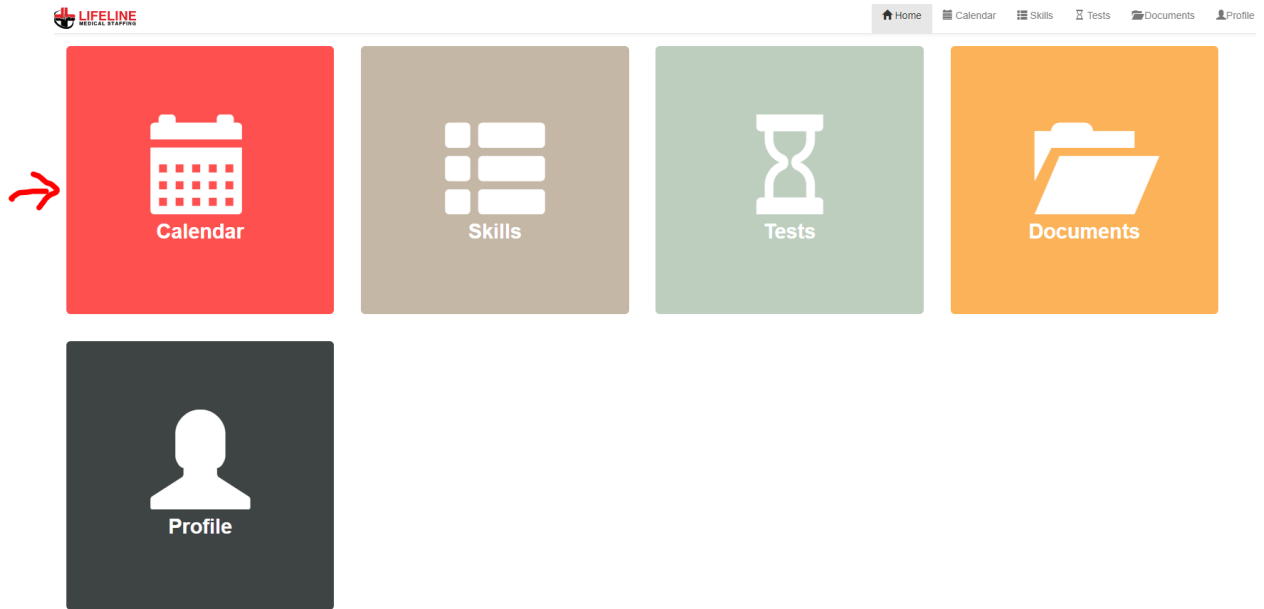
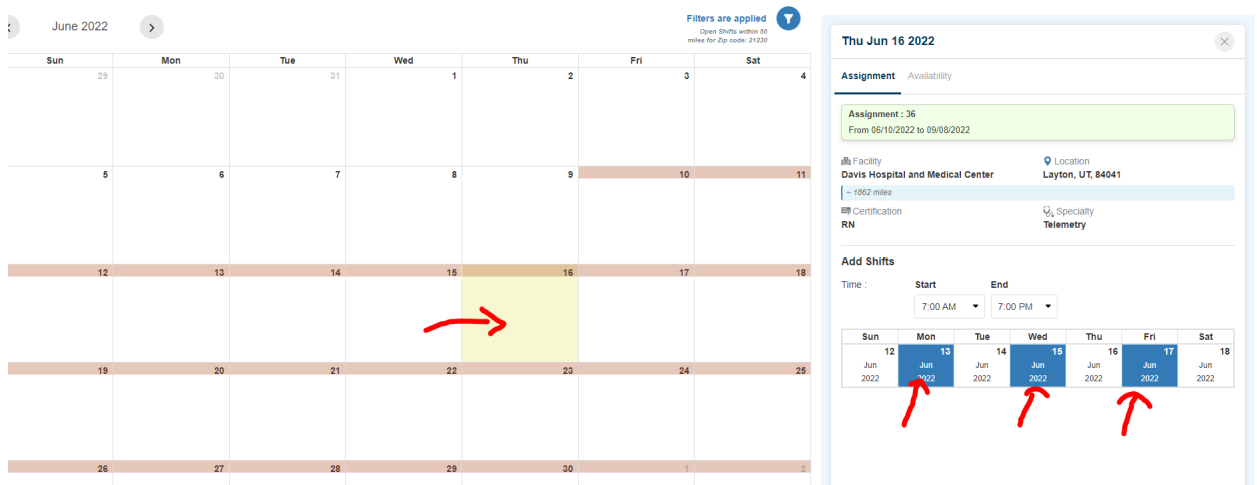


Updating Your Contract / Block Booking Schedule in Workforce Portal (WFP)

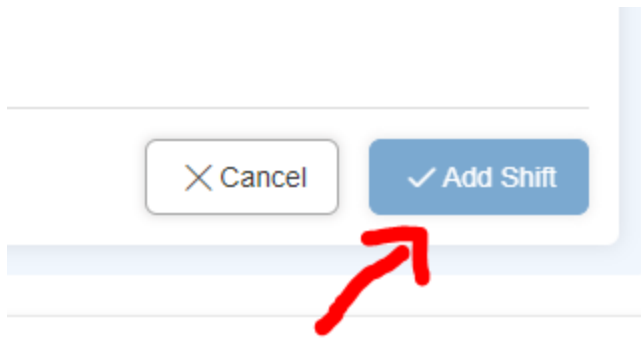
- Log in to your Workforce Portal (WFP) account
 - <https://ctms.contingenttalentmanagement.com/LifelineMedicalStaffing/workforceportal/login.cfm>
 - Ask the Lifeline team if you need help with credentials and password
- Click on the Calendar Icon:



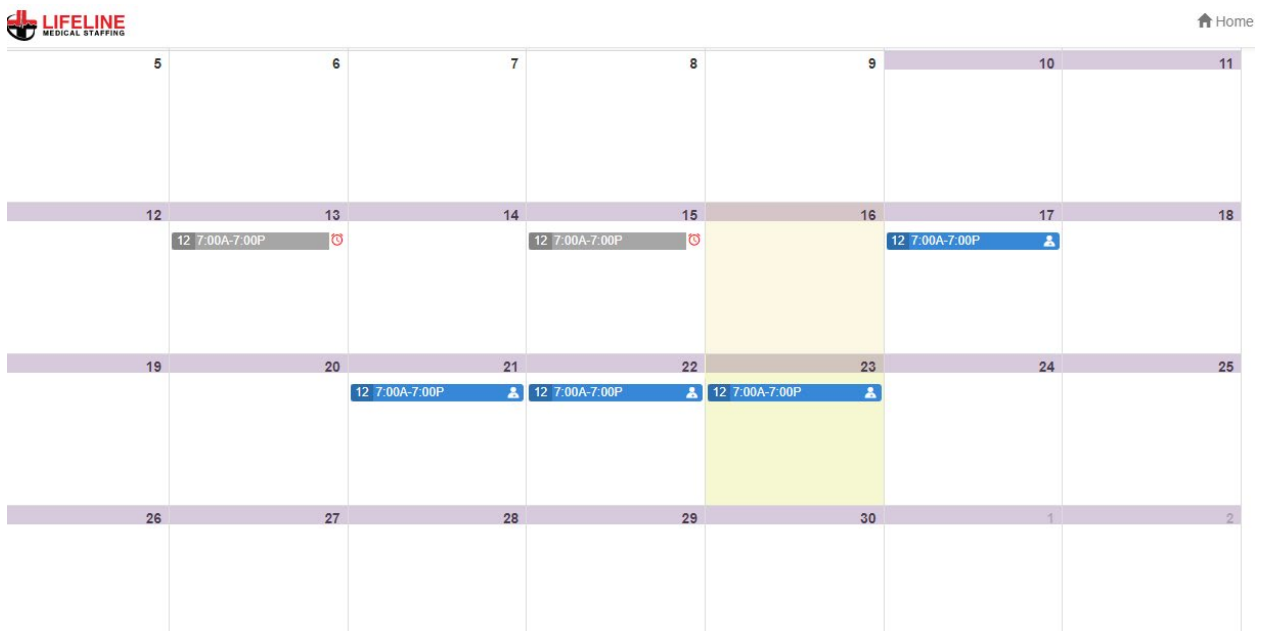
- Your Contract / Block Booking start and end dates will be highlighted in the calendar
- Click on any date to highlight and enter shifts for that week:



- Be sure to adjust the start and end dates, scroll down and click add shift:



- Once entered you will see the shifts in your calendar:



- Once a shift is completed you can log back in to enter your time
- If you enter a shift in error, or your schedules changes, just give us a call or send us an e-mail. We can void or cancel out a shift on our side
- Always keep your schedule up to date to help ensure accurate payroll