



## 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
  - 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  
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- 5.** If you need to change any of your payroll information, please call or email Lauren Hajek directly ([lauren@asi-wi.com](mailto: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](http://www.asi-wi.com) under “Employee Resources.”)
- 6.** Paystubs are available to view online via [paychecks.intuit.com](http://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](http://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 use the electronic timesheet In the Workforce Portal

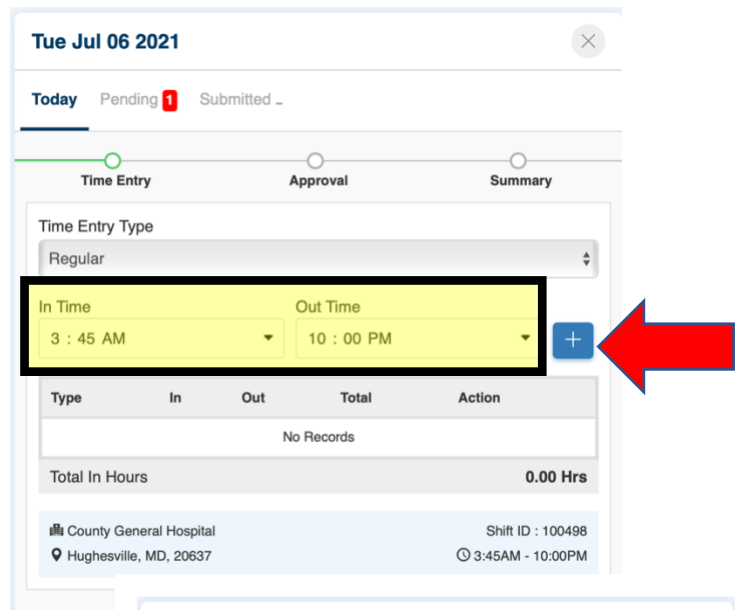


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Once logged into the Workforce Portal, go to your calendar and click on the shift, then select "Time Entry."

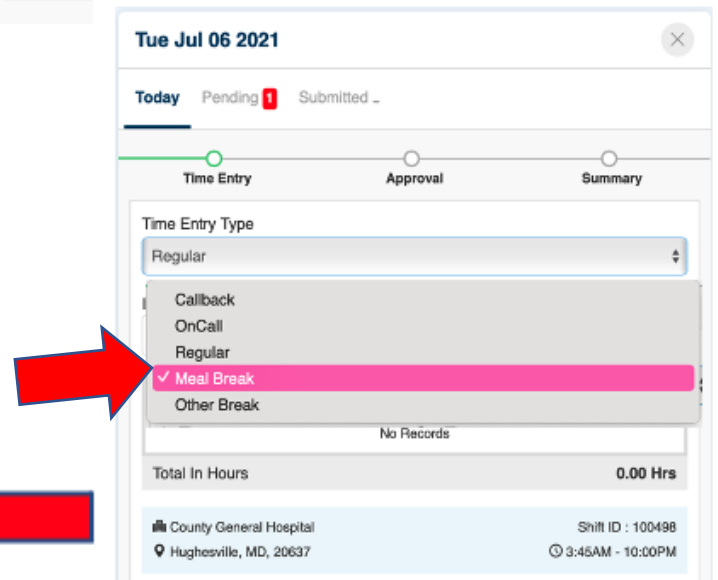


The scheduled shift start and end times will appear here.



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.

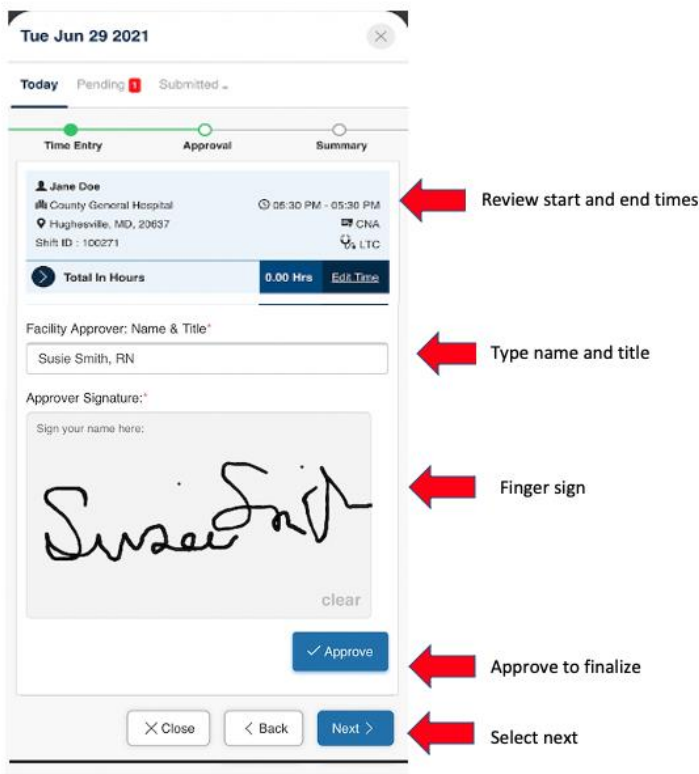
To enter the start and end time for your meal break, select "meal break" from the drop down menu under the words "Time Entry Type." Once you have entered the start and end times for your meal break, hit the blue "+" button (see below) to add the entry to your electronic timesheet.



**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.)**

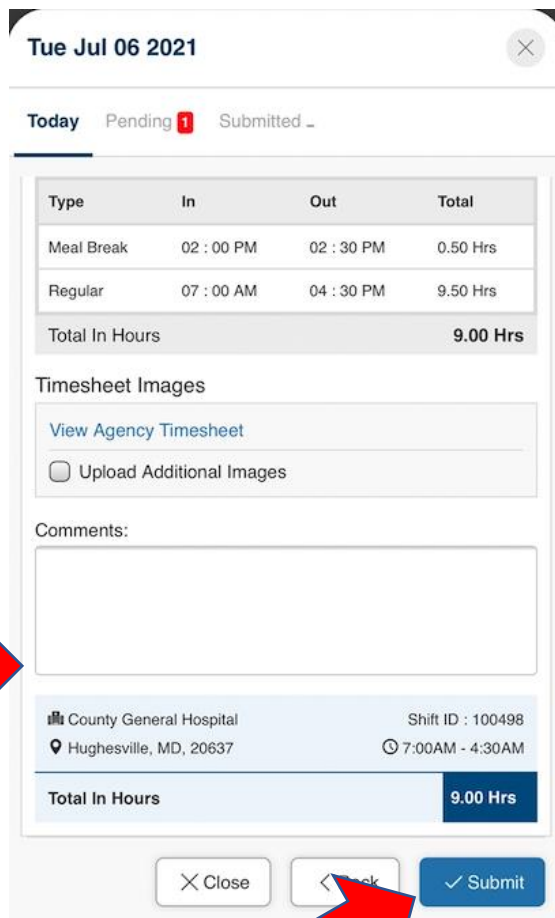
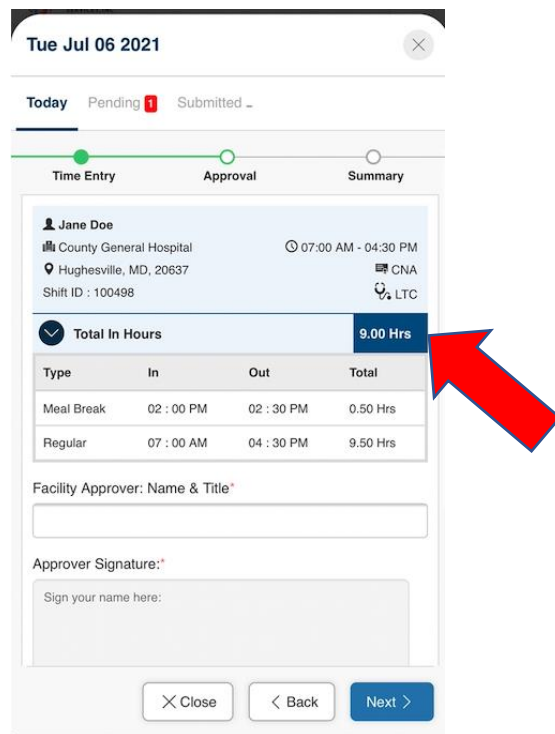
Once you have added your "Regular time" and your "meal break" times by hitting the "+" button for each, your electronic timesheet should show your total hours. If you would like to see the times entered, click on the total hours and you will see arrival and departure times and the meal break times.

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.



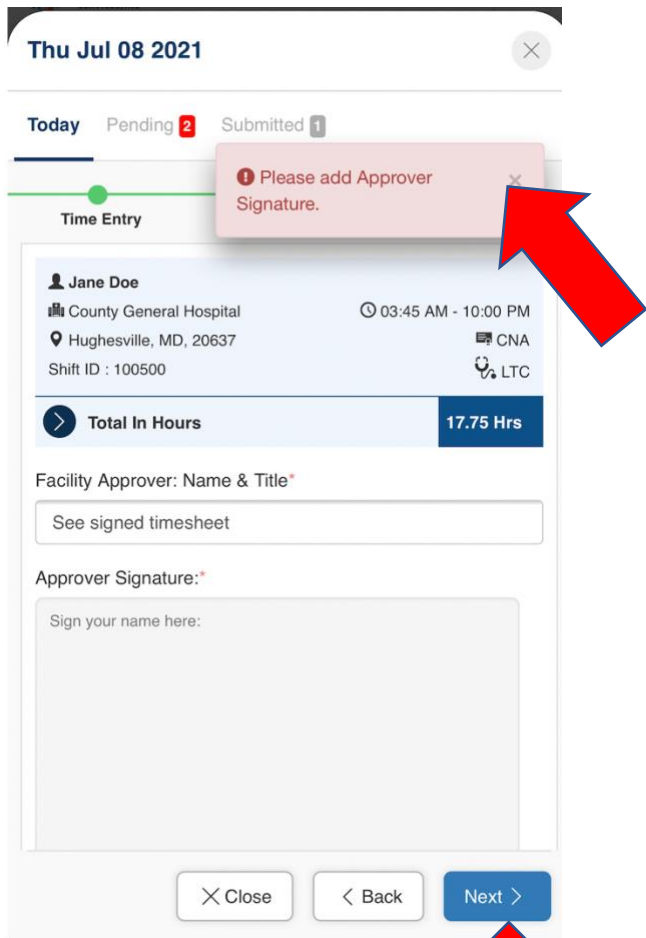
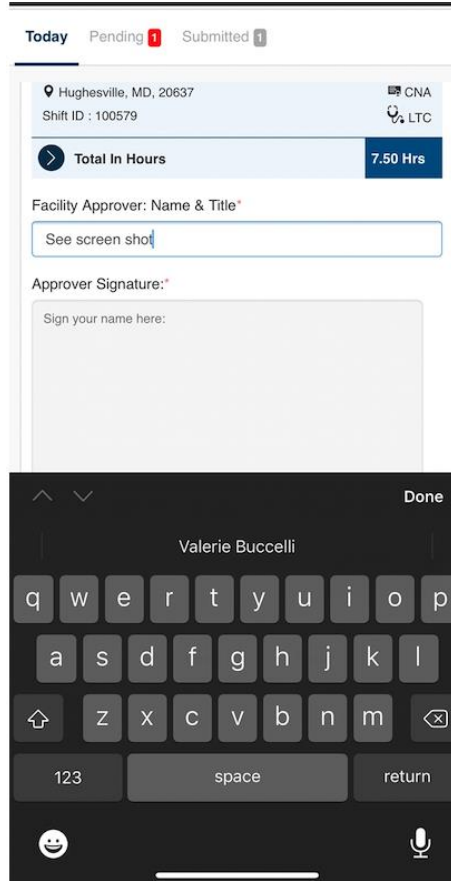
**If you did NOT take a meal break, please enter a note in the comment section stating, "No Meal Break."**

**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.

