

# How to use the electronic timesheet In the Workforce Portal

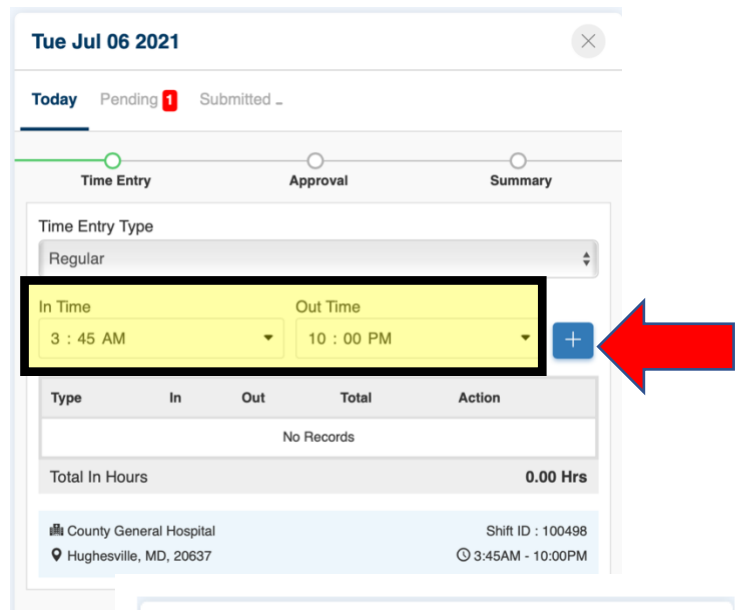


**ALLIANCE  
SERVICES, INC**

Once logged into the Workforce Portal, go to your calendar and click on the shift, then select "Time Entry."

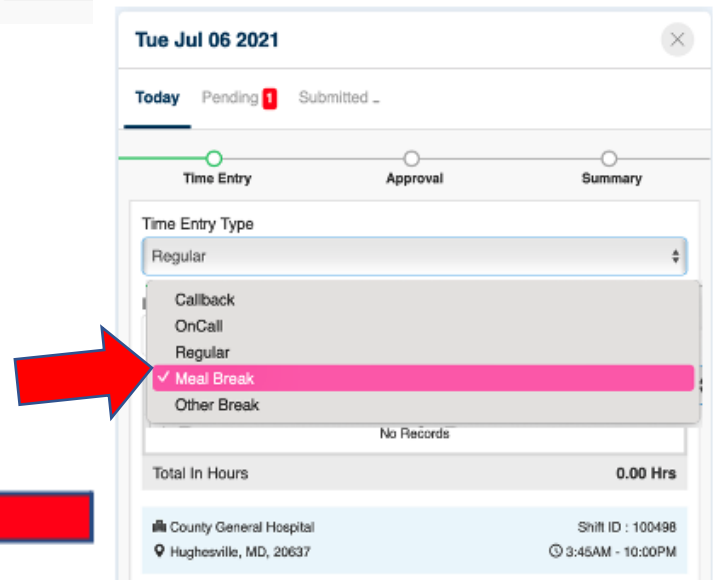


The scheduled shift start and end times will appear here.



Edit the start and end times to your appropriate start and end times and hit the blue "+" button to add the entry to your Electronic timesheet.

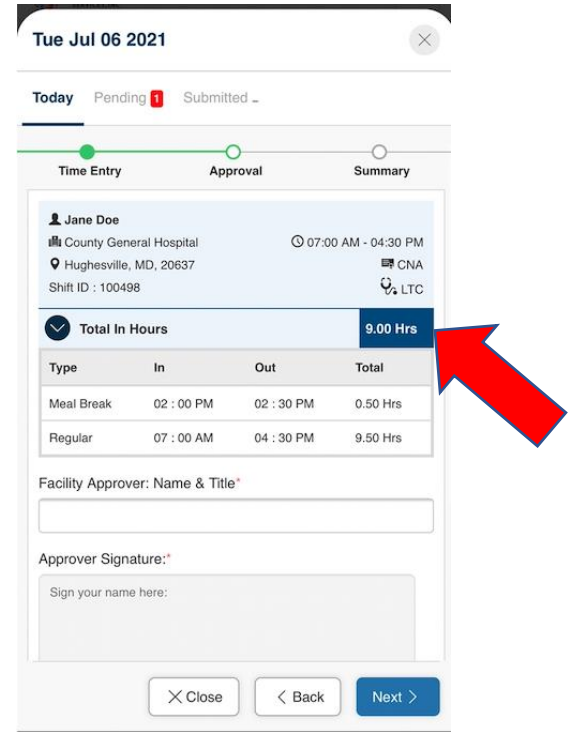
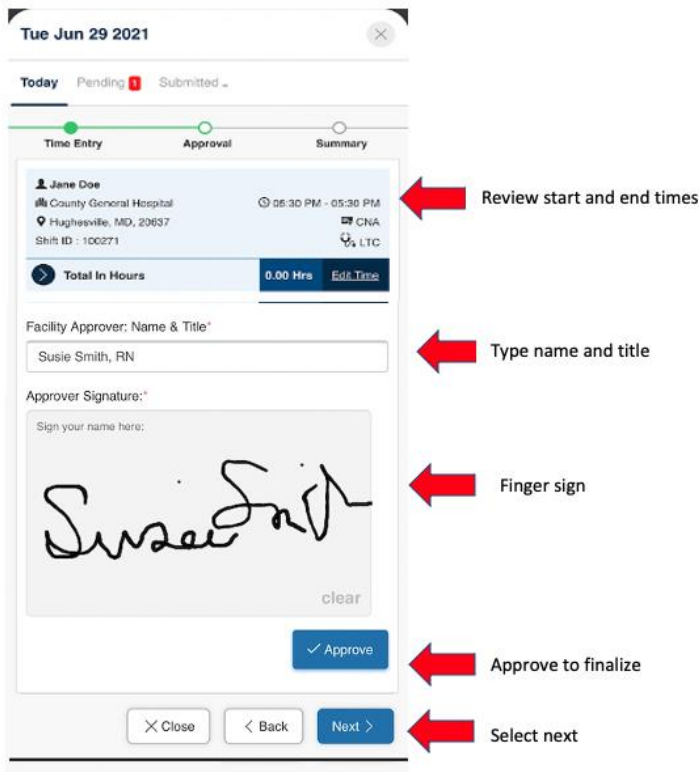
To enter the start and end time for your meal break, select "meal break" from the drop down menu under the words "Time Entry Type." Once you have entered the start and end times for your meal break, hit the blue "+" button (see below) to add the entry to your electronic timesheet.



**PLEASE NOTE! If you did NOT take a meal break, add a note in the comment section at the end stating "No break." (See next page.)**

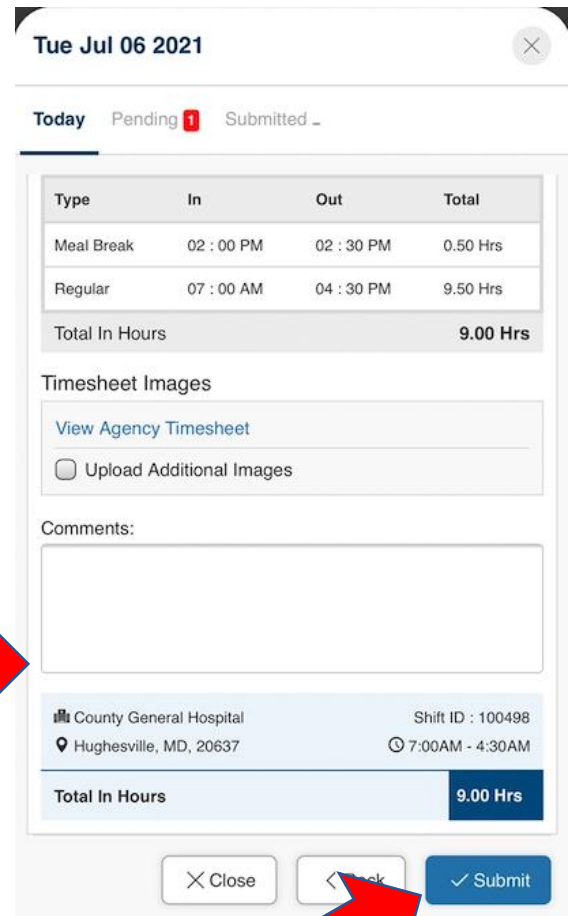
Once you have added your "Regular time" and your "meal break" times by hitting the "+" button for each, your electronic timesheet should show your total hours. If you would like to see the times entered, click on the total hours and you will see arrival and departure times and the meal break times.

At this point, you can hand your phone to the person signing. They are required to enter their name, title and then "finger sign." See screen shot below.



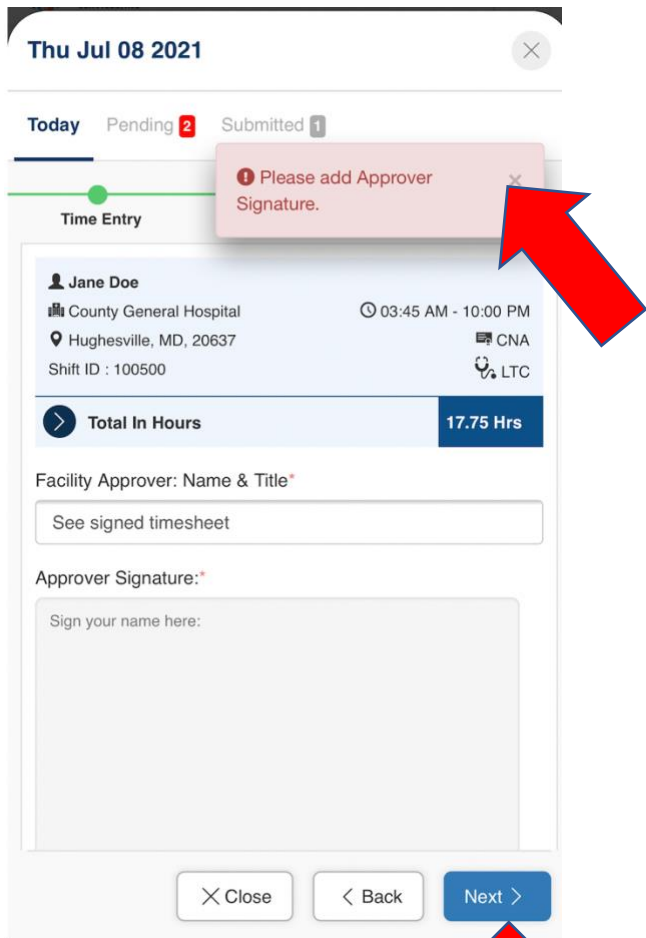
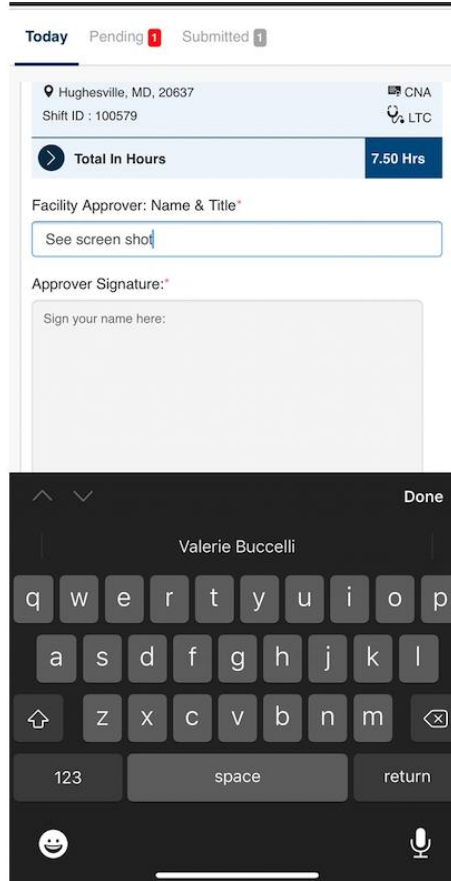
**If you did NOT take a meal break, please enter a note in the comment section stating, "No Meal Break."**

**Finalize by clicking "Submit"**



# HELPFUL TIPS!!

Once the name is typed into the “Facility Approver: Name & Title” block, hit the “done” button to hide the keyboard before signing. If you do not hit “done” and enter a finger signature, the signature will not be accepted.



**DON'T HIT NEXT**  
**SCROLL DOWN AND HIT APPROVE**

If the signor is receiving this pink “Please add approver signature” error, it is because they hit the “next” button at the bottom. You need to **scroll down and click “Approve.”** See below.

