

How to upload an image to the Workforce Portal

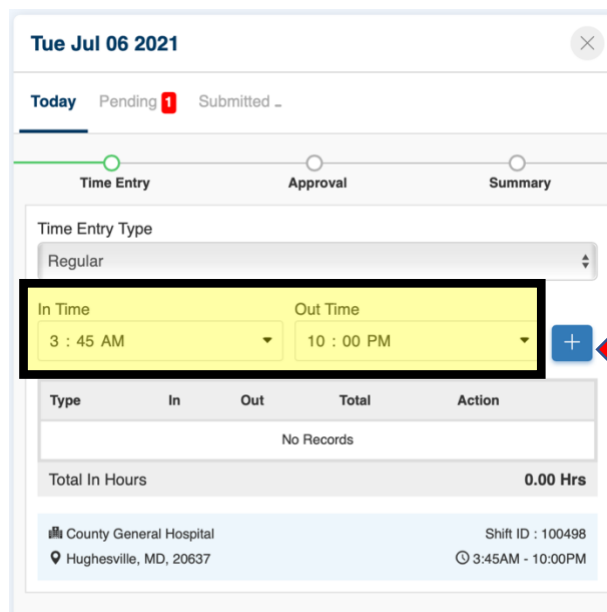


ALLIANCE SERVICES, INC

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




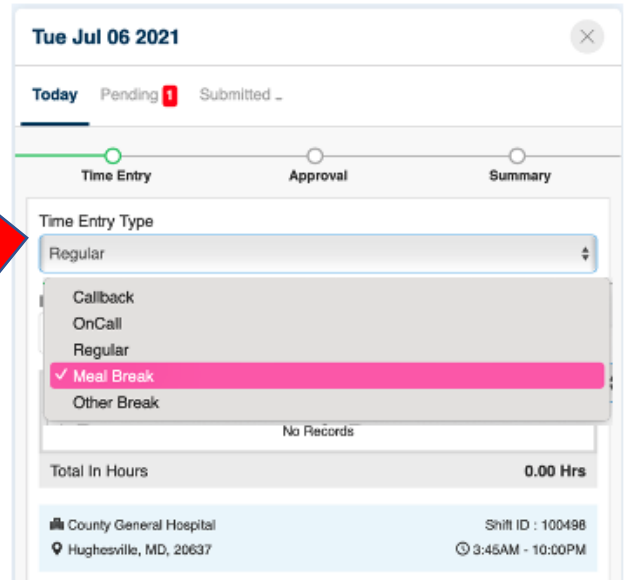
The scheduled shift start and end times will appear here.



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.

In Time: 3 : 45 AM Out Time: 10 : 00 PM 

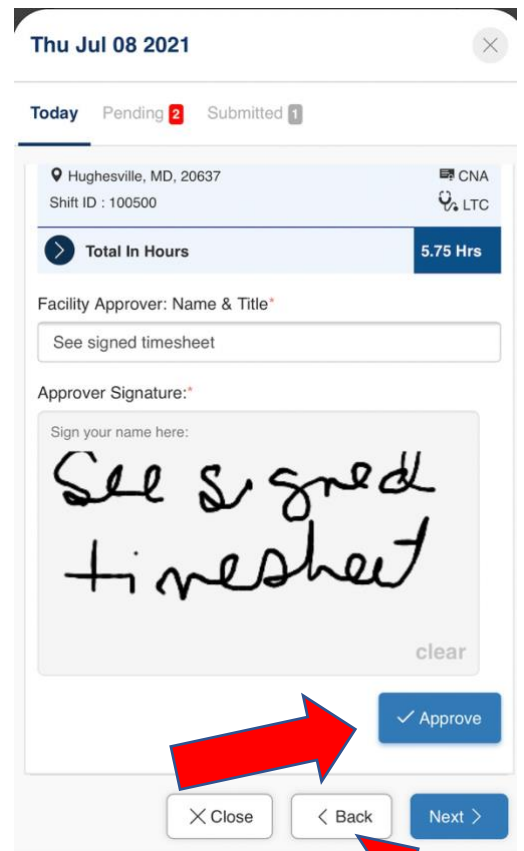


Once you have added your “Regular time” and your “meal break” times by hitting the “+” button for each, your electronic timesheet should show your total hours. If you would like to see the times entered, click on the total hours and you will see arrival and departure times and the meal break times.

For signed paper timesheets: In the space provided for “Facility Approver: Name & Title,” enter the words “See signed timesheet.” Enter the same in the “finger signature” block and then scroll down and hit “Approve.”

Then hit “next.”

(See helpful tips on the last page of this guide!)



Once you have “approved” the timesheet, check the “Upload Additional Images” box and then select the “Upload” button.

Wed Jul 07 2021

Today Pending Submitted 2

Type	In	Out	Total
Regular	12 : 00 PM	10 : 00 PM	10.00 Hrs
Meal Break	03 : 00 PM	03 : 31 PM	0.52 Hrs
Total In Hours			9.48 Hrs

Timesheet Images

[View Agency Timesheet](#)

Upload Additional Images

No Preview Available

Only JPG, JPEG and PNG files are allowed to be uploaded.

Select Image Type

Other

Upload

Comments:

Close Back Submit

Wed Jul 07 2021


Today Pending Submitted 2

Total In Hours 9.48 Hrs

Timesheet Images

[View Agency Timesheet](#)

Upload Additional Images



Only JPG, JPEG and PNG files are allowed to be uploaded.

Select Image Type

Client Timesheet

Upload

Comments:

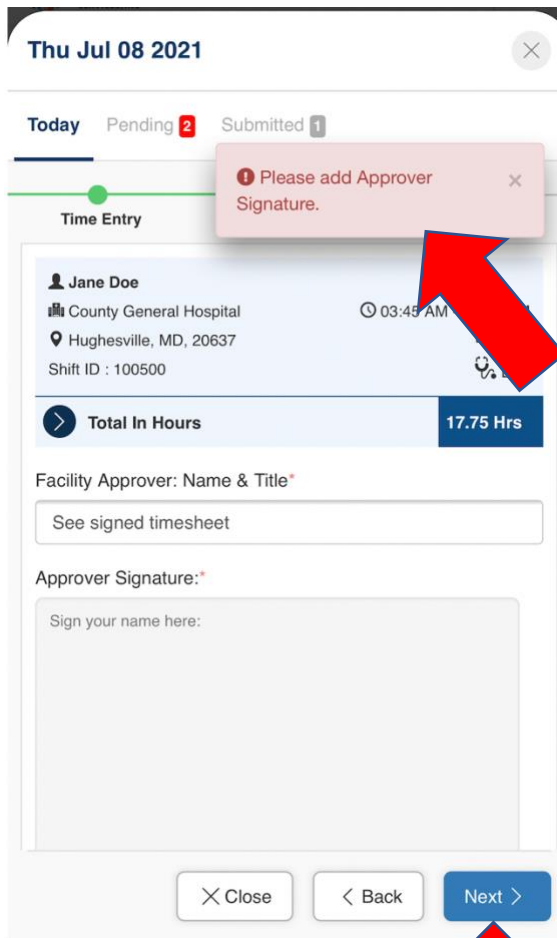
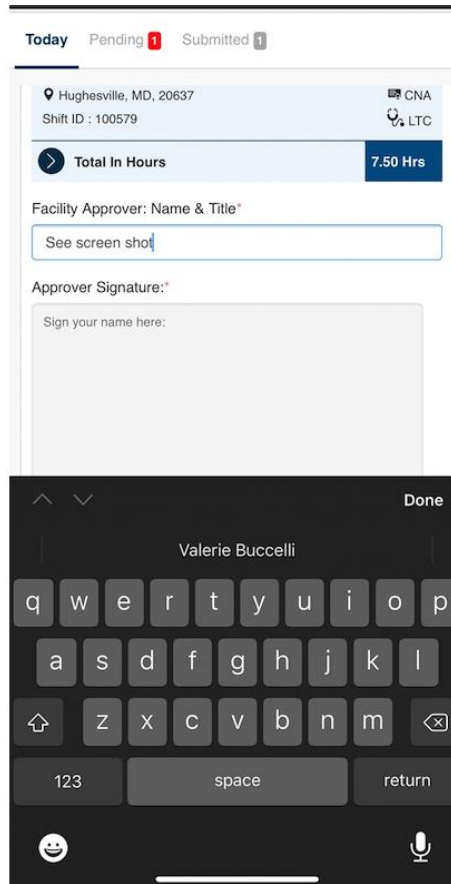
No meal brak

Close Back Submit

Select the screenshot from your photo library, enter any comments in the box provided, and hit 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

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.

