



Workforce Portal

 Username

 Password

 Log In

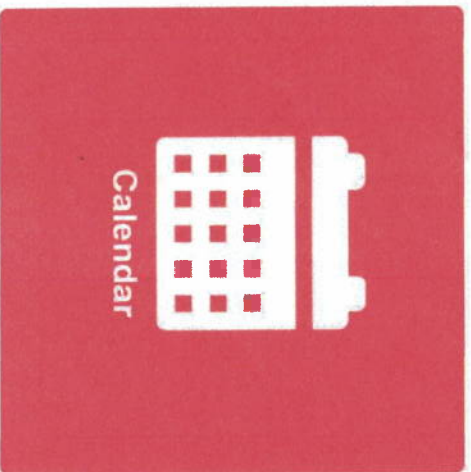
OR

 Apply Now

[Forgot Credentials](#)

Workforce Portal Login

Login to Portal



- Click on Calendar-view schedule and pick up shifts.

How to Request shifts

- [View Schedule](#)
- [Click on Open shifts:](#)
- [Set up your Filters-](#)

The screenshot displays a scheduling interface for Michelle Krebsbach, Talent Acquisition Coordinator. The calendar shows the month of May 2022. The days of the week are labeled at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are listed below the days. Open shifts are highlighted in yellow. The open shifts are: Sun 15, Mon 16, Tue 17, Wed 18, Thu 19, Fri 20, Sat 21. A red bar labeled '2 Canceled' is visible on Monday, May 2nd. The interface includes navigation arrows for the month, a 'Home' button, a 'Calendar' button, and a 'Sk' button. A blue circle with a white 'T' is also present. The text 'Filters are applied' is visible, along with the note 'Open Shifts within 50 miles for Zip code: 53122'.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

Step 1

Click on Request Shift

Note the shift time, location, Notes for facility.

The system will ask you:

Are you sure that you want to request the shift below ?

X Close < Back ✓ Send Request

Open 21

Facility Name

OR

Select distance

Shift ID 53019

✓ Request Shift

8.25 2:45P-11:00P

~10 miles

Facility

Tudor Oaks

(LTC)

Location

Muskego, WI, 53150

Notes

Floor

- The requested shift will show up on your calendar in **Purple**.
- Once the scheduler submits your shift for confirmation the shift turns **Blue** and you are to report to the shift, unless you are notified, that you are not needed.
- If you are not able to make it to the shift, as scheduled, you need to give 4 hours' notice for any cancellation.

Step 2

- Dr note or documentation may be required for any absence, to be excused.
- If you are running late, you must call **414-875-3345 ext. 3**
- Canceled shifts will be in **RED**.

