



Alliance Services, Inc. Payroll Policies and Procedures

1. Work week is Sunday–Saturday. This starts with the AM shift on Sunday and ends with the NIGHT shift on Saturday. All shifts working Sunday through Saturday are paid the next Friday.
2. Employees are required to use the electronic timesheet option available in the Workforce Portal. Employees clock in upon arrival to duty, clock out and back in for breaks, and then a final clock out at the end of the shift. All electronic timesheets are required to have a facility representative type in their name and title, finger sign and approve the timesheet. Once signed, no changes can be made, or the timesheet signature and approval will be removed and deleted from payroll. Attached are detailed instructions for using the electronic timesheet.

Please note: Some facilities have other approved time keeping methods including clocking in and out of facility timeclocks, screenshots of apps, etc. You will be notified of those site-specific procedures prior to working at a facility with other time keeping methods.

If using a paper timesheet:

1. Time sheets are to be uploaded to the WorkForce Portal on the Alliance Services website at the conclusion of each shift. (Step-by-step instructions attached.)
2. When uploading a photo of your time sheet, please be sure that when taking the photo or cropping the photo that your image includes **ONLY the time sheet**. Follow the “Acceptable/Unacceptable Guideline” attached. **Please take a CLEAR photo of your ENTIRE time sheet. Time sheet photos transfer exactly as uploaded to the client invoices.** We CANNOT send partial time sheets, blurry time sheets, too dark or too light, etc. **Look at the photo before you upload it and retake if you cannot see the ENTIRE TIME SHEET CLEARLY.**
3. If you are working at multiple facilities, be sure to complete a time sheet for each facility with only hours worked at that facility.
4. Please be sure to complete all the required fields on the timesheets:
 - Name
 - Facility worked
 - Unit worked
 - Start & end time
 - Minutes taken as Lunch break (no times, just minutes taken)
 - Total hours
 - Authorized signature **(Each shift MUST be signed by the facility manager, charge RN, etc.)**
 - **Printed name and title of person signing your time sheet**
 - Employee signature

TIME SHEETS MUST BE SENT IN BY MONDAY AT NOON						<input type="checkbox"/> ICU	<input type="checkbox"/> Intermediate	<input type="checkbox"/> Correctional	<input type="checkbox"/> Hospice
						<input type="checkbox"/> LTC	<input type="checkbox"/> Assisted Living	<input type="checkbox"/> Other:	
	DATE	START TIME	LUNCH TIME	FINISH TIME	TOTAL HOURS	Facility Representative Signature	Facility Representative Printed Name	Facility Representative Title	
SUN									
MON									
TUE									

PROCEDURE REMINDER: Please request the facility representative who signs your time sheet also prints their name and title in the space provided (see below). **We do not want our employees writing the information in on behalf of the facility representative.** It is important that you request the facility representative signing your time sheet complete the information. (If at any time a facility representative refuses, please email us their name and the circumstances and we will contact the facility supervisor.)



**ALLIANCE
SERVICES, INC**

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www.asi-wi.com / staff@asi-wi.com

- 5.** If you need to change any of your payroll information, please call or email Lauren Hajek directly (lauren@asi-wi.com). Depending on the change, you may need to complete an updated form for us to have on file before the change can be made. (The W4 form is available on our website: www.asi-wi.com under “Employee Resources.”)
- 6.** Paystubs are available to view online via paychecks.intuit.com no later than the Thursday before the Friday payday. You will need to set up an account online to view paycheck stubs. In the days prior to you receiving your first direct deposit from Alliance, you will receive an email invitation from Quickbooks Workforce Portal. Please follow the link and instructions directly from that email to set up your account. The email and link are time sensitive, so please be sure to set this up upon receiving that email. If you do not set it up by the time it expires, please contact Lauren Hajek to have a new invitation email sent to you. Once you set this up, you will receive an email each week when your paycheck stub is ready to view online. Instructions are available on www.asi-wi.com under the Employee Resources page or via email by request.

We appreciate your cooperation and understanding regarding the payroll policies and procedures. If you have any questions or concerns, please do not hesitate to call or email us directly.

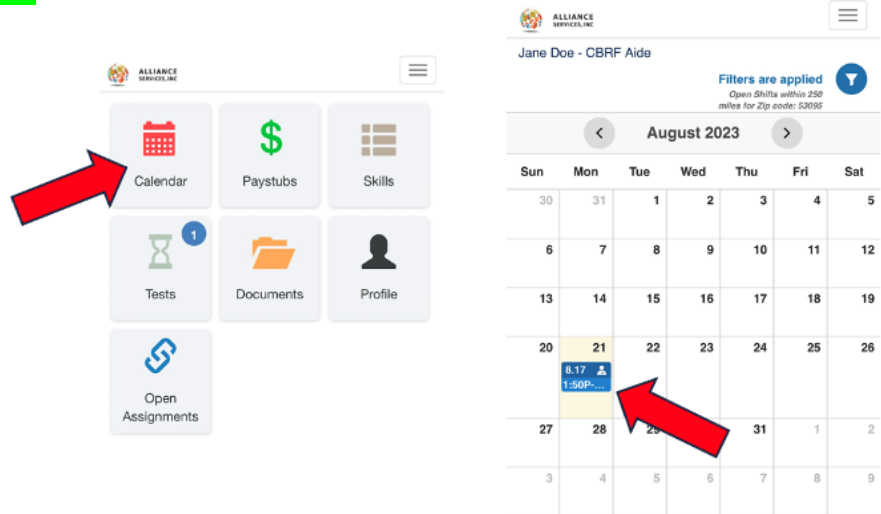
How to clock in and out in the Workforce Portal



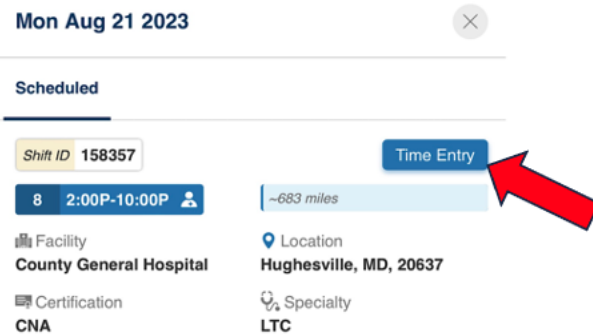
**ALLIANCE
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Clocking in for your Shift

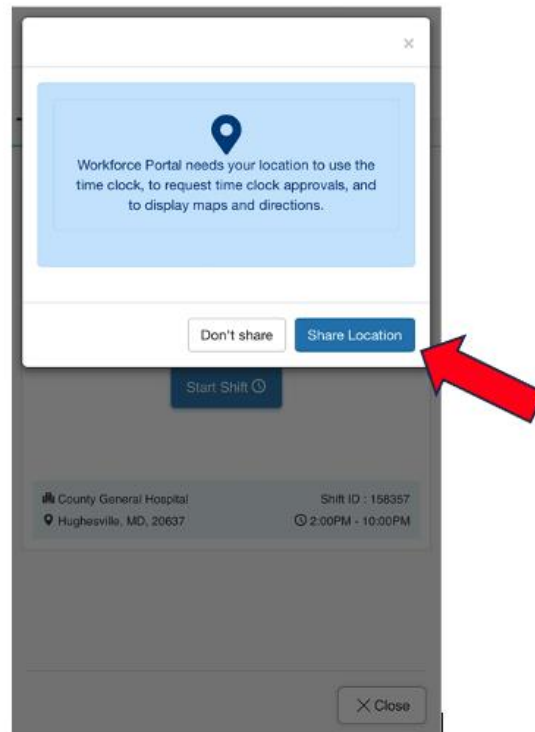
Once logged into the Workforce Portal, go to the "Calendar" tile and click on the shift.



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

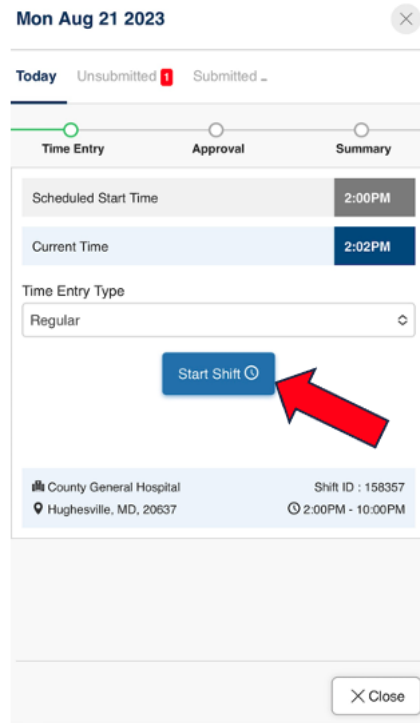


At this time, you will be required to "Share your location" with the Workforce Portal." Select "Share location."



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

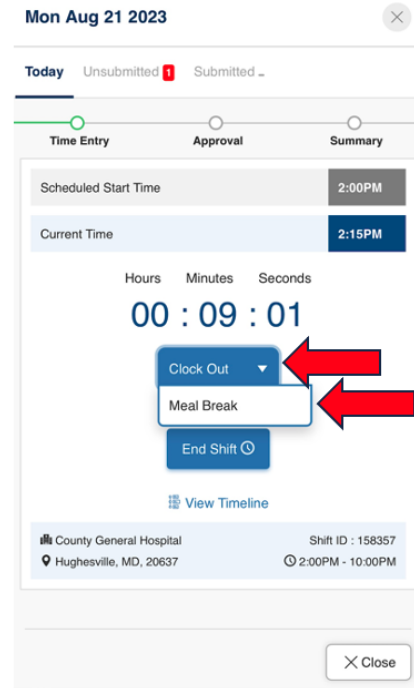
Please note: Employees are not permitted to clock in early without authorization from Alliance Services.



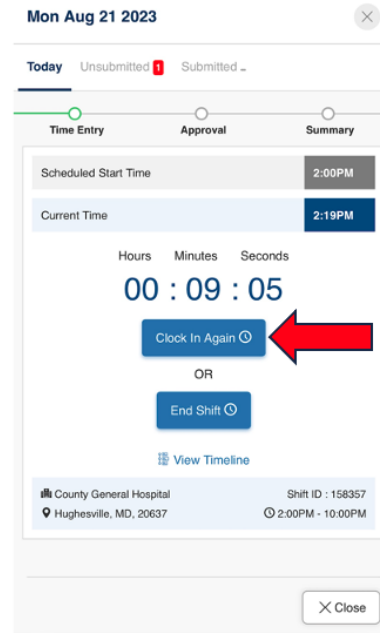
Clocking out and back in for meal breaks

(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.)

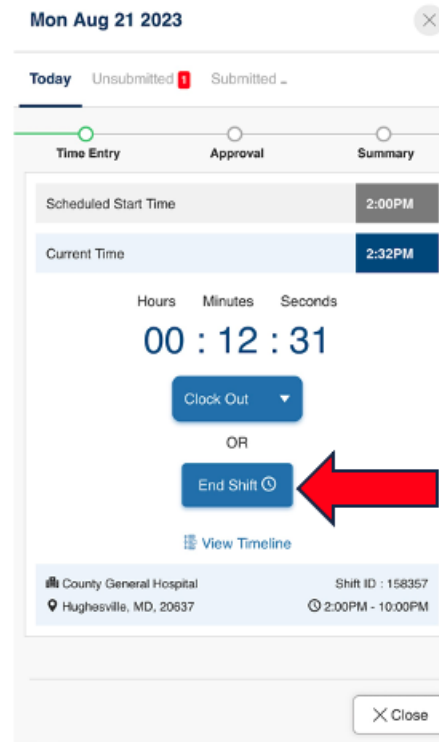


How to “End” your shift and submit your electronic timesheet

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 your 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.

Today Unsubmitted 1 Submitted 2

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:

4:09 8:38 24%

Today Unsubmitted 1 Submitted 2

Time Entry Approval Summary

Timesheet Submitted Successfully!

Close

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