



GIFTED HEALTHCARE

1.888.56NURSE •

--Clinician please use Workforce portal time slip submission

--Facility client please email to travelpay@giftedhealthcare.com

EMPLOYEE NAME: LAST NAME, FIRST NAME (PLEASE PRINT)																			
																		Federal government assignment	

Direct Deposit

RMRG

Gifted Travel

RN

LPN

CST/ORT

Other:

Staff Signature: _____

Client/Facility Name: _____

DAY	DATE	UNIT WORKED	TIME IN	TIME OUT	LUNCH		TOTAL HOURS WORKED	WORKED AS CHARGE NURSE	ON CALL		CALL BACK		ON CALL	Comments
									IN	OUT	IN	OUT	IN	
SUN					<input type="checkbox"/> No	Sup Initials		<input type="checkbox"/> Yes						
MON					<input type="checkbox"/> No	Sup Initials		<input type="checkbox"/> Yes						
TUES					<input type="checkbox"/> No	Sup Initials		<input type="checkbox"/> Yes						
WED					<input type="checkbox"/> No	Sup Initials		<input type="checkbox"/> Yes						
THURS					<input type="checkbox"/> No	Sup Initials		<input type="checkbox"/> Yes						
FRI					<input type="checkbox"/> No	Sup Initials		<input type="checkbox"/> Yes						
SAT					<input type="checkbox"/> No	Sup Initials		<input type="checkbox"/> Yes					Total weekly hours: _____	

Please scan or email timesheet to: travelpay@giftedhealthcare.com or Fax to 888-254-6156

Timesheets due Monday by midnight

PERFORMANCE EVALUATION TO BE COMPLETED BY SUPERVISOR WEEKLY							
QUALITY OF WORK	1	2	3	4	5	5 – EXCELLENT 4 – VERY GOOD 3 – GOOD 2 – FAIR 1 – POOR	Please circle one number in each row which best reflects your assessment of the employee based on the scale at the left
DOCUMENTATION	1	2	3	4	5		
CLINICAL ABILITY	1	2	3	4	5		
PROFESSIONALISM/ATTITUDE	1	2	3	4	5		
ATTENDANCE/PUNCTUALITY	1	2	3	4	5		
COMMENTS							

In consideration for services provided by Gifted Nurses/ RMRG, the above signed agrees not to hire the staff member named above directly or indirectly except with written permission from Gifted Nurses/RMRG. The client representative's signature above acknowledges services rendered, that the above hours are correct and the employee's performance was satisfactory.

CLIENT REPRESENTATIVE SIGNATURE

DATE



Gifted Healthcare is proud to present Workforce Portal! Our valued healthcare professionals can manage all document updates and payroll in one easy program!

May we suggest that you save this email to your favorites for future references! Your timeslip is attached below and should be printed off for completion and approval by your supervisor. Please follow the facility process for acquiring a signed time slip. If there is a delay in signing your timeslip; you may upload the unsigned version to meet payroll deadlines.

[Workforce Portal-click here!](#)

Workforce Portal Tutorials & Resources for Clinicians

If you have time, please review these step-by-step Workforce Portal tutorials, and guides to familiarize yourself with the new time entry/payroll process.

Resources for Per Diem Clinicians

- [View the Workforce Portal Time Entry Instructional Webinar](#)
- [Download the Workforce Portal Time Entry Desktop Reference Guide](#)

Resources for Local Short/Long-Term & Travel Clinicians

- [View the Workforce Portal Time Entry Instructional Webinar](#)
- [Download the Workforce Portal Time Entry Desktop Reference Guide](#)

In an effort to provide you with as much information as possible, we have included answers below to the most frequently asked questions since the launch of the new Workforce Portal Time Entry Process.

As of Monday, February 15th, GIFTED will no longer accept timesheets via email or fax. Please review the following important information about Workforce Portal to ensure your timesheets and payroll are submitted correctly. Thank you!

1. When Is the Weekly Payroll Deadline?

The payroll deadline will continue to be on Mondays. However, to accommodate our clinicians, we have moved the Monday payroll deadline from noon to midnight.

As of Monday, February 15th, GIFTED will no longer accept timesheets via email and fax. All clinicians must submit timesheets via Workforce Portal.

2. How Do I Verify Timesheet Details?

After you have created your timesheet in the Workforce Portal, please take a moment to verify your timesheet details. To do so, click on the desired shift and review or update shift details as needed.

When updating timesheet details, please leave the mileage field blank. GIFTED clinicians are not paid mileage for their trips from home to the facility.

3. How Can I Tell That My Timesheet Has Been Submitted?

Once you have verified your timesheet and clicked Submit Timesheet, notice the banner at the top of the page indicates that the timesheet has been saved. After clicking the Submit Timesheet button, the abbreviation "Sub" will appear next to your submitted timesheet. This notification confirms that your timesheet has been submitted for processing.

Once the payroll team has reconciled your time, "Lock" will appear next to your submitted timesheet. When your timesheet is in "Lock" status, you cannot adjust timesheet details further. If your pay stub is displayed, your timesheet has been processed for deposit.

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Thank you for all that you do and thank you for being GIFTED!

-Team GIFTED

Attention all travelers:

Please do not include mileage when entering weekly time in the portal