

## 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**

**Password**

**Confirm Password**

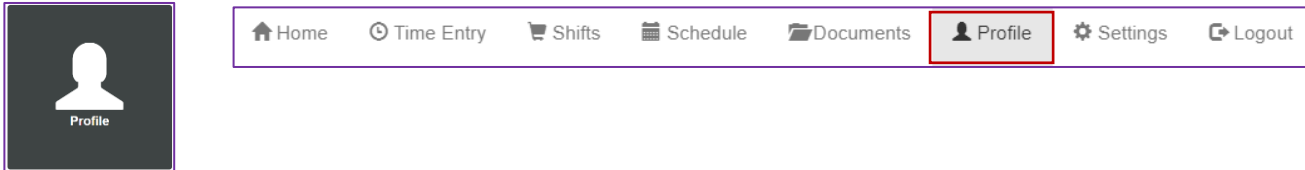
Passwords must meet complexity rules:

- 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

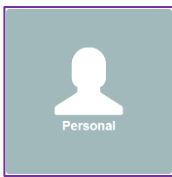
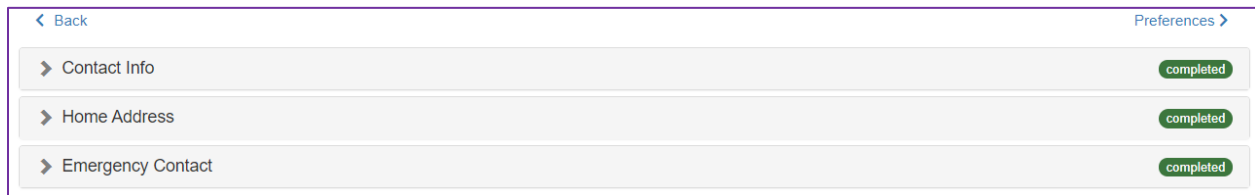
**Save Credentials**

## Profile set up

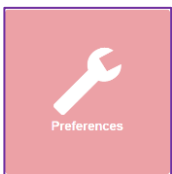
Select the Profile tab at the top of the page



Once under the profile section, select Personal.

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.**

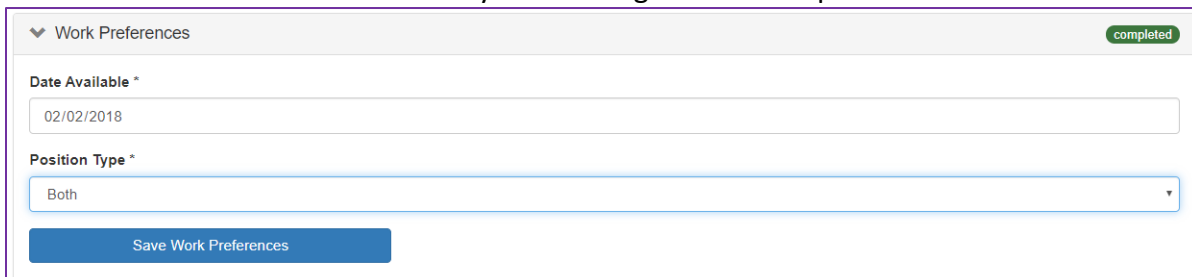


The Preferences section allows you to update your work preferences, Shift Preferences, and Work Locations by selecting the arrow by each section.

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 1 specific facility.

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



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.

Shift Preferences

completed

Day Shifts \*

Yes No

Noc Shifts \*

Yes No

Shift Preference \*

Both 8 and 12 Hour Shifts

Distance \*

50

Save Shift Preferences

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](http://www.grapetree.com).

Work Locations

incomplete

Select one or more work locations

All US

Alaska

Alabama

Arkansas

American Samoa

Arizona

California

Colorado

Connecticut

Washington DC

Delaware

Florida

Georgia

Guam

Hawaii

Iowa

Idaho

Illinois

Indiana

Kansas

Kentucky

Louisiana

Massachusetts

Maryland

Maine

Michigan

Minnesota

Missouri

Northern Mariana Islands

Mississippi

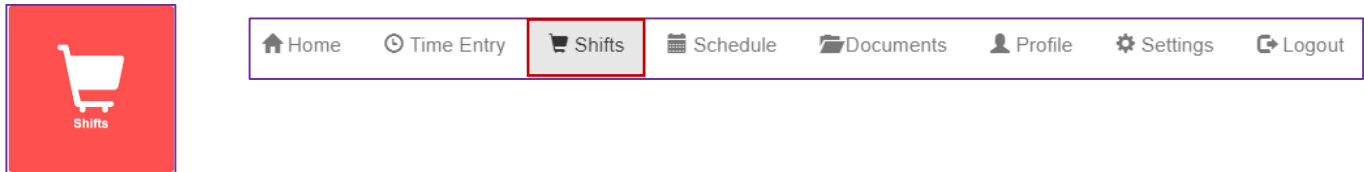
Montana



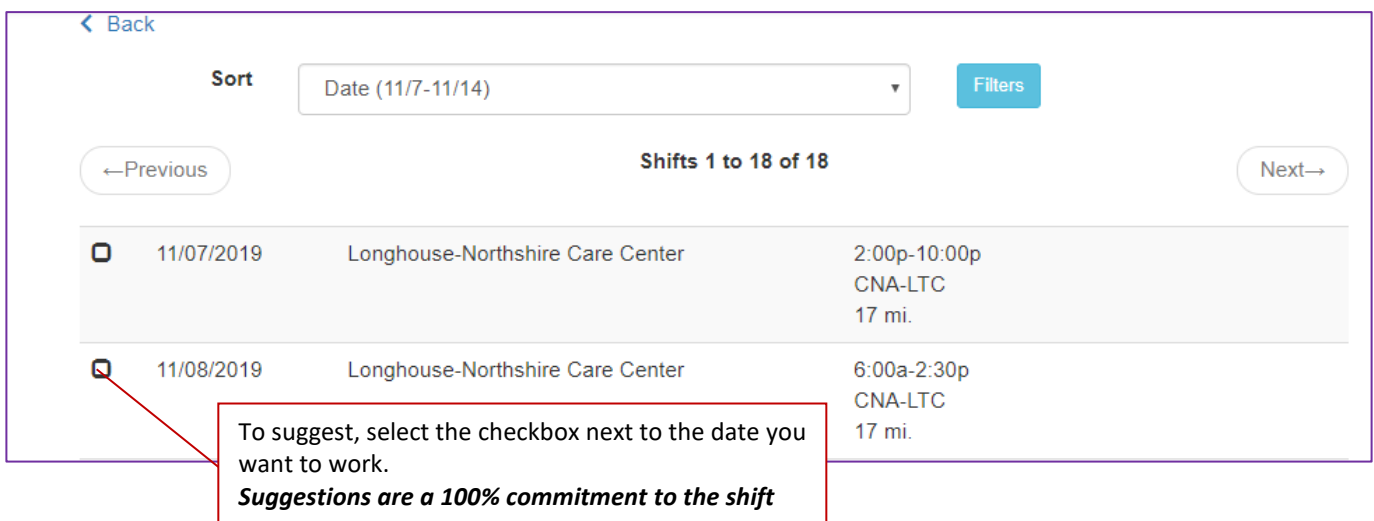
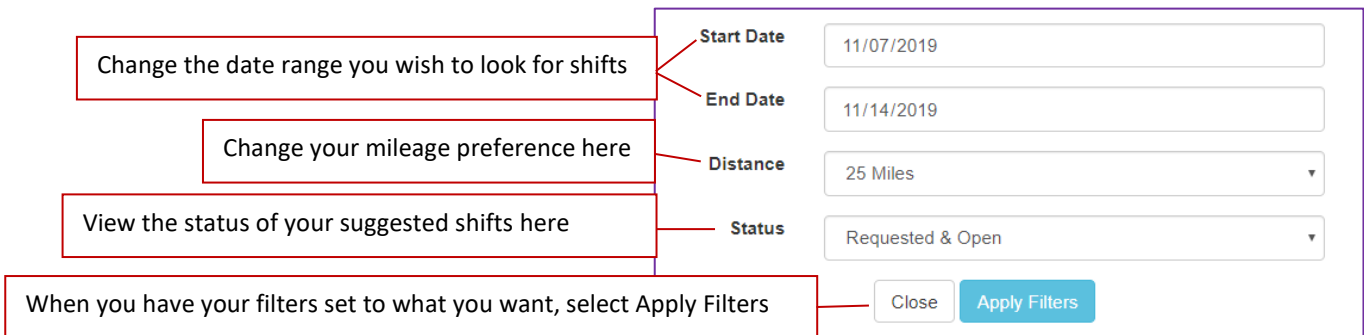
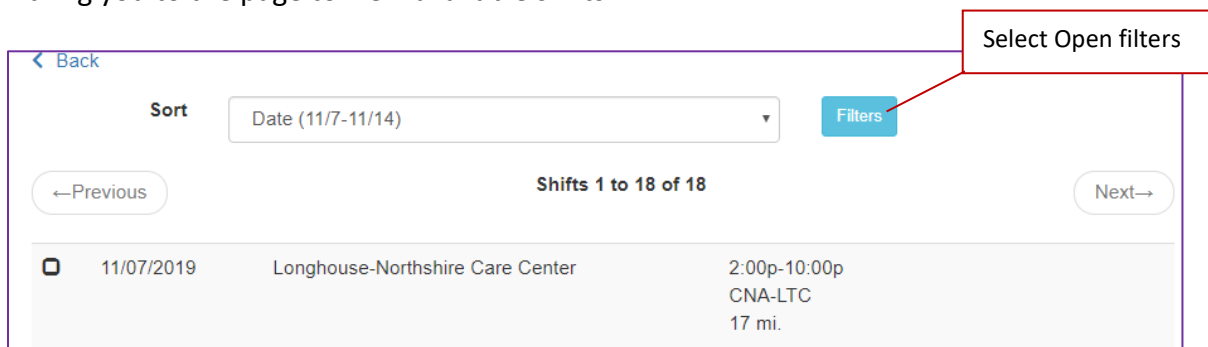
We are not currently using the Credentials or Experience sections.

## Requesting Shifts

Select the Request shift box OR the request shifts tab at the top of the page



This will bring you to the page to view available shifts



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Sort Date (11/7-11/30) Filters

← Previous **Shifts 1 to 3 of 3** Next →

11/07/2019 Confirmed	Mosaic 1000 1st Street SE	10:00p-6:00a CNA-LTC 10 mi.
<input checked="" type="checkbox"/> 11/08/2019 Requested	Sutherland Pearl Valley Rehabilitation & Nursing	2:00p-10:00p CNA-LTC 95 mi.
<input checked="" type="checkbox"/> 11/10/2019 Requested	Mosaic 1000 1st Street SE	2:00p-10:00p CNA-LTC 10 mi.

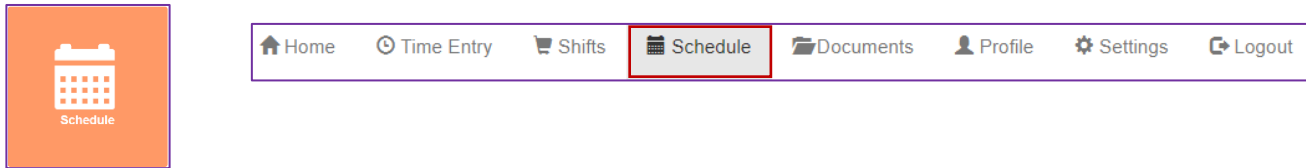
When viewing your suggestions under the “Requested” filter, make sure your mileage filter matches what it was when you suggested for the shifts or they might not all be listed.

**Confirmed** means the suggestion has been scheduled.  
**Requested** means the shift has been submitted, but not scheduled  
**You can remove a suggestion by selecting the checked box if it is still in the Requested status**  
 If you do not see your suggestion listed, the shift was no longer needed or not approved.

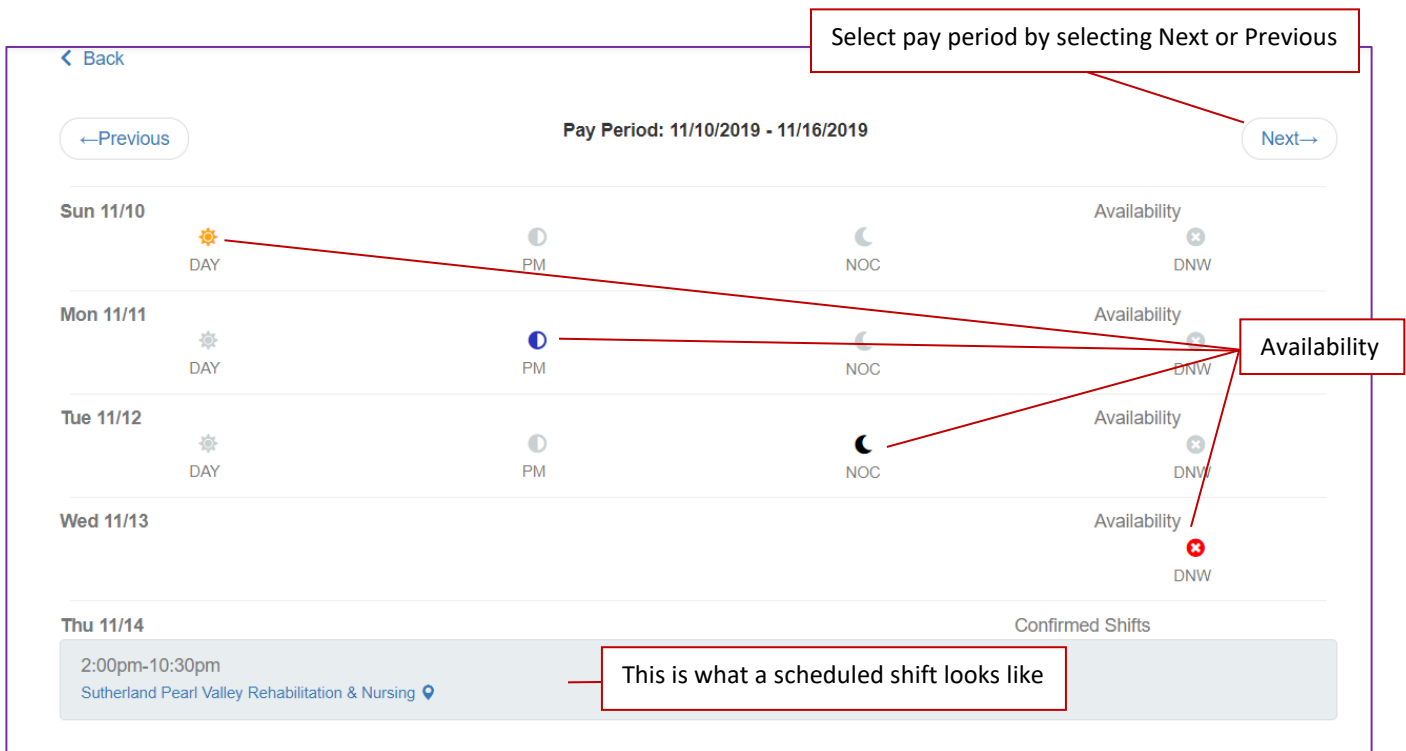
**This section is to view the status of your suggestion only. These suggestions are subject to change, so the Schedule tab must be referenced to see the most up to date scheduled shifts.**

## Schedule and Availability

Select the Schedule & Availability box OR the Schedule tab at the top of the page



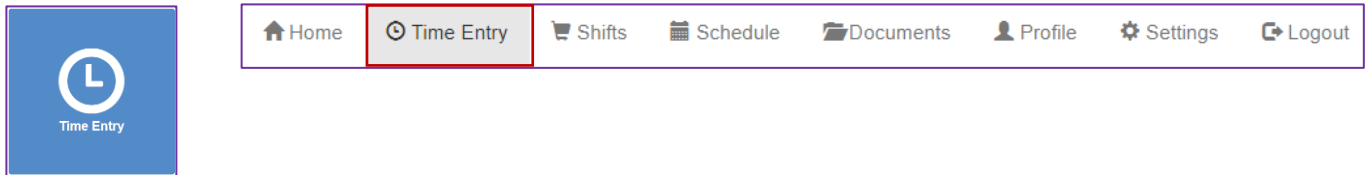
This will bring you to the page to update your calendar and see what shifts you are scheduled for



**Availability** - You can update your availability using the sun and moon icons. The full sun means you are available for 6-2. The partial sun means you are available for 2-10 and the moon means you are available for 10-6. You should mark DNW on the days you know you are not available for any shift.

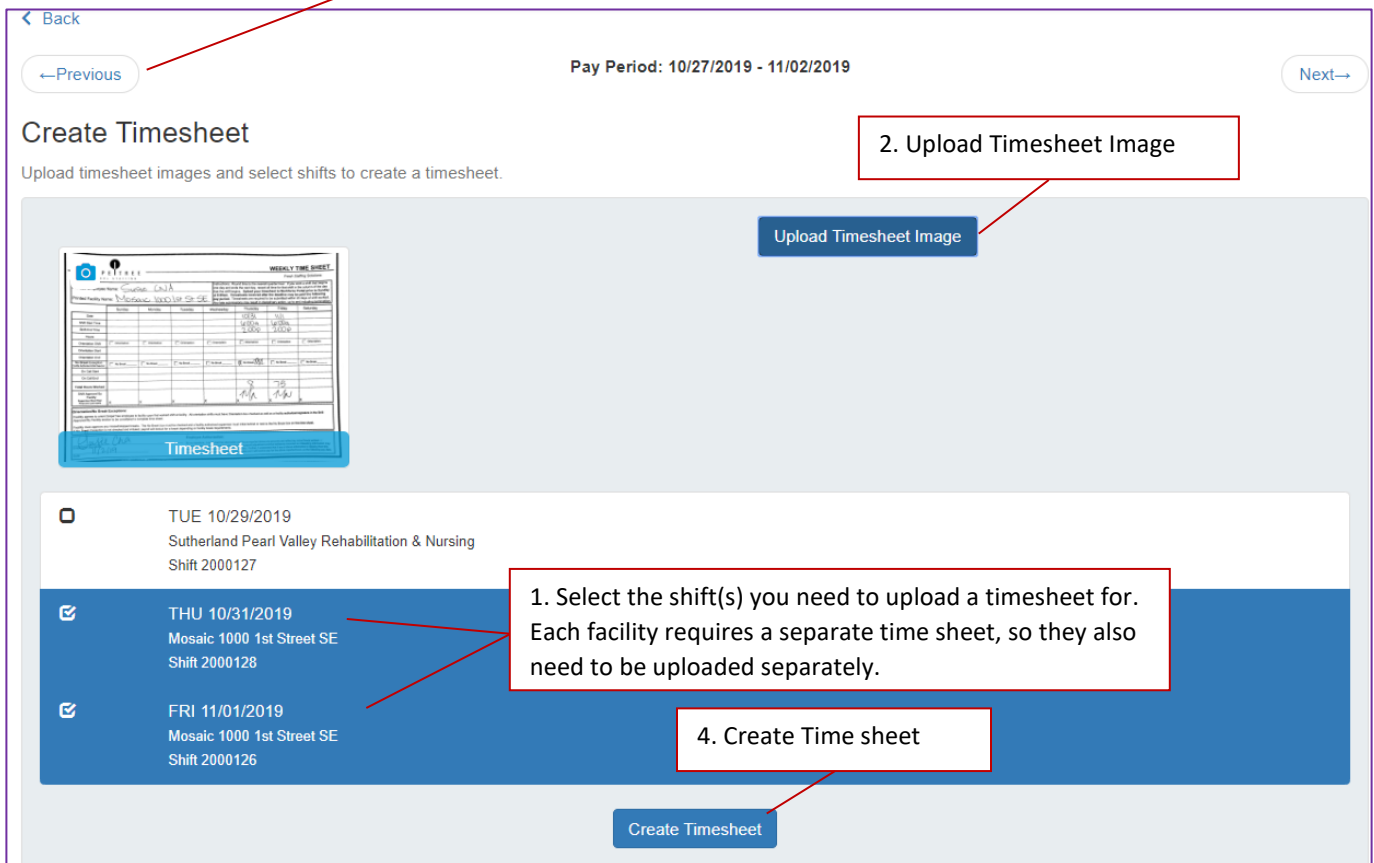
## Timesheets

Select the Time Entry box OR the Time Entry tab at the top of the page.



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. Timesheets are due **Sunday by 8:00am** to be paid that Friday.

Select pay period by selecting Next or Previous



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Pay Period: 10/27/2019 - 11/02/2019

Next→

### Create Timesheet

Upload timesheet images and select shifts to create a timesheet.

Upload Timesheet Image

Timesheet

TUE 10/29/2019  
Sutherland Pearl Valley Rehabilitation & Nursing  
Shift 2000127

THU 10/31/2019  
Mosaic 1000 1st Street SE  
Shift 2000128

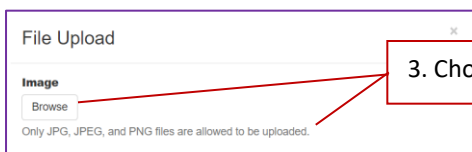
FRI 11/01/2019  
Mosaic 1000 1st Street SE  
Shift 2000126

1. Select the shift(s) you need to upload a timesheet for. Each facility requires a separate time sheet, so they also need to be uploaded separately.

2. Upload Timesheet Image

4. Create Time sheet

Create Timesheet



File Upload

Image

Browse

Only JPG, JPEG, and PNG files are allowed to be uploaded.

3. Choose your file - only JPG, JPEG, and PNG files can be uploaded

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Pay Period: 10/27/2019 - 11/02/2019

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## Unsubmitted Timesheets

Verify Time and Submit Timesheet Below

THU 10/31/2019

Mosaic 1000 1st Street SE

Shift 2000128

8

FRI 11/01/2019

Mosaic 1000 1st Street SE

Shift 2000126

8

Add and Remove Shifts

4. 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

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Mosaic 1000 1st Street SE  
Clarion, IA

SHIFT 10/31/2019 (ID 2000128)

In Time: 06:00 AM

Out Time: 02:00 PM

Clear In/Out Time

Unit / Floor: None

Charge? ☐ Yes ☒ No

Meal: 0 minutes

Timesheet

ONCALL: 0 hour(s) Clear

CALLBACK: 0 hour(s) Clear

COMMENT (150 characters)  
Free Priority Pay Per Staffing Specialist

Request Priority Pay ☒

Save Shift

If you received an incentive, it **must** be included here. *i.e. free Priority Pay, STAT, EPAY, bonuses, extra dollars an hour*

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

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

7. Save Shift once you have added all your information

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. **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 till the following business day.



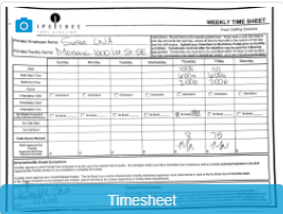
←Previous
Pay Period: 10/27/2019 - 11/02/2019
Next→

## Unsubmitted Timesheets

Verify Time and Submit Timesheet Below

THU 10/31/2019 Mosaic 1000 1st Street SE Shift 2000128	8
FRI 11/01/2019 Mosaic 1000 1st Street SE Shift 2000126	8

Add and Remove Shifts



Upload Additional Images

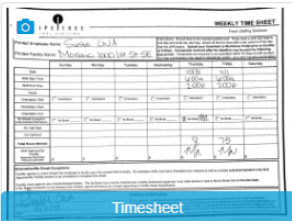
Submit Timesheet

8. Submit Timesheet

## Submitted Timesheets

Once submitted, you will see "Sub", which means submitted.

THU 10/31/2019 Mosaic 1000 1st Street SE Shift 2000128	8	Sub
FRI 11/01/2019 Mosaic 1000 1st Street SE Shift 2000126	8	Sub



Upload Additional Images

After submitting your time sheet, 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 timesheets you will see a “lock” not be able to make any changes once this appears.



Lock

on your shift. You will

Once your time sheets have been processed, they will be marked “paid”.



Paid