



FIRST DAY INSTRUCTIONS – LOCAL & TRAVEL ASSIGNMENTS

Contact Information

- **Payroll:** 504-831-2123
- **Local and Travel Assignment Payroll Email:** travelpay@giftedhealthcare.com
- **Emergency / After Hours Support / Weekend / Holiday:** 888-566-8773
- **Credentialing/Human Resources:**
 - Phone: 918-443-9800
 - Fax: 918-999-0047
 - Email: hronline@giftedhealthcare.com
- **Benefits:**
 - Phone: 504-831-2123 ext.1602
 - Email: benefits@giftedhealthcare.com

Workforce Portal (WFP) is a Mobile Application accessed from a cell phone, tablet, or computer to conveniently:

- Enter time worked and upload timecards and/or facility timekeeping reports
- View/download paystubs
- Enter work schedule
- Click [here](#) to access WFP.

Payroll Information

- Instructions for submitting your time to GIFTED via WFP are available in several formats for your convenience. For detailed instructions, [click here](#).
- Please note: Timecard image/report due Monday at Midnight CT via WFP for previous week worked and will be processed for direct deposit on Friday. Late submissions will be processed for pay the following week.
- Each Facility may have specific time keeping instructions. Please refer to the Facility Information below for more details.

Travel Reimbursements:

- When applicable for travel assignments only, are paid out on the first and last paycheck (Arrival & Departure).

Insurance Benefits

- **Effective Date:** Based on eligibility and election of benefits, typically first day of assignment
- **Online Enrollment:** Our Benefits Team will send an email titled “GIFTED Healthcare – Benefits Enrollment IMPORTANT” that contains a link to get started. Time sensitive, so please take urgent action. If you haven’t received this email within 5 days of your assignment start date, please contact the Benefits Team.
- **After Your Assignment:** Insurance Benefits continue as long as you are working full time hours and/or scheduled to start another assignment within a reasonable amount of time.

Calling Out/Missing Shifts

- If, for any reason, you need to call out for a shift, you must contact your GIFTED Recruiter and the facility as instructed in orientation.
- As soon as you are able, you will want to make up your missed shift – please talk to your unit manager to get the shift scheduled.
- If after hours, please contact our After-Hours Team at 888-566-8773.

Clinical Support

We have a team of Clinical and HR Leaders that are available 24/7 for clinical or facility concerns that may arise or are of urgent nature while on your assignment. Please reach out to the following for assistance and they will connect you with the proper Clinical or HR resource:

- **Weekdays 8am - 5pm CT:** Please reach out to your Recruiter. If they are not available, please call 888-566-8773.
- **After Hours:** Contact our After-Hours Team at 888-566-8773.

Thank you for being Gifted & have a great assignment!