



Workforce Portal Manual

Workforce Portal Account Set Up

Your designated staffing coordinator will email you a link to set up your workforce portal account. Look for the email below:

Northeast Med Staff Workforce Portal Invitation from Northeast Med Staff
You have been invited to use the Northeast Med Staff Workforce Portal. Please click the link below to setup your account.

After opening the email, select the link saying, "Northeast Med Staff Workforce Portal Account Set Up."

You have been invited to use the Northeast Med Staff Workforce Portal. Please click the link below to setup your account.
[Northeast Med Staff Workforce Portal Account Setup](#)

This will bring you to the Welcome page and prompt you to set up your new account.

You have been invited to setup an account for the Northeast Med Staff Workforce Portal.
Please enter a password. The username will be your email address.

Username

Password

Confirm Password

Passwords must meet complexity rules:

- Must be at least 8 characters long
- At least one upper case letter (A-Z)
- At least one lower case letter(a-z).
- At least one digit (0-9) .
- At least one special character from !@#\$%&*(){}";
- Password confirmation matches

Use your primary email address as your username.

Create a password that meets all of the complexity rules.

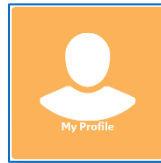
Select submit and this will take you to the Home page.



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Profile Set Up

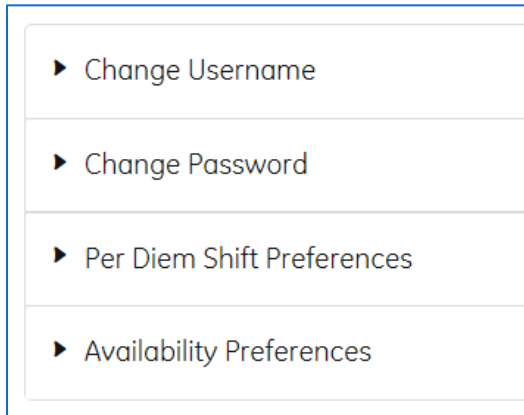
Select the "My Profile" icon OR the "Profile" tab at the top of the page.



OR



You will have the options to change your username, password, and shift preferences at any time under this section.



Select Per Diem Shift Preferences

▼ Per Diem Shift Preferences

Only Preferred



Day Shifts



Only Oriented



Noc Shifts



To see shifts at only your preferred facilities, turn to yes. If you wish to use this setting, contact your staffing coordinator to make sure that your preferred facilities have been identified and are correct.

Leave "Only Oriented" set to no.

To see 1st and 2nd shifts, turn to yes.

To see 2nd and 3rd shifts, turn to yes.



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The “Distance” section will determine how far out you see shifts (miles).

Distance

“Availability Preferences” identify if you prefer 8 hour shifts, 12 hour shifts, or both 8 and 12 hour shifts.

▼ Availability Preferences



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Requesting Shifts

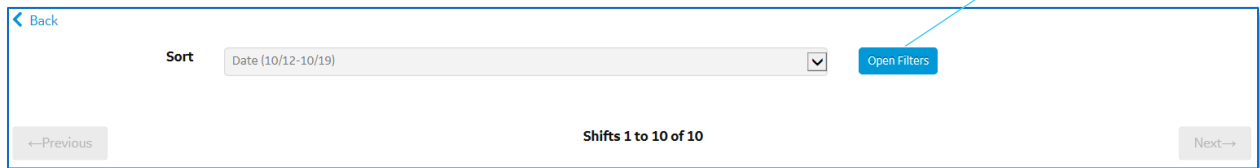
Select the "Request Shift" icon OR the "Request Shifts" tab at the top of the page.



OR



This will bring you to the page to view available shifts.



Select "Open Filters."

Start Date 2018-10-12

End Date 2018-10-19

Distance 25 Miles ▾

Status Open ▾

Change the date range you wish to look for shifts.

When you have your filters set to what you want, select "Apply Filters."



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←Previous		Shifts 1 to 17 of 17		Next→
<input type="checkbox"/>	10/13/2018	NMS Nursing and Rehab	7:00a-3:00p LPN-LTC 17 mi.	
<input type="checkbox"/>	10/13/2018	NMS Nursing and Rehab	3:00p-11:00p LPN-LTC 17 mi.	
<input type="checkbox"/>	10/13/2018	NMS Nursing and Rehab	7:00a-7:00p LPN,RN-Rehab 17 mi.	

To request a shift, just select the empty box.

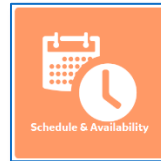
To be able to view a requested shift, select "Requested" as the status. To remove a requested shift, uncheck the box next to the shift you want to remove. Once removed, the shift will no longer be visible under "requested."



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Schedule and Availability

Select the “Schedule & Availability” icon OR the “Schedule” tab at the top of the page.



OR



On this page you can update your calendar and see what shifts you are scheduled for.

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← Previous Pay Period: 10/14/2018 - 10/20/2018 Next →

Sun 10/14 Availability
DAY PM NOC DNW

Mon 10/15 Confirmed Shifts
7:00am-3:00pm
NMS Nursing and Rehab

Tue 10/16 Availability
DAY PM NOC DNW

Wed 10/17 Availability
DAY PM NOC DNW

Thu 10/18 Availability
DNW

Availability

Availability – You can update your availability by using the sun and moon icons. The sun means you are available for 1st shift. The half-filled sun means you are available for 2nd shift. The moon means you are available for 3rd shift. You should mark “Do Not Work” (DNW) on the days you know you are not available for any shift.



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Timesheets

Select the "Time Entry" icon or the "Time Entry" tab at the top of the page.



OR

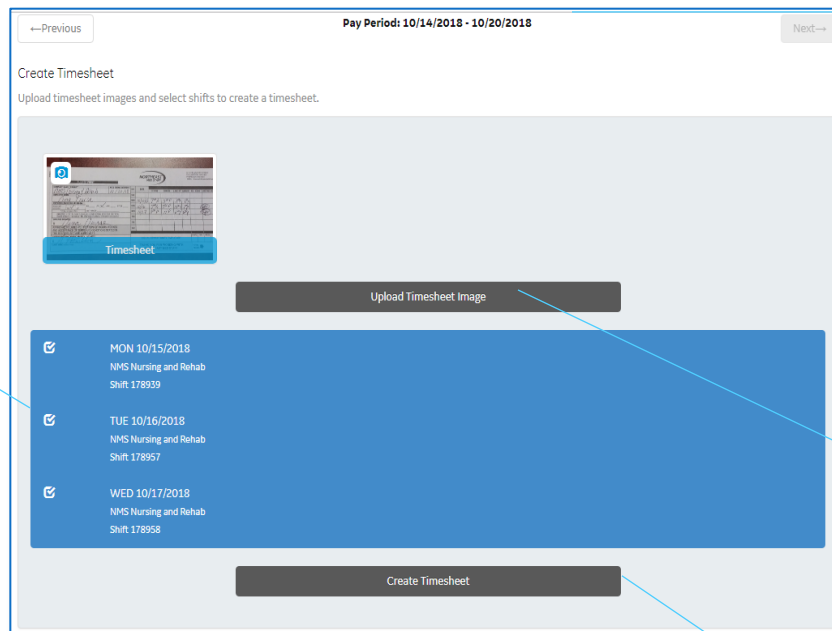


This will take you to the page where you can upload your timesheets to payroll to be paid out.

Any shifts that are on your calendar will pull over to this section by pay period.

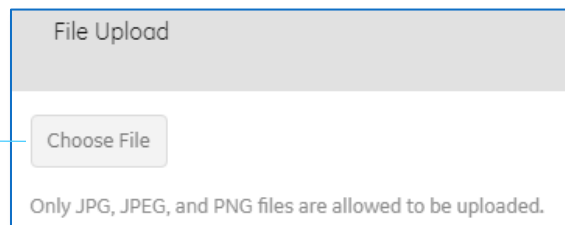
1. Accept the current pay period or select "Previous."

2. Select the shift(s) you need to upload a timesheet for.



3. Upload timesheet image.

4. Choose your file – only JPG, JPEG, and PNG files can be uploaded.



5. Create Timesheet.



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Unsubmitted Timesheets

Verify Time and Submit Timesheet Below

MON 10/15/2018 NMS Nursing and Rehab Shift 178939	8	>
TUE 10/16/2018 NMS Nursing and Rehab Shift 178957	8	>
WED 10/17/2018 NMS Nursing and Rehab Shift 178958	8	>

Add and Remove Shifts

6. Select each shift individually to enter details *i.e. lunch break.*

You can add/remove shifts you are wanting to associate with an image by selecting this option.

7. Update your in/out time.

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NMS Nursing and Rehab
Chelmsford, MA
SHIFT 10/15/2018 (ID 178939)

In Time: 07:00 AM ONCALL: 0 hour(s) Clear

Out Time: 03:30 PM CALLBACK: 0 hour(s) Clear

Clear In/Out Time COMMENT (150 characters)

Unit / Floor: None

Charge? Yes No

Meal: 30 minutes

Timesheet

Save Shift

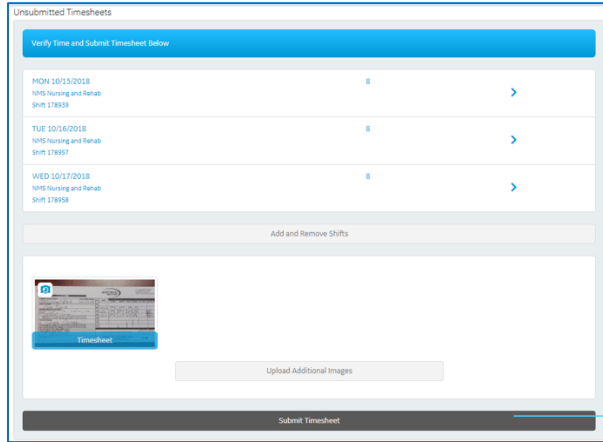
8. Input your lunch break here, if you did not get a break put 0.

9. Select "Save Shift" once you have added all of your information.

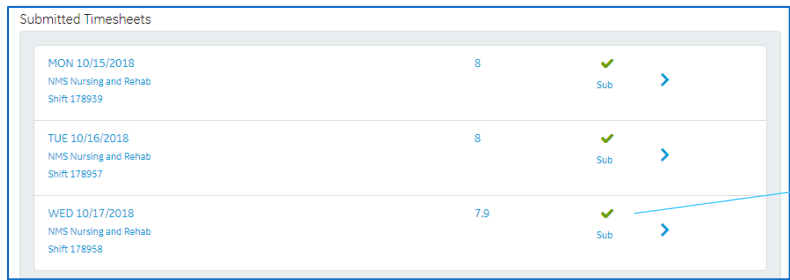
Repeat these steps for all shifts worked on that timesheet.



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10. Once all shifts have been updated, submit your timesheet.



Once you have submitted, you will see a green checkmark with "Sub."

After submitting your timesheet, you can change the image if something is incorrect. Select the image you would like to replace, select "Replace," and upload a new image.

Once payroll has started processing your timecards you will see



on your shift. You will not be able to make any changes once this appears.

Once your timesheets have been processed, they will be marked



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We are not using the "Credentials" or "Employment Forms" tab of Workforce Portal at this time.

