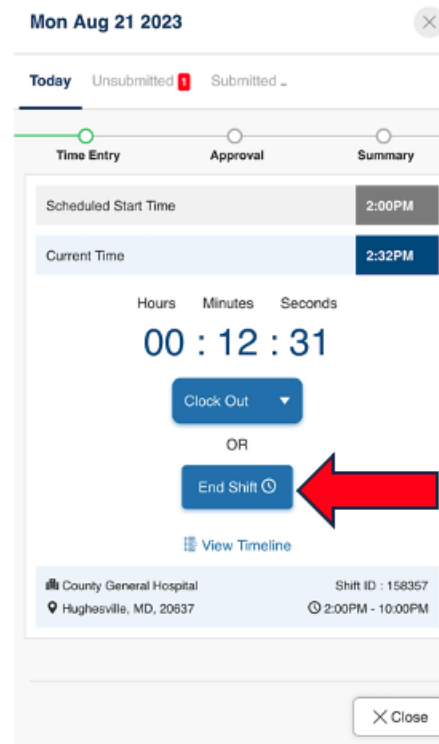


How to “End” your shift and submit your electronic timesheet

Please note: you cannot clock out prior to the end of your shift without contacting Alliance Services for approval.

At the end of your shift, in the center of the screen, select the blue “End shift” button.

Please Note: The system will not allow employees to have their electronic timesheet signed for a “future time.” Example: If the shift ends at 7:00pm, you cannot attempt to have the electronic timesheet signed at 6:45pm.



Double check that your start and end times for both your shift and your meal break are accurate. Then select the blue “Next” button at the bottom right.

If changes are needed, select the blue “pencil” to edit times.



Once the correct times are showing, hit the blue “Next” button on the bottom right.

****Reminder: Submitting falsified times is fraud and will be accepted as voluntary resignation from employment.****

After selecting “Next,” confirm that you are ending your shift by selecting “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 Shift ID : 158357
Hughesville, MD, 20637 2:00PM - 10:00PM

Close Next >

End Shift Confirmation

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

Cancel OK

If you did NOT take a 30 minute mealbreak you will see the following:

Please note: All Alliance Services employees are required to take a 30-minute meal break. If you are unable to take a meal break or your break is less than 30 minutes, you must document the reason into the “Reason” section of your electronic timesheet prior to submitting your electronic timesheet.

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*

Back Confirm

The meal break was missed

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

Select 'back' to add a meal break, or enter a reason why no meal break was taken, and click 'confirm'.

Reason*

Back Confirm

****Please note: A meal break will automatically be entered if the reason for no meal break is not documented in the “Reason” section of the electronic timesheet.**

Getting your timesheet signed

Hand you phone to a facility employee for signature. The person signing is required to type their name into the space provided "Facility Approver: Name & Title"

Please note: if you did NOT take a full 30-minute break, the person signing will need to check the "Confirm" box stating that they are aware that a full break was not taken during your shift.

After typing in their name in the space provided, the person will "finger sign" in the "Approver Signature" box and hit "Approve." Once approved, select the blue "Next" option on the bottom right.



Review your start and end times and meal break time.

If changes are needed, select the blue "Edit" button. Selecting the "Edit" button will remove the signature from the timesheet. If you edit your times, you will need to complete the signature process again.

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



See the next page for final step

Final step! Submit your signed timesheet

Enter any desired note in the space provided and select the blue "Submit" button on the bottom right of your screen.

Activity	Start Time	End Time	Duration
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

Timesheet Images

[View Agency Timesheet](#)

Upload Additional Images

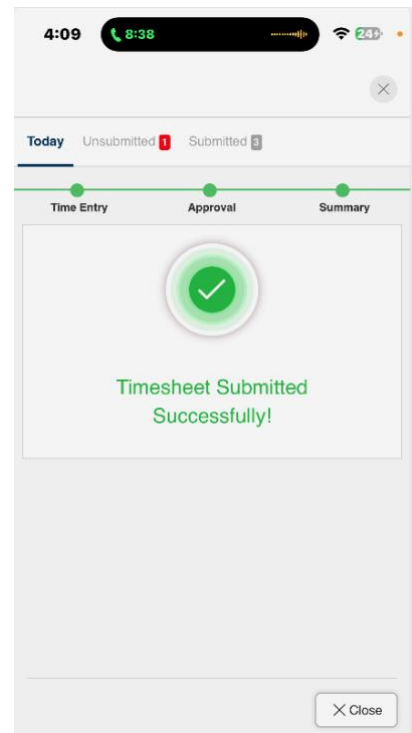
Comments:

County General Hospital Shift ID : 159460
Jackson, WI, 53037 9:25AM - 10:00PM

Total In Hours **1.25 Hrs**

Close Back **Submit**

Once submitted, you should see this screen:



If you are still having trouble, please call Alliance on-call: 262-677-2180