



**ALLIANCE  
SERVICES, INC**

## What happens once I complete the credentialing process?

### How do I pick up shifts?

You will receive emails from all of our Staffing Specialists introducing themselves and letting you know which sites they staff. You will receive emails daily from all of our staffing specialists with open needs for each site. (Please be careful not to “unsubscribe.”) Respond to the emails **promptly** with your availability. (Please note: Click here to read your [Employee Handbook](#) regarding our **NO CANCEL POLICY**.)

### How do I see my schedule?

The Alliance Services website ([www.asi-wi.com](http://www.asi-wi.com)) has a link to the WorkForce Portal. The WorkForce Portal is where you will view your schedule, access the electronic timesheet, complete e-docs, skills checklists and competency exams. Confirmed shifts and changes to your schedule are entered onto your schedule right away so it is very important to **check your schedule frequently!!**



### How do I get paid?

**Your electronic time sheet is your key to getting paid!** The Director of Finance Lauren Hajek ([lauren@asi-wi.com](mailto:lauren@asi-wi.com)) will send you an email with payroll policies and procedures, including tutorials of how to use the electronic timesheet. ***Please take a moment and read the full email and attachments.*** Some payroll tips – Make sure of the following: always have your electronic timesheet signed and submitted prior to leaving the facility. Have a few paper time sheets with you as a back up. The time sheet is available 24/7 on the Employee Resources page of the Alliance Services website: [www.asi-wi.com](http://www.asi-wi.com)

### Who do I call if I have questions?

**You can reach an Alliance Services staff member 24 hour a day, 7 days a week by calling the main Alliance Services phone number: 262-677-2180.** During the business day, you can contact the staffing specialists directly. After hours, call the main number and a member of our On-Call Team will be happy to help you.

## Keys to your success with Alliance Services:

- ◆ Good communication with our staff
- ◆ Excellent patient care & outstanding professionalism at all times while on duty
- ◆ Integrity! – Honor your schedule and follow policies and procedures

*Welcome to the Alliance Services family!*