FAST PACE
MEDICAL STAFFING

Login to Workforce Portal:

https://ctms.contingenttalentmanagement.com/fastpace/workforceportal/login.cfm

Set up as bookmark on your cell phone

User Name:

Password:

Workforce Portal needs your location to use the time clock, to request time clock approvals, and to display maps and directions.

⟡ Share Location   Not Now
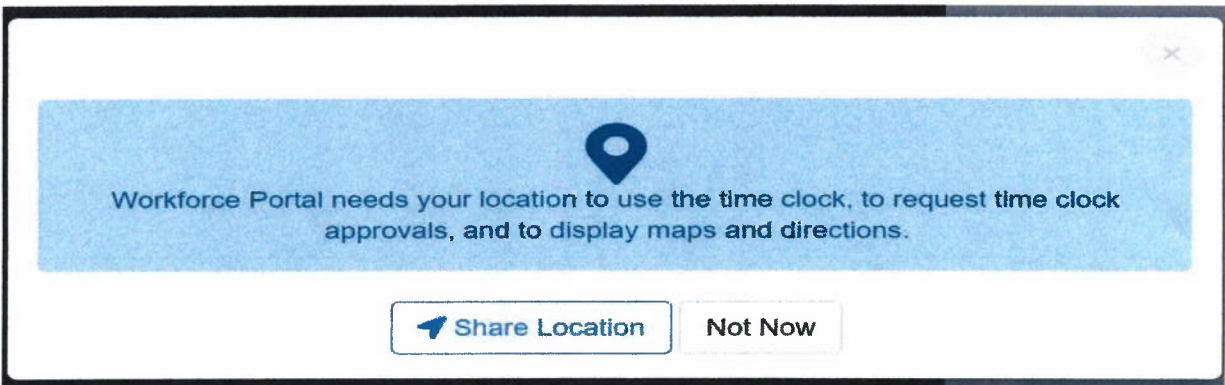
Click Allow and Share Location-for Geo location confirmation.

Michelle Krebsbach - Talent Acquisition Coordinator

‹   April 2022   ›   Filters are applied
Open Shifts within 60 miles for Zip code 63128

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
24	25	26	27			

25: 8.5 8:00A-4:30P ⏲
26: 1 1:00P-2:00P 👤 / 1 Cancelled

Click on the Blue shift to clock in and out

Today   Pending **1**   Submitted **1**

Time Entry   **Summary**

Scheduled Start Time	8:00AM
Current Time	12:55PM

Time Entry Type   Floor

Regular ⌄   Select the floor ⌄

Start Shift ⏲

(Select floor if applicable or department)

How to submit Timecard in
Workforce Portal

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If you are not within the designated distance to the community - it will not allow you to punch in: <u>See error message below:</u>

Today   Pending **1**   Submitted **1**

Time Entry   🛈 You are not at the shift   ✕
                            location.

Scheduled Start Time   0:00AM

Current Time   12:58PM
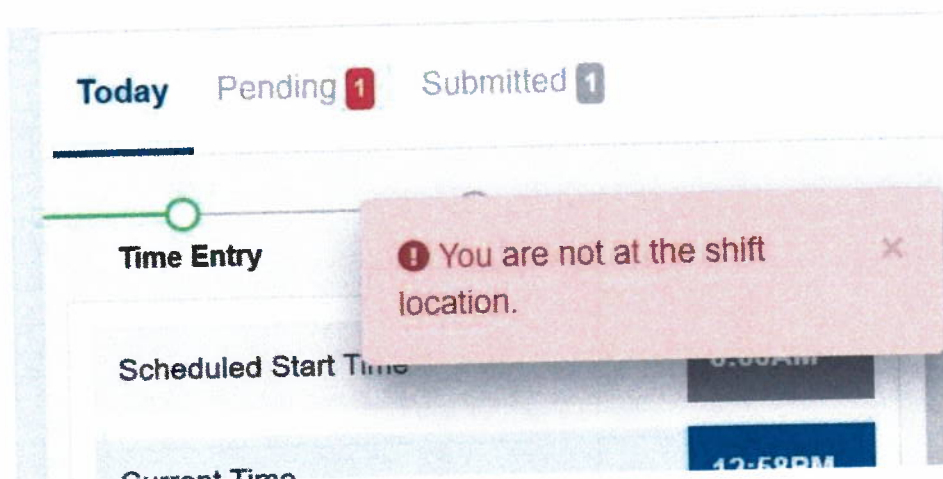
Click on Time Entry (to clock in) <u>Start shift</u>

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Tue Apr 26 2022   ✕

Scheduled

Shift ID **51081**

Time Entry

1   1:00P-2:00P 👤   *~0 miles*

🏢 Facility
Fast Pace Medical Staffing (corporate office)
Notes

📍 Location
Elm Grove, WI, 53122

📇 Certification
MA1

🩺 Specialty
Clinic

FAST PACE
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Tue Apr 26 2022

Today   Pending **1**   Submitted **1**

Time Entry   ✓ Time will be rounded based on the system rules

Scheduled Start Time

Current Time   **1:10PM**

Hours   Minutes   Seconds

00 : 00 : 11

Clock Out ▼   OR   **End Shift** ◷

≡ View Timeline

Once you are clocked in the time starts (see above)

To punch in out for LUNCH: **Click on Drop down error (Clock out) to punch in and out for Lunch.**

How to submit Timecard in Workforce Portal

Tue Apr 26 2022

Today   Pending **1**   Submitted **1**

Time Entry   Summary

Scheduled Start Time	1:00PM
Current Time	1:13PM

Hours   Minutes   Seconds

00 : 01 : 00

Clock Out ▼   **OR**   End Shift ⏱

Meal Break   Timeline

When you have completed your shift click on **End Shift to clock out.**

Note: If you didn't punch out for lunch break, the system will prompt you with the below message:
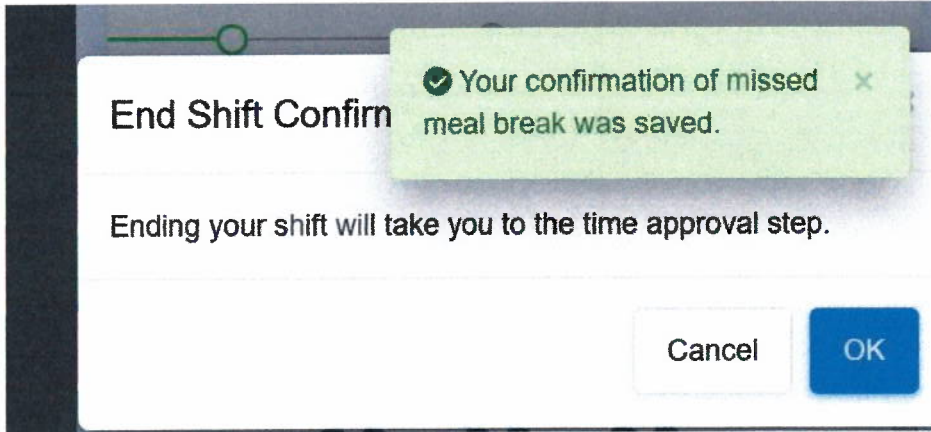
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Missed Meal Break ✕

Did you take a meal break? Select 'Back' to go back and enter your meal break, select 'Confirm' to confirm no meal break was taken.
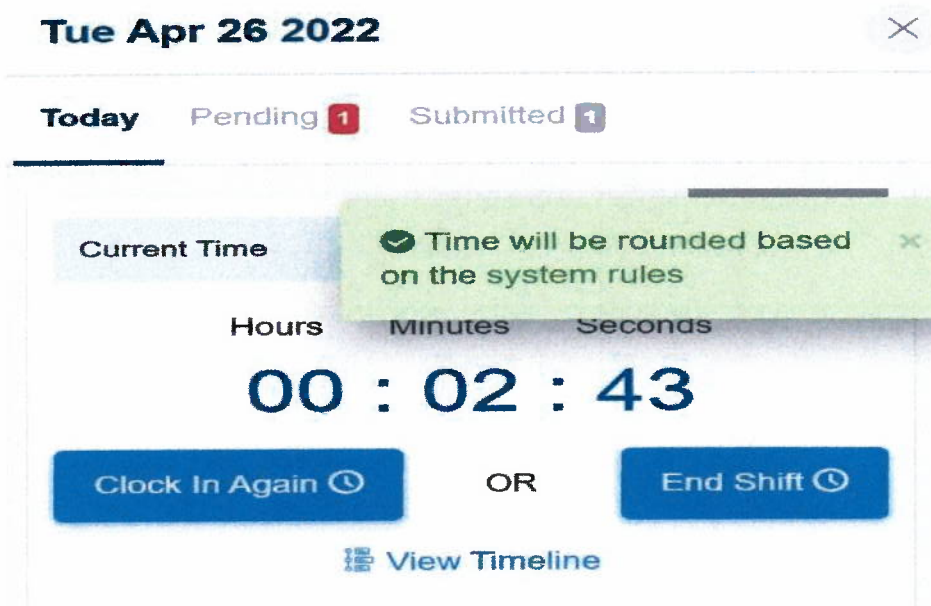
Confirm	Back

(Click on Back to enter missed lunch break) If no Break, was taken, you can confirm the above message.

End Shift Confirm

✓ Your confirmation of missed   ✕
meal break was saved.

Ending your shift will take you to the time approval step.

Cancel   OK

Confirmation of no **Lunch Break, Click OK.**

If you took a lunch, click on Meal Break, see example below:

Click on drop down arrow (Meal Break) to punch in and out for your lunch.

Tue Apr 26 2022   ✕

Today   Pending **1**   Submitted **1**

Current Time   ✓ Time will be rounded based   ✕
on the system rules

Hours   Minutes   Seconds

00 : 02 : 43

Clock In Again ⏱   OR   End Shift ⏱

▤ View Timeline

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End Shift Confirm

Time will be rounded based ✕
on the system rules

Ending your shift will take you to the **time approval step.**

Cancel　　　OK

Click OK

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Tue Apr 26 2022 ✕

Today   Pending **1**   Submitted **1**

| | 01 : 30 PM ▼ | 01 : 45 PM ▼ | ＋ |

Type	In	Out	Total	Action
Regular	01 : 15 PM	01 : 30 PM	0.25 Hrs	✏️ ✕
Meal Break	01 : 30 PM	01 : 45 PM	0.25 Hrs	✏️ ✕

Total In Hours   **0.25 Hrs**

🏢 Fast Pace Medical Staffing   Shift ID : 51081
📍 Elm Grove, WI, 53122   🕐 1:00PM - 2:00PM

✕ Close   Next ❯

Click Next Enter any notes as needed on timecard.

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Comments:

No lunch break MK

Mileage:

| 0 | miles |

| ✕ Close | ‹ Back | ✓ Submit |

Click Submit-if timecard is filled out correct you will receive a message stating:" Timecard successfully Submitted".

FAST PACE
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Tue Apr 26 2022   ✕

Completed

_____

Shift ID **51081**   **Time Entry**

1   1:00P-2:00P

~0 miles

🏢 Facility

**Fast Pace Medical Staffing
(corporate office)**

📍 Location

Elm Grove, WI, 53122

📑 Certification

■■▲·

Finished entering time timesheet.

Next Step to Upload Timecard—See instructions how to upload Timesheet.

If facility approves Time Entry the next step is for the Client to approve your hours.

If any changes are made to the timecard by the client, you will see the timecard populate for re-submittal of hours/approval.

Only submit timecards that are actual hours worked, with your deduction for lunch.