

Vendor Portal Quick Reference Sheet:

7. Adding and Submitting Time (non-Kronos facilities only)

Thank you for partnering with HealthTrust Workforce Solutions! HealthTrust is pleased to offer a simple and convenient, web based, Self-service option to our staffing relationship. The purpose of this quick reference guide is to guide you on the following functions in the Vendor Portal:

- Searching Timesheets
- Adding and Submitting Time
- Viewing Rejected Time Reason

Within the HealthTrust Workforce Solutions MSP group, some Program Management Office (PMO) teams support clients that utilize non- Kronos time clocks onsite at their facilities. When providing workers to PMOs with alternate time processing the time will need to be manually entered on behalf of your candidates, and then submitted over to the client for approval.

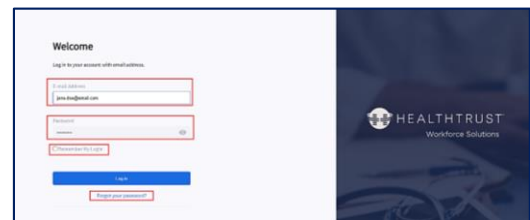
Login Reminder:

Browser: Ensure to always use the Google Chrome browser.

Vendor Portal Web App Login URL:

vendor.healthtrustws.com

- Enter **Email Address**
- Enter **Password**



NOTE: You will use the same credentials as you do for Workforce 2.0.

Searching Timesheets

This section allows you to search and view matches that are in different statuses. You can narrow down data for review specific to Matches for contract positions. There are different filters and columns to choose from for results.

1	Click the Timesheets section from the main menu panel
2	Search by Timesheet ID, Candidate Name or Candidate ID
3	Use these filters to only see the shifts in these specific statuses: Draft, Submitted, Approved, Rejected etc.
4	Column results of data. There are options to filter each of these columns where you see a filter menu
5	Change the columns that you have visible on the search by clicking the columns option icon
6	Export data to Excel if needed

Timesheet	Status	Start Date	End Date	Candidate	Regular Hours	Overtime Hours	Total Hours	Total Expenses	Position	Match	Primary
6508691	Approved	11/14/2021	11/20/2021	Janet (4865690)	0h	5h	5h		Travel PCU RN (636) 7P-7A/ 13 WEEKS (509723) METHODIST SPECIALTY & TRANSPLANT HOSPITAL		
6508688	Approved	11/7/2021	11/13/2021	Llan (4228772)	37h 30m	0h	37h 30m	\$0.00	TRAVEL - RN - TELEMETRY - COST CENTER (6... (520042) CENTRAL FLORIDA REGIONAL SANFORD		
6508675	Approved	9/26/2021	10/2/2021	Amaranda (4479363)	18h 15m	7h 45m	26h		RAPID RESPONSE - RN STEP/TELE - Cost Cen... (502090) METHODIST HOSPITAL		
6508671	Approved	10/31/2021	11/6/2021	Llan (4228772)	38h 30m	0h	38h 30m	\$0.00	TRAVEL - RN - TELEMETRY - COST CENTER (6... (520042) CENTRAL FLORIDA REGIONAL SANFORD		
6508597	Approved	10/10/2021	10/16/2021	Zachary (4835554)	41h 45m	1h	42h 45m		RAPID RESPONSE - RN - ICU - Cost Center ... (517843) HCA Houston N Cypress		
6508573	Approved	10/17/2021	10/23/2021	Jennifer (1228812)	-40h	-1h 15m	-41h 15m	\$0.00	EXTENSION TRAVEL CST - OR/SURGERY (701) (493714) MISSION HOSPITAL		

Submitting Time

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- Click **Draft** filter in order to view only those timesheets that need time entered. Use additional filters on columns to expand or narrow the search.
- Click the **Timesheet ID**

Timesheet	Status	Start Date	End Date	Candidate	Regular Hours	Overtime Hours	Total Hours	Total Expenses	Position
6505796	Draft	11/14/2021	11/20/2021	Dwane Dupree (4935181)	0h	0h	0h	\$0.00	TRAVEL - MEDICAL TECHNOLOG IRL - North FL RRL
6493381	Draft	10/31/2021	11/6/2021	Kyle Bolella (4607230)	0h	0h	0h	-	Rapid Response Travel (RN) ED Lee Health
6493316	Draft	10/24/2021	10/30/2021	Kyle Bolella (4607230)	0h	0h	0h	-	Rapid Response Travel (RN) ED

- Option to **expand to full view**
- Click **Add Time**

Summary

Total:	0h
Regular:	0h
Overtime:	0h
Double time:	0h
Other:	0h

Time Entered

Date	Day	Total
10/31/2021	Sunday	0h
11/1/2021	Monday	0h

1. **Select Date**
If needed, multiple dates can be selected if the same schedule occurs.
2. **Rate Group** will be defaulted
3. **Rate** will default to Regular Pay (modify if needed)
4. **Select Start and End Time**
5. **Select Cost Center** (if needed)
6. **Click Add**

Add Time

Timesheet entries will be added to the day you select.

Facility Department: SE MEDICAL SURGICAL (3002)

Rate Group: University - UofL - Travel: RN - SE Neuro PCU

Rate: Regular Pay

Vendor Remit: \$ 125.00

Start Time: 7:30 AM

End Time: 7:30 PM

Cost Center: [Empty]

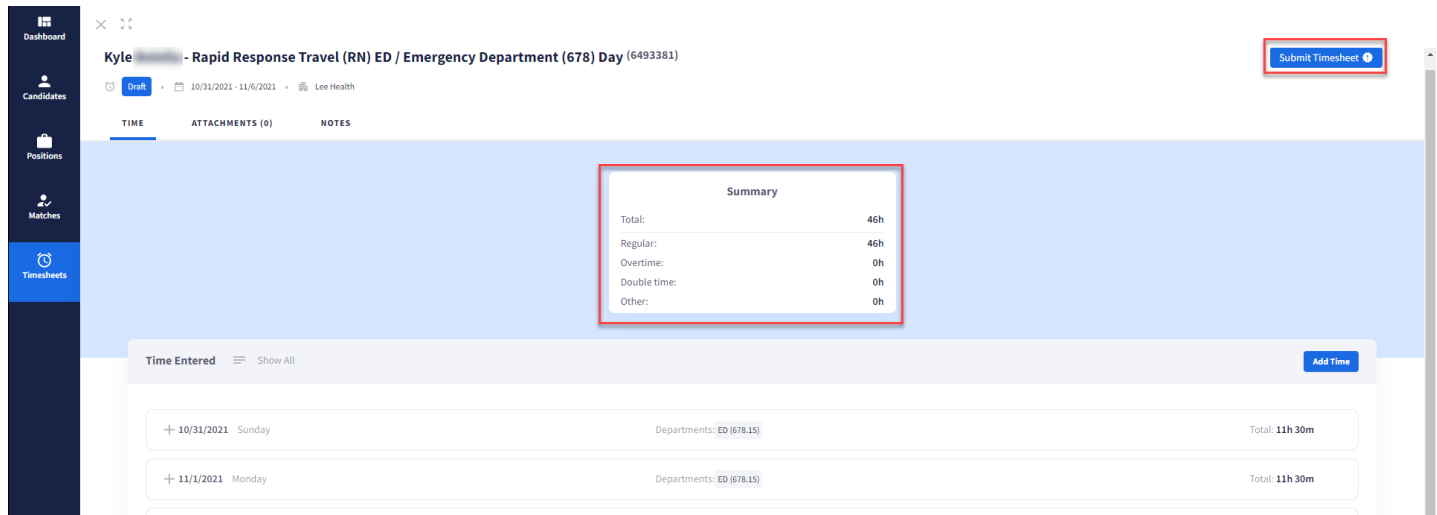
Buttons: Cancel, Add

Once all the time has been entered, the Summary window will begin to populate.

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Click **Submit Timesheet** will send the timesheet electronically to the customer for electronic approval.



Summary

Total:	46h
Regular:	46h
Overtime:	0h
Double time:	0h
Other:	0h

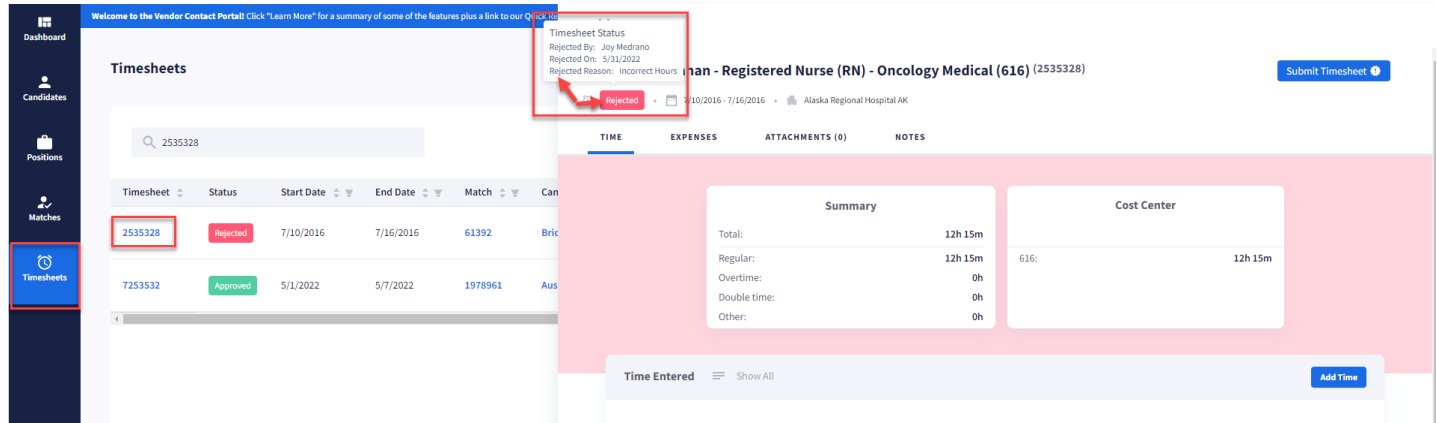
Time Entered Show All Add Time

+ 10/31/2021 Sunday	Departments: ED (678.15)	Total: 11h 30m
+ 11/1/2021 Monday	Departments: ED (678.15)	Total: 11h 30m

Rejected Timesheets

To view reasons for rejected time you can hover over the **Rejection Status**.

Click on the **Timesheet ID** to open
Hover over **Red Rejected icon** and reason will appear



Timesheet Status
Rejected By: Joy Medrano
Rejected On: 5/31/2022
Rejected Reason: Incorrect Hours

Timesheet	Status	Start Date	End Date	Match	Candidate
2535328	Rejected	7/10/2016	7/16/2016	61392	Bric
7253532	Approved	5/1/2022	5/7/2022	1978961	Aus

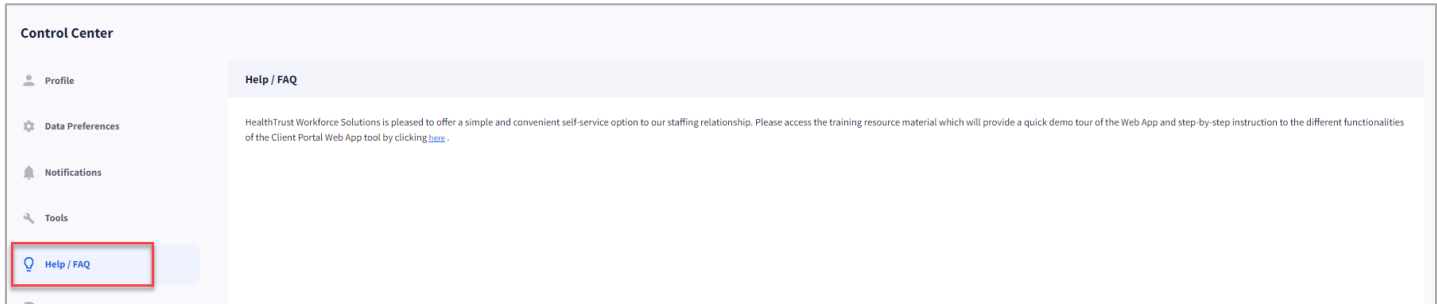
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Help / FAQ

Locate Training Resource information for a additional system quick reference guides.

Please note: For any "process" related questions, please contact you Program Team or Local Staffing Office



Technical issues? Report a Problem or contact Help Team

To Report a problem via web app portal:

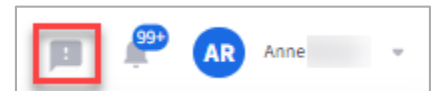
Next to your **profile name/login and out** section on the upper right corner

Click on the **exclamation talk icon**

Fill out the **form**

Attach file (*please ensure this is a full screen shot of your issue and not just the error*)

Click **Submit**



Service Desk Contact Information:
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