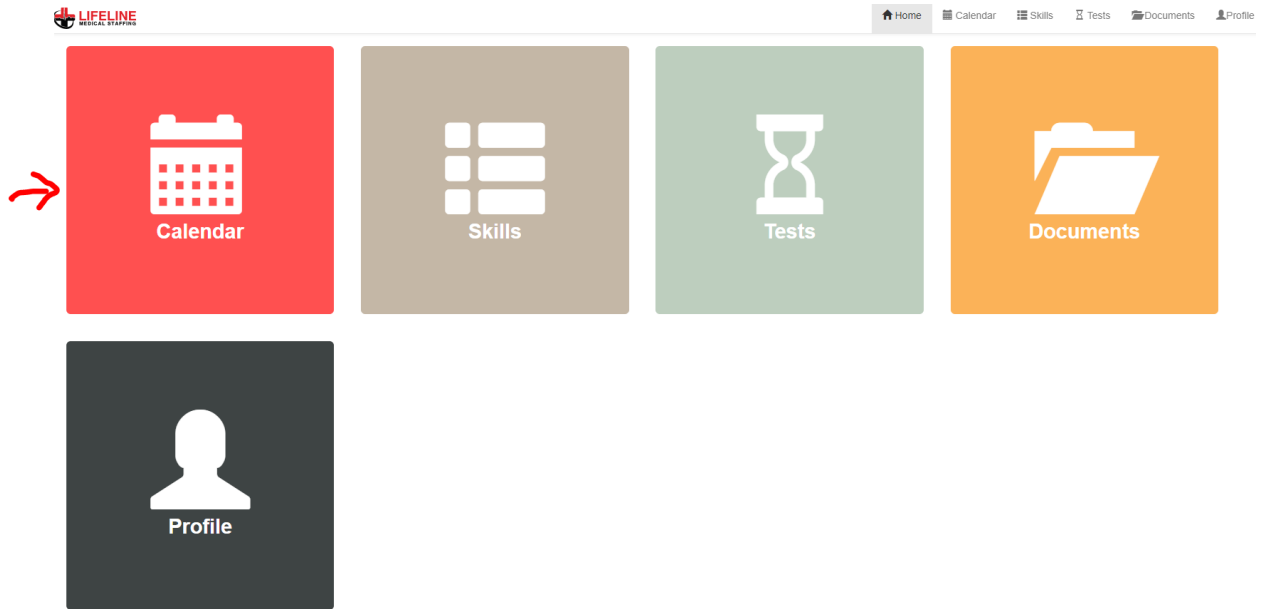
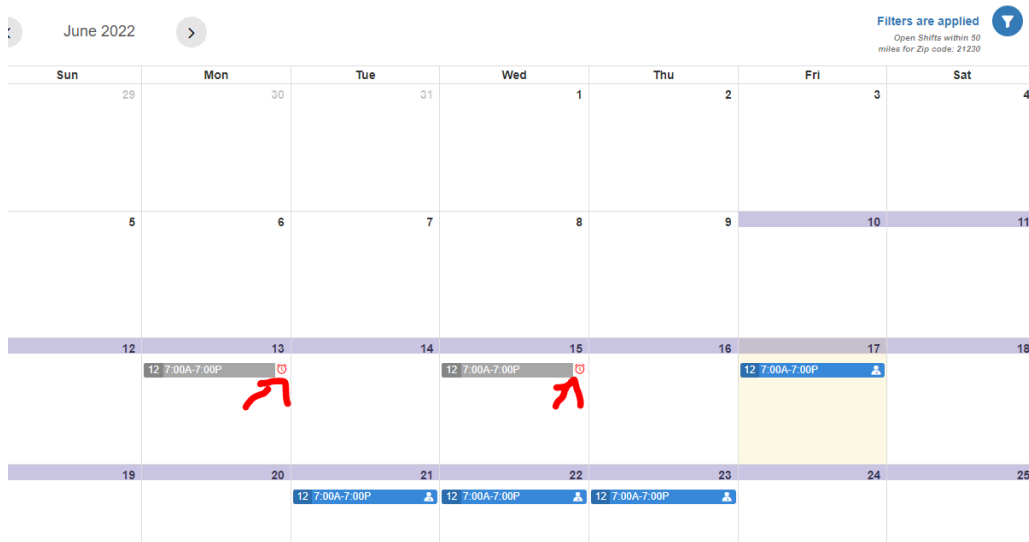


Entering Your Timecard in Workforce Portal (WFP)

- Log in to your Workforce Portal (WFP) account
 - <https://ctms.contingenttalentmanagement.com/LifelineMedicalStaffing/WorkforcePortal/index.cfm/home>
 - Ask the Lifeline team if you need help with credentials and password
- Click on the Calendar Icon:



- Your scheduled and completed shifts will appear in the calendar
- ****Note** completed shifts will have a clock icon next to them – that means they are available for time entry



- Click on the shift and then the time entry button

Wed Jun 15 2022

Completed

Shift ID 140

Time Entry

12 7:00A-7:00P

Assignment : 36
From 06/10/2022 to 09/08/2022

~1862 miles

Facility
Davis Hospital and Medical Center

Location
Layton, UT, 84041

Certification
RN

Specialty
Telemetry

- Be sure to adjust the start and end times and hit the + icon

Wed Jun 15 2022

Today Pending 3 Submitted -

Time Entry Approval Summary

Time Entry Type
Regular

In Time 7 : 00 AM Out Time 7 : 00 PM

Type	In	Out	Total	Action
Regular	07 : 00 AM	07 : 00 PM	12.00 Hrs	✎ ✕
Total In Hours			12.00 Hrs	

Davis Hospital and Medical Center Shift ID : 140
Layton, UT, 84041 7:00AM - 7:00PM

- If you need to add a meal break use the drop down

Today Pending 3 Submitted ...

Progress bar: Time Entry (active), Approval, Summary

Time Entry Type
Meal Break

- Then hit the next button
- Add in the approver Name and Title and let them sign with their finger (or sign yourself if there is no approver on site)

Progress bar: Time Entry, Approval (active), Summary

Ryan Valeri
Davis Hospital and Medical Center
Layton, UT, 84041
Shift ID : 140
07:00 AM - 07:00 PM
RN
Telemetry


Total In Hours 12.00 Hrs

Facility Approver: Name & Title*

Ryan Valeri, Charge RN

Approver Signature:*

Sign your name here:



clear

✓ Approve

- Click Approve and you are all set
- You can always go back to edit your timecard as needed
- Always keep your schedule up to date to help ensure accurate payroll