

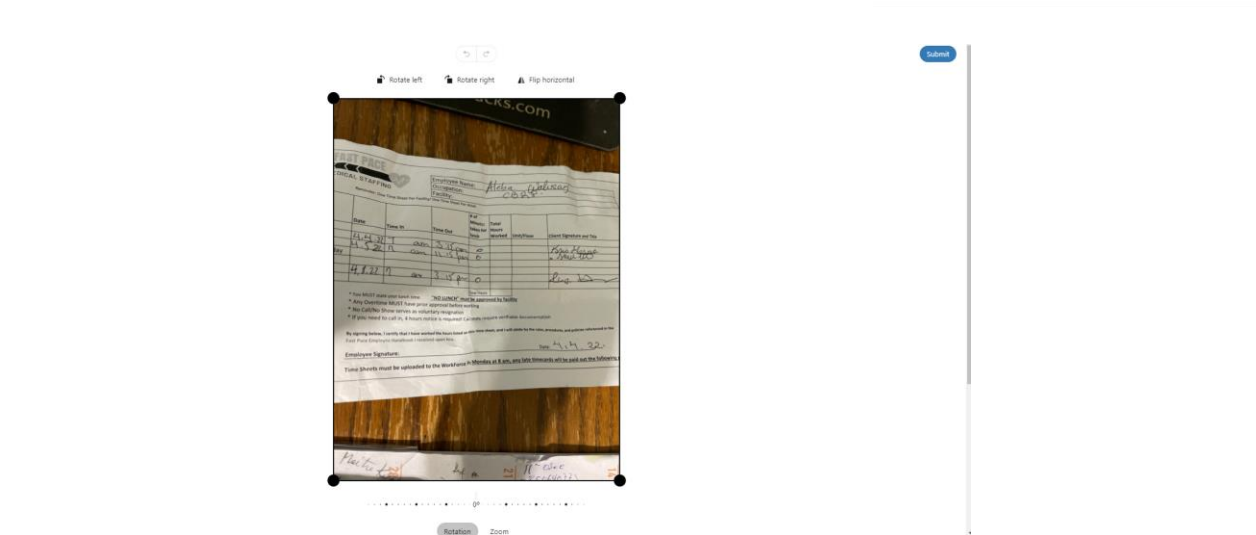


How to Upload your timecard to the Portal-shift worked: [CLICK UPLOAD](#)

The screenshot shows a web interface for uploading a timesheet. At the top left, the date "Fri Apr 29 2022" is displayed. A green notification box in the top right corner contains a checkmark icon and the text "Time will be rounded based on the system rules" with a close button (X). Below the date, there are tabs for "Today", "Pending 2", and "Submitted 1". A progress bar below the tabs shows three stages: "Time Entry" (completed, green dot), "Approval" (in progress, white dot), and "Summary" (not started, white dot). The main content area is titled "Timesheet Upload" and contains a large rectangular box. On the left side of this box, it says "No Preview Available". On the right side, it says "Only JPG, JPEG and PNG files are allowed to be uploaded." and includes an "Upload" button. Below this box, there is a light blue information bar with a building icon, the text "Fast Pace Medical Staffing", a location pin icon, "Elm Grove, WI, 53122", a clock icon, "Shift ID : 52407", and "10:00AM - 11:00AM". At the bottom of the interface, a dark blue bar displays "Total In Hours" in white text, followed by "1.00 Hrs" in white text on a dark blue background, and an "Edit Time" link in white text on a dark blue background.

## How to upload a timecard to Workforce Portal

## How to Submit your timesheet in Workforce Portal



Select Timecard and Rotate and crop Timecard, to right side up. Make sure the Timecard is filled out with Name, Date, Specialty, Shift times (in and out, and lunch deduction) Signed by Supervisor.

[Click Submit.](#)

Filters are applied 

Open Shifts within 50 miles for Zip code: 53122


Sat	
1	2
8	9
15	16
22	23
29	30

**Fri Apr 29 2022** ✕


Today Pending 2 Submitted 1

Time Entry Approval Summary

**Timesheet Upload**



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

 Fast Pace Medical Staffing

Elm Grove, WI, 53122

Shift ID : 52407

10:00AM - 11:00AM

**Total In Hours**

**1.00 Hrs** [Edit Time](#)



If you need to Edit your time [\(click Edit blue box\)](#). If the timecard is uploaded, and no edits needed, then [click Blue box \(Next\)](#).

Time Entry Details

Type	In	Out	Total
Regular	10 : 00 AM	11 : 00 AM	1.00 Hrs
Total In Hours			1.00 Hrs

Timesheet Images


[View Agency Timesheet](#)



Upload Additional Images

Comments:

Mileage:

miles

 Fast Pace Medical Staffing Shift ID : 52407

 Elm Grove, WI, 53122  10:00AM - 11:00AM

**Total In Hours** 1.00 Hrs

✕ Close < Back ✓ Submit

Add any comments under the section, if applicable. (Example - No lunch with a reason why)



Comments:

No lunch break MK

Mileage:

0 miles

Close Back Submit

**[If you are ready to submit your timecard, Click SUBMIT!](#)**

You will get a pop up that [Timecard has been uploaded.](#)

Then you will see the completed shift/timecard in Gray on your calendar.

See Below:

Day	Shift
24	8.5 8:00A-4:30P
25	0.75 2:15P-3:00P
26	2 Cancelled
28	1 10:00A-11:00A
29	8 2:30P-10:30P
30	
31	34 Open
32	27 Open
33	30 Open
34	24 Open
35	37 Open
36	26 Open

**You are Finished.**