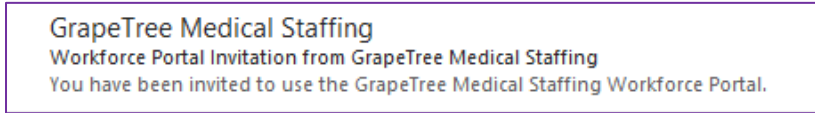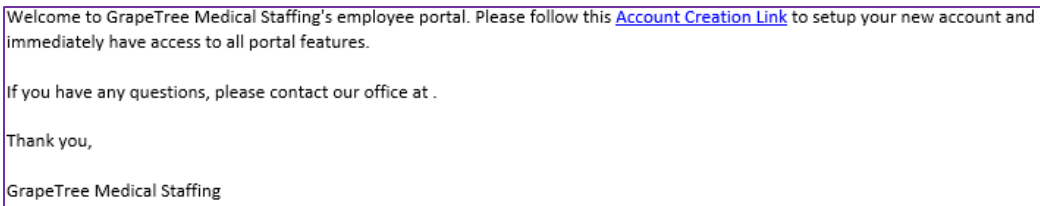## Workforce Portal account set up

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

> GrapeTree Medical Staffing
> Workforce Portal Invitation from GrapeTree Medical Staffing
> You have been invited to use the GrapeTree Medical Staffing Workforce Portal.

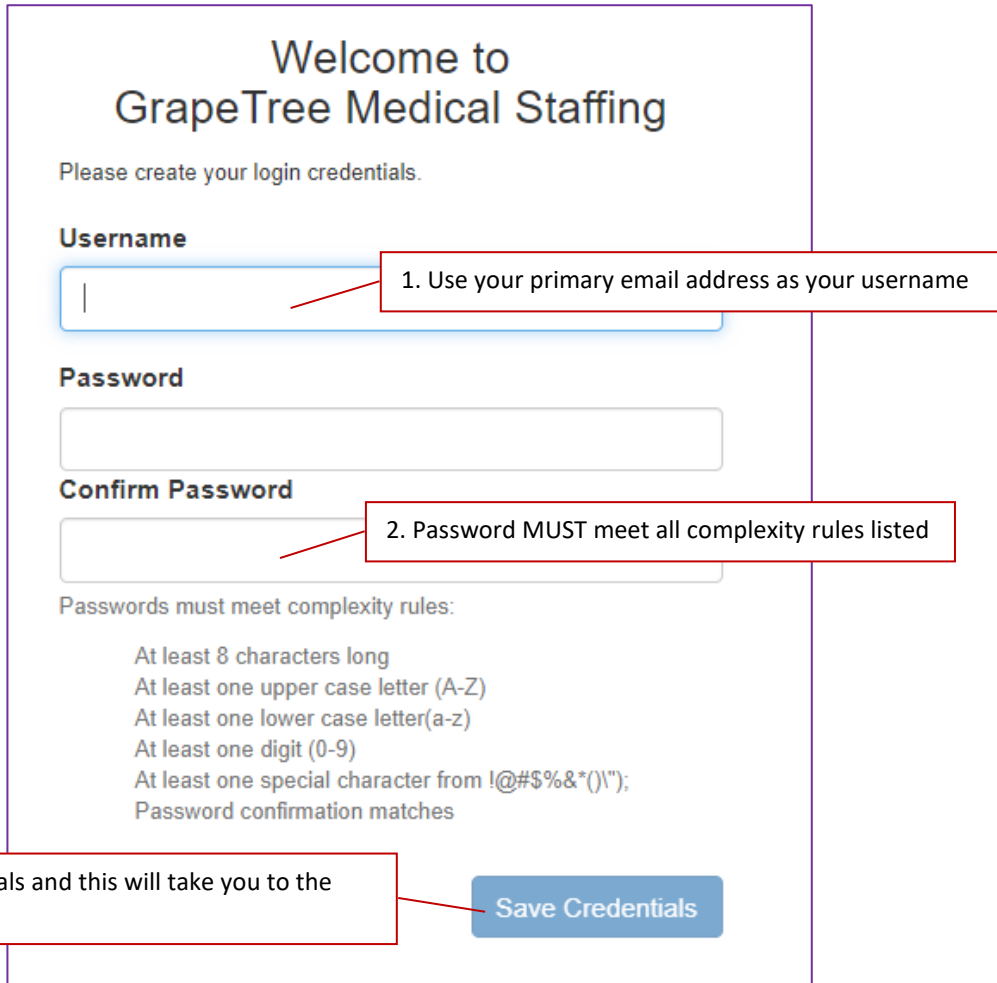After opening the email, select the link saying "GrapeTree Medical Staffing, Inc. Workforce portal Account Setup"

> Welcome to GrapeTree Medical Staffing's employee portal. Please follow this Account Creation Link to setup your new account and immediately have access to all portal features.
>
> If you have any questions, please contact our office at .
>
> Thank you,
>
> GrapeTree Medical Staffing

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

Welcome to GrapeTree Medical Staffing

Please create your login credentials.

Username

1. Use your primary email address as your username

Password

Confirm Password

2. Password MUST meet all complexity rules listed
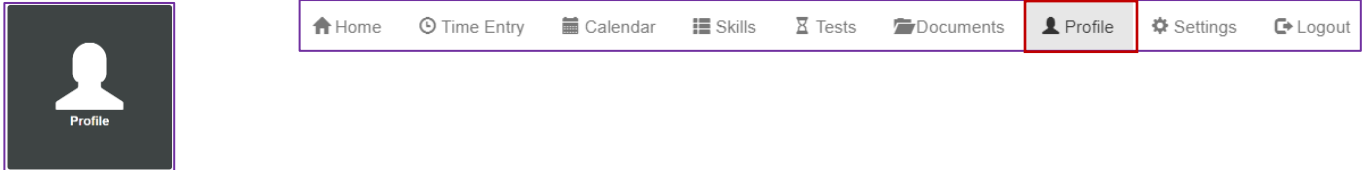
Passwords must meet complexity rules:

    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 !@#$%&*()\");
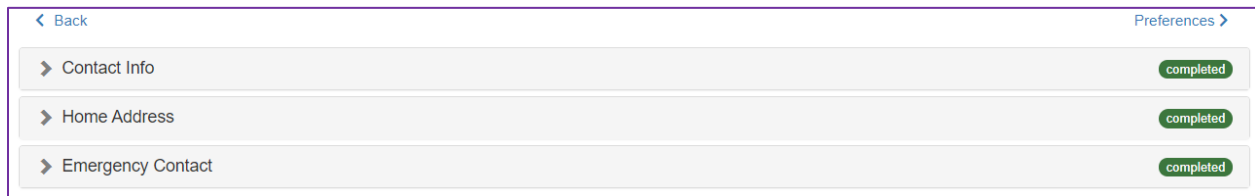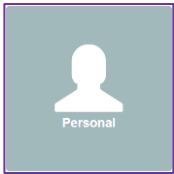   Password confirmation matches

3. Select Save Credentials and this will take you to the Home Page

Save Credentials

Profile set up

Select the Profile tab at the top of the page

| 🏠 Home | 🕐 Time Entry | 📅 Calendar | ☰ Skills | ⏳ Tests | 🗁 Documents | 👤 Profile | ⚙ Settings | ⮌ Logout |

Once under the profile section, select Personal.

‹ Back	Preferences ›
› Contact Info	completed
› Home Address	completed
› Emergency Contact	completed

Your personal information including Contact Info, Home Address, and Emergency Contact will be listed under this section. **If you need to make changes to your personal information, please do so under this section.**
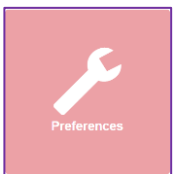
The Preferences section allows you to update your Work Preferences, Shift Preferences, and Work Locations by selecting the arrow by each section.

Work Preferences will allow you to select the date you are available to start picking up shifts and the position type that you prefer.

Travel positions will be long term assignments with one specific facility.

PRN positions are as needed shifts from any facilities signed with GrapeTree.

⌄ Work Preferences	completed

Date Available *

02/02/2018

Position Type *

Both ▾

Save Work Preferences
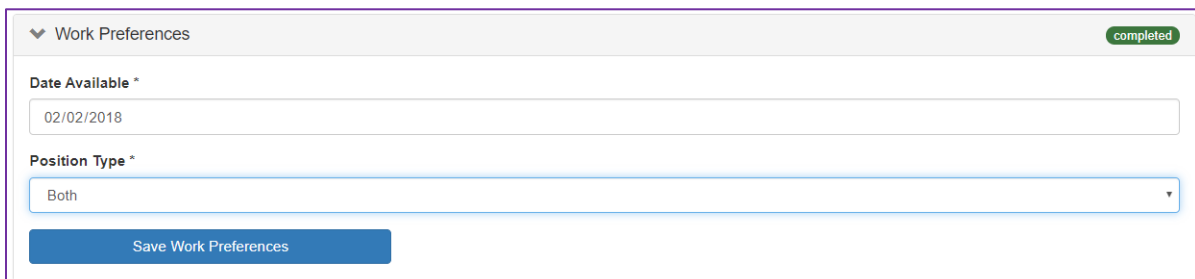
Under Shift Preferences you will be able to select which shifts you wish to see when looking for available shifts. We recommend mileage be set out to 50 miles to see the most job opportunities in your area.

Work Locations allows you to select what states you would like to work in. All states/areas are listed, but for the full list of states that we are currently staffing, please reference www.grapetree.com.

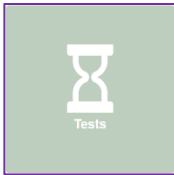We are not currently using the Credentials, Experience or Skills sections.

You will use the Tests and Documents sections to complete any annual tests or credentials needed to stay compliant and working.

Tests

Competency Tests

‹ Back

∨ **Assigned Tests:**   0

There are no tests to complete.

› **Completed Tests:**   2
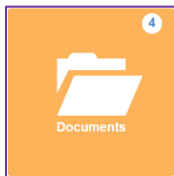
Documents 4

‹ Back

Documents

| Assigned 4 | Completed | Library |

These documents need to be completed:

☑ RN Job Description

☑ GrapeTree Code of Ethics.pdf

☑ GrapeTree Background Consent

☑ 2020 Field Staff Guide Final

Viewing Shifts

Select the Calendar tab at the top of the page

🏠 Home	🕐 Time Entry	📅 Calendar	☰ Skills	⧗ Tests	📁 Documents	👤 Profile	⚙ Settings	↪ Logout

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

Use these arrows to change the month you wish to see shifts

Adjust filters to show different available shifts

When you select **Filters are applied** it will give more options to filter down for more specific shifts.

Once you have your preferences set to how you want them, select Save Shift Preferences, and then select Apply. Select the X in the upper right corner to close.

To view the available shifts for each day, select the yellow bar. `2 Open`

Wed Nov 11 2020   ✕

Open **2**

Search for a specific facility's open shifts for the selected day

Adjust the distance for how far out you want to see facilities here

| Facility Name | OR | Select distance ⌄ |

Shift ID **2661374**

✓ Request Shift

Shift start and end time

4   4:00P-8:00P |~20 miles

Approximate mileage from your set address in your Profile

🏢 **Facility**
Sutherland Pearl Valley Rehabilitation & Nursing

📍 Location
Sutherland, IA,

Selecting the blue pin will map the facility location

Staffing Notes

🖥 **Certification**
CNA

🩺 Specialty
LTC

You will find incentive pay details under the specialty section
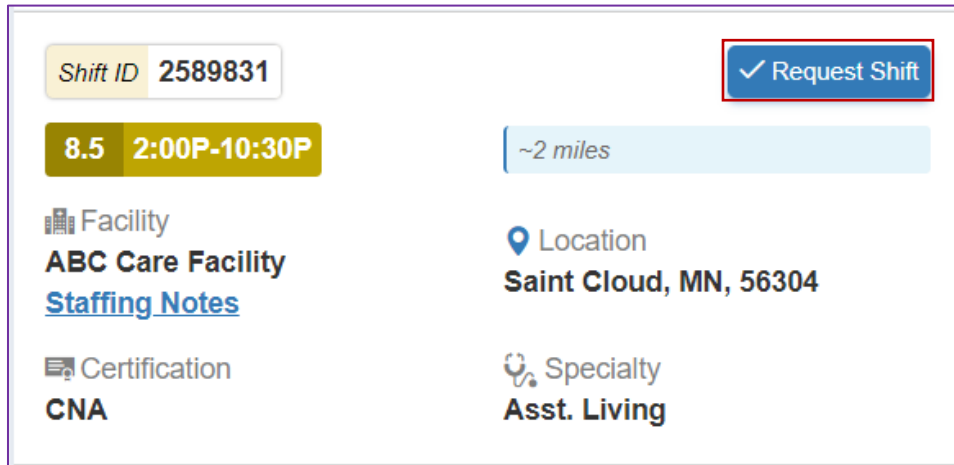- LTC/Asst. Living STAT
- LTC/ Asst. Living Emergency PAY

Staffing Notes will show important details on the facility
- Where to report upon arrival
- Break details
- Orientation requirements

Self-Scheduling Shifts

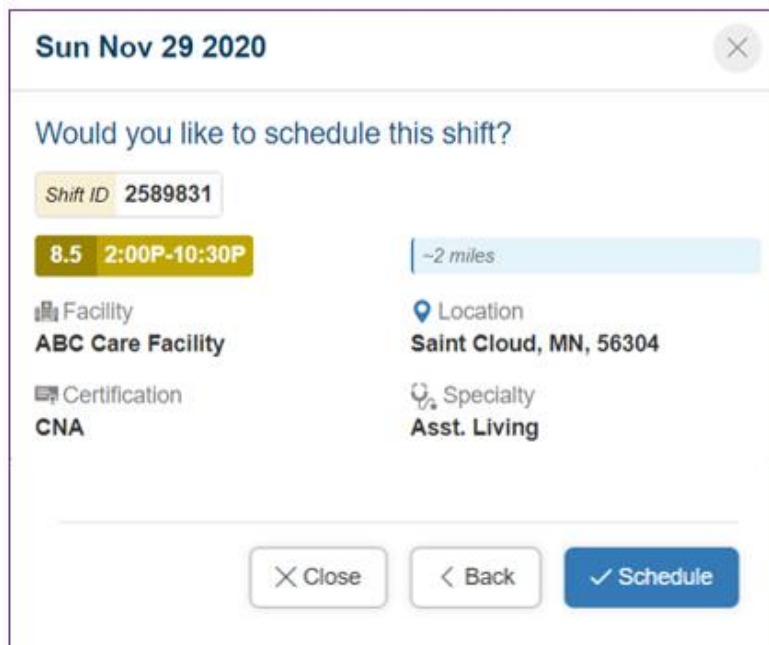When you find a shift you would like to work, select Request Shift

You will get a notice verifying that you would like to schedule the shift. If you select Schedule, the shift will be confirmed notifying the facility will that you are attending that shift. **Self-Scheduling is a 100% commitment to the shift and a booking fee may apply.**

If you think you have made an error, please call the Staffing Department immediately at 712-336-0800 ext. 2704.

If you select Back, it will take you back to the list of shifts.

If you select Close, it will close the view shifts window and take you back to the calendar view.
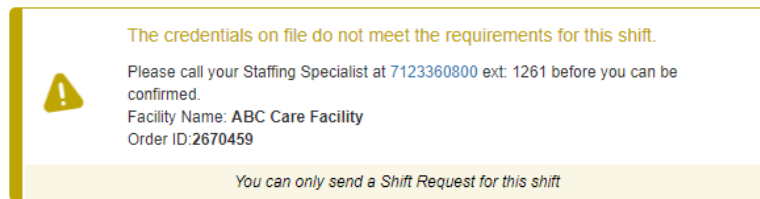
Requesting Shifts

When attempting to schedule shfits, you may receive a notice that you need to reach out to your Staffing Specialist or the Onboarding Department.

You can still submit a request for the shift to your Staffing Speicalist for manual approval by selecting the Send Request option. **When sending a request, this is still a 100% commitment to the shift and a booking fee may apply.**

Reasons a shift might not be able to be self-scheduled might include:
- Orientation is needed
- The shift would result in overtime
- Missing credentials
- Overlapping shifts
  - *Example: You are scheduled for a 6:00a-2:15p at ABC Care but trying to request a 2:00p-10:30p at 123 Rehab.*

The credentials on file do not meet the requirements for this shift.
Please call your Staffing Specialist at 7123360800 ext: 1261 before you can be confirmed.
Facility Name: ABC Care Facility
Order ID:2670459

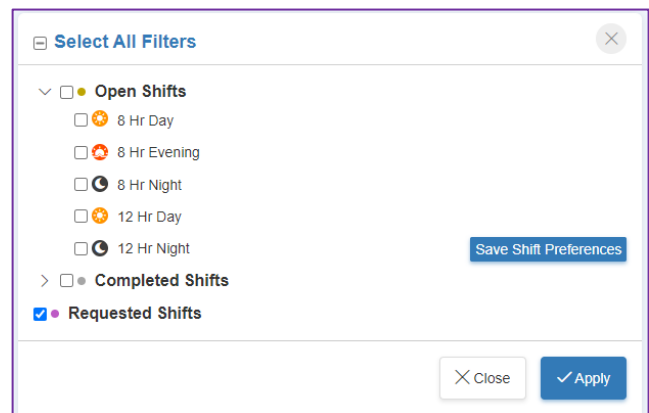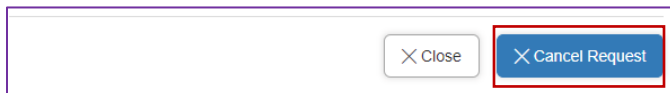*You can only send a Shift Request for this shift*

To view your pending requests, Select Filters are applied, check the box next to Requested Shifts, and select Apply.

Requests will show as a purple bar.

1 Requested
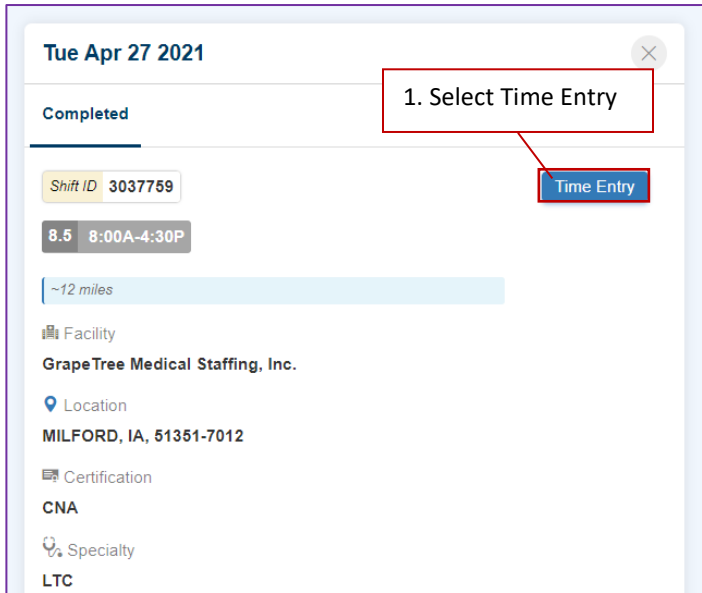
Select it to open the details or cancel the request if you made an error.

| | ✕ Close | ✕ Cancel Request |

Select All Filters

- Open Shifts
  - ☼ 8 Hr Day
  - ☼ 8 Hr Evening
  - 🕐 8 Hr Night
  - ☼ 12 Hr Day
  - 🕐 12 Hr Night
- Completed Shifts
- ✔ Requested Shifts

Save Shift Preferences

✕ Close   ✔ Apply

Timesheets

Select the shift you would like to upload a timesheet for. Eligible shifts will have a red alarm clock next to the shift time. 8.5 6:00A-2:30P ⏰

Tue Apr 27 2021

Completed

1. Select Time Entry

Shift ID 3037759

Time Entry

8.5 8:00A-4:30P

~12 miles
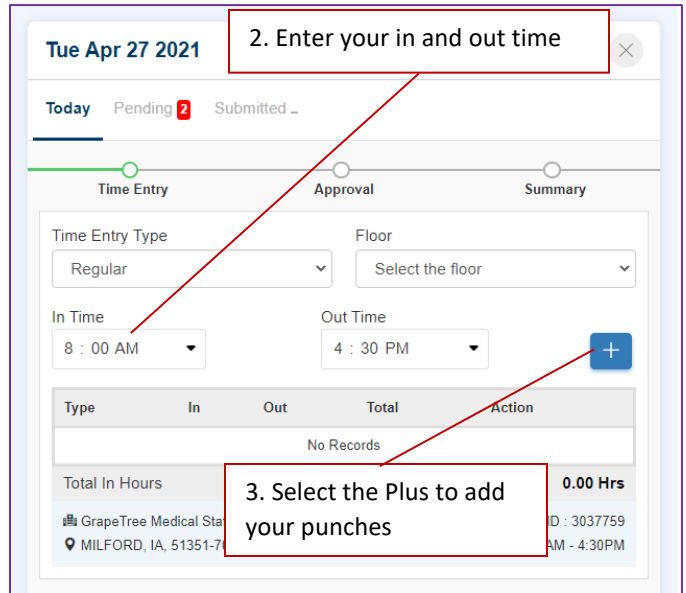
🏢 Facility
GrapeTree Medical Staffing, Inc.

📍 Location
MILFORD, IA, 51351-7012

📧 Certification
CNA

🩺 Specialty
LTC

Tue Apr 27 2021

2. Enter your in and out time

Today   Pending 2   Submitted

Time Entry   Approval   Summary
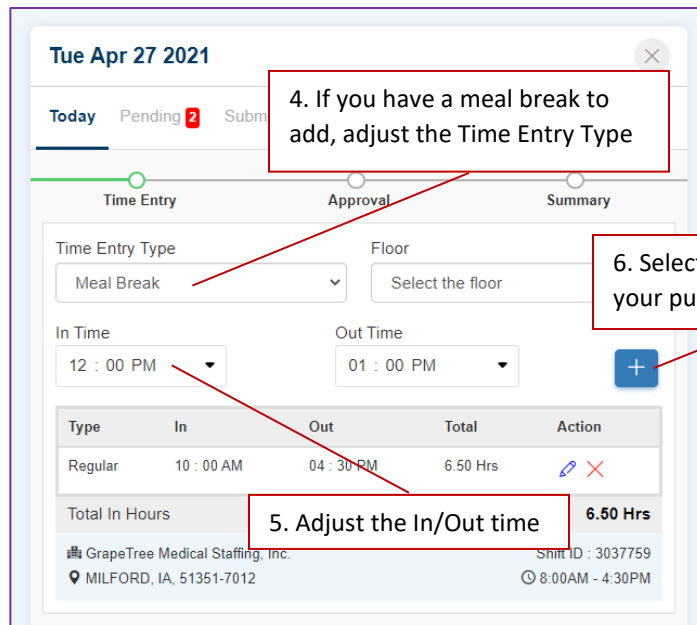
Time Entry Type   Floor
Regular   Select the floor

In Time   Out Time
8 : 00 AM   4 : 30 PM   +

Type	In	Out	Total	Action
No Records				

3. Select the Plus to add your punches

Total In Hours   0.00 Hrs

🏢 GrapeTree Medical Sta...   ID : 3037759
📍 MILFORD, IA, 51351-7...   AM - 4:30PM

Tue Apr 27 2021

Today   Pending 2   Subm

4. If you have a meal break to add, adjust the Time Entry Type

Time Entry   Approval   Summary

Time Entry Type   Floor
Meal Break   Select the floor

6. Select the plus to add your punches

In Time   Out Time
12 : 00 PM   01 : 00 PM   +

Type	In	Out	Total	Action
Regular	10 : 00 AM	04 : 30 PM	6.50 Hrs	✏ ✕

Total In Hours   6.50 Hrs

5. Adjust the In/Out time

🏢 GrapeTree Medical Staffing, Inc.   Shift ID : 3037759
📍 MILFORD, IA, 51351-7012   ⏰ 8:00AM - 4:30PM

9

Select the Next button when you have added all your time. This will take you to the Signature approval section where you will have a superior fill out the Facility Approver: Name & Title. They will then write their signature in the Approver Signature field.

Once they have signed their name, they will select the Approve button.

Once the approve option is checked, you will see a breakdown of the shift details.

Review these details and select the Edit option if anything needs to be changed. <mark>If you need to edit your time, you will need to get a new signature from a superior at the facility.</mark>

If everything looks correct, select Next.

Tue Apr 27 2021

Today   Pending **2**   Submitted _

Time Entry   Approval   Summary

Time Entry Details

Type	In	Out	Total
Regular	10 : 00 AM	04 : 30 PM	6.50 Hrs
Meal Break	12 : 00 PM	01 : 00 PM	1.00 Hrs
Total In Hours			**5.50 Hrs**

Timesheet Images

View Agency Timesheet

☐ Upload Additional Images

Comments:

Priority Pay:

You must select this Priority Pay option if you are wanting to be paid sooner than Friday.

🏢 GrapeTree Medical Staffing, Inc.   Shift ID : 3037759
📍 MILFORD, IA, 51351-7012   🕐 8:00AM - 4:30PM

Total In Hours	5.50 Hrs

If you are wanting to be paid sooner than Friday, you need to select the Request Priority Pay box on *each* shift in that pay period. You will receive a notice regarding the $25 fee before proceeding.

ctms.contingenttalentmanagement.com says

I understand that I will be charged a $25 fee per paycheck for selecting Priority Pay, and by checking this box, I am providing express, written consent for the fee to be deducted from my paycheck. I understand that I can be paid on the regular cycle without this fee. See Section 4.2 of the Field Staff Guide for more details.

If your Staffing Specialist has made other arrangements with you regarding the fee as a part of a promotion or incentive, please note this in the comment section.

OK   Cancel

If you have received free Priority Pay or another incentive from your staffer, note it in the comment section shown above.

Any timesheet received after 8:00am will not be processed until the following business day.

Review your time one more time for any corrections. If everything is correct, select Submit. You will receive a notice stating your timesheet was submitted successfully.