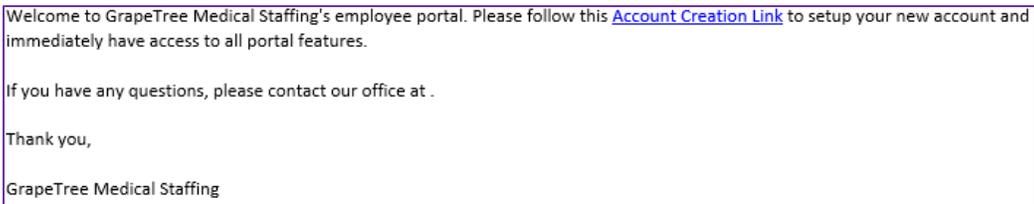


## Workforce Portal account set up

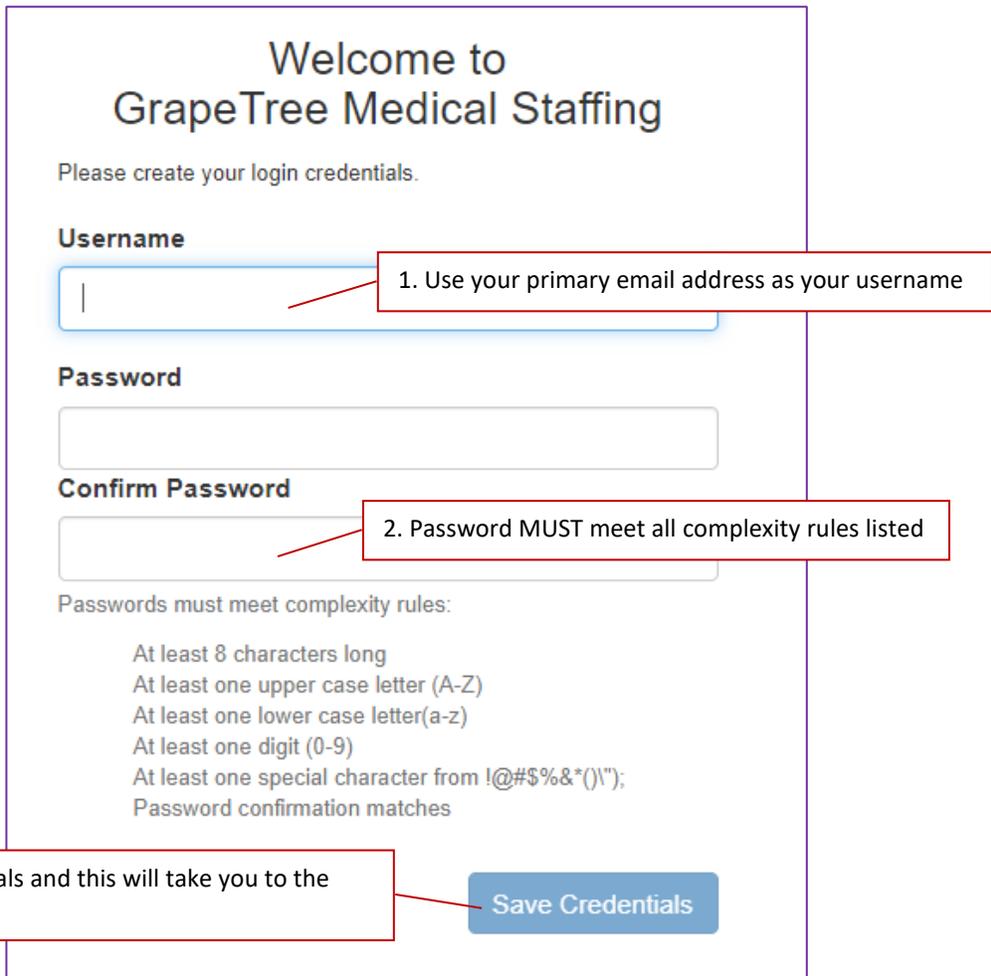
Your designated staffing specialist will email you a link to set up your workforce portal account. Look for the email below:



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



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

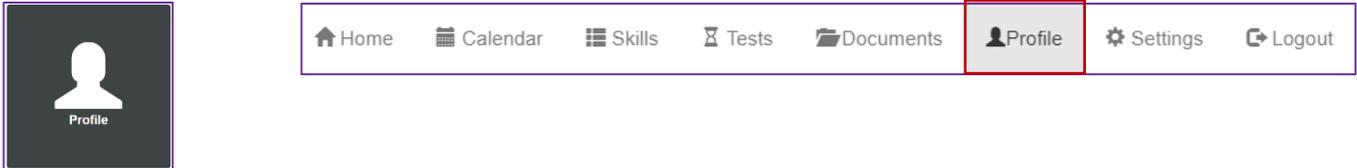
Passwords must meet complexity rules:

- 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

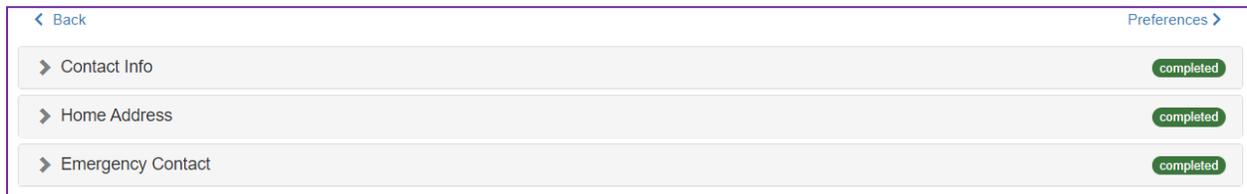
3. Select Save Credentials and this will take you to the Home Page

## Profile set up

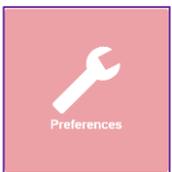
Select the Profile tab at the top of the page



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.**

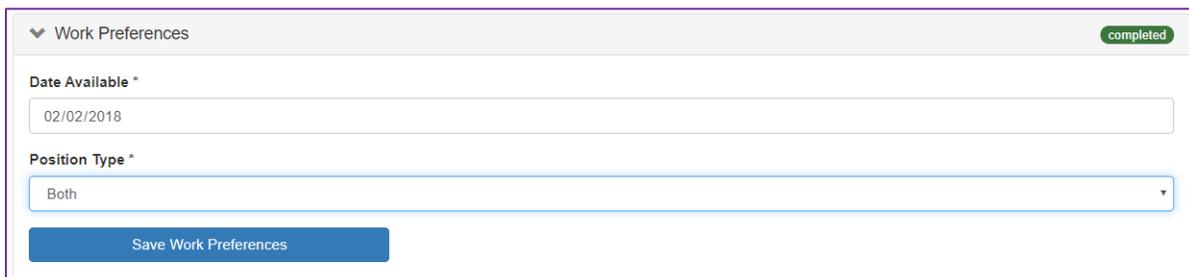


The Preferences section allows you to update your Work Preferences, Shift Preferences, and Work Locations by selecting the arrow by each section.

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 one 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

**Shifts \***

8 Hr Day
  8 Hr Evening
  8 Hr Night

12 Hr Day
  12 Hr Night

**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

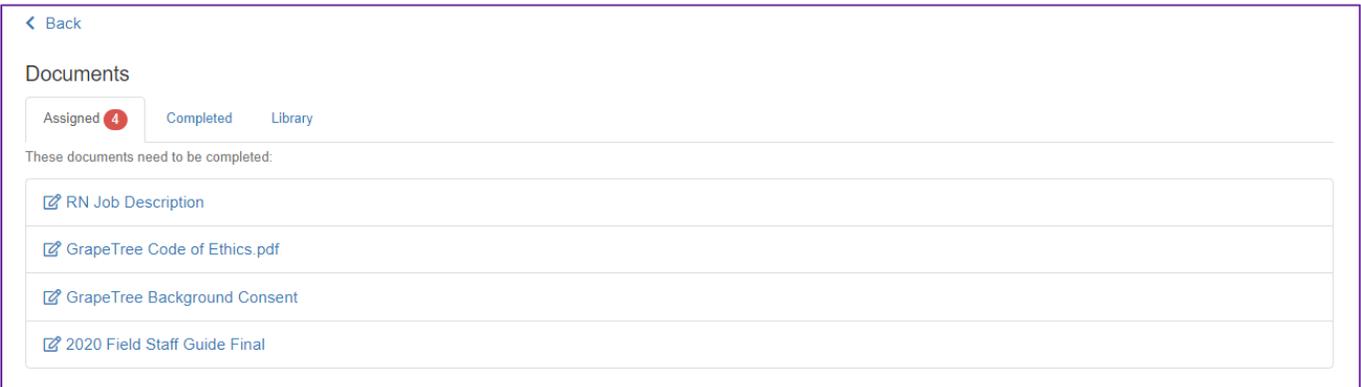
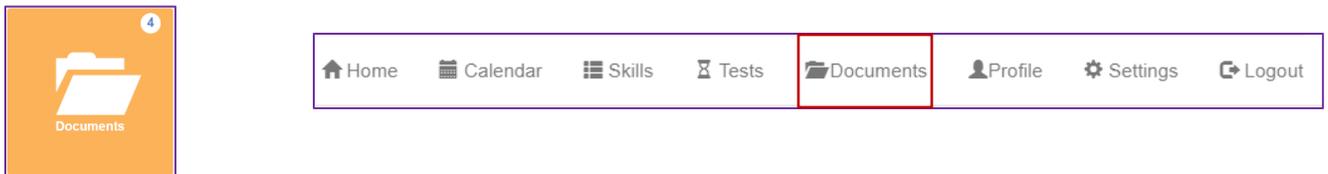
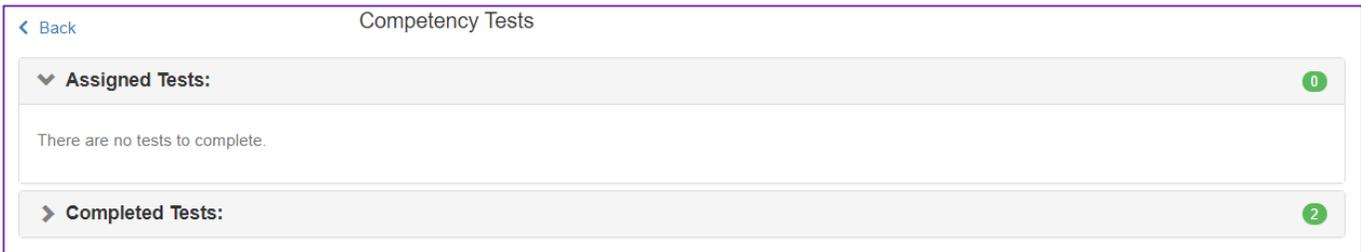
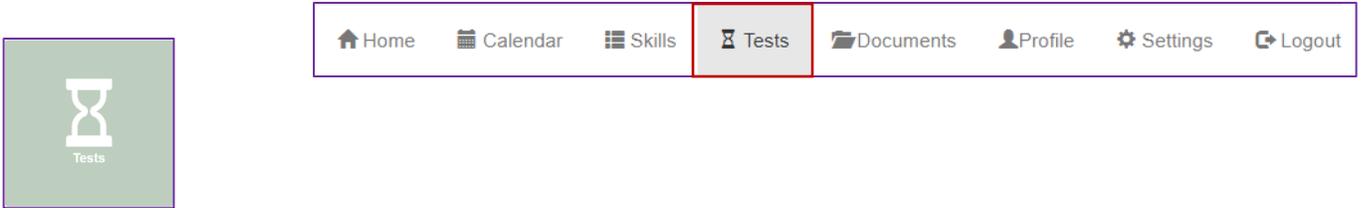
Select one or more work locations All US

<input type="checkbox"/> Alaska	<input type="checkbox"/> Alabama
<input type="checkbox"/> Arkansas	<input type="checkbox"/> American Samoa
<input type="checkbox"/> Arizona	<input type="checkbox"/> California
<input type="checkbox"/> Colorado	<input type="checkbox"/> Connecticut
<input type="checkbox"/> Washington DC	<input type="checkbox"/> Delaware
<input type="checkbox"/> Florida	<input type="checkbox"/> Georgia
<input type="checkbox"/> Guam	<input type="checkbox"/> Hawaii
<input type="checkbox"/> Iowa	<input type="checkbox"/> Idaho
<input type="checkbox"/> Illinois	<input type="checkbox"/> Indiana
<input type="checkbox"/> Kansas	<input type="checkbox"/> Kentucky
<input type="checkbox"/> Louisiana	<input type="checkbox"/> Massachusetts
<input type="checkbox"/> Maryland	<input type="checkbox"/> Maine
<input type="checkbox"/> Michigan	<input type="checkbox"/> Minnesota
<input type="checkbox"/> Missouri	<input type="checkbox"/> Northern Mariana Islands
<input type="checkbox"/> Mississippi	<input type="checkbox"/> Montana



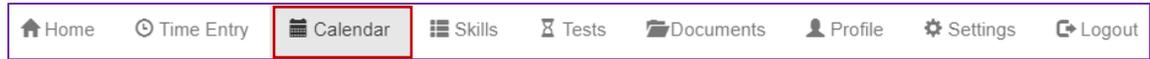
We are not currently using the Credentials, Experience or Skills sections.

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



## Viewing Shifts

Select the Calendar tab at the top of the page



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

### Scheduler

< November 2020 >
Filters are applied 

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2					6
8	9	10	11	12	13	14
		2 Open	17 Open	18 Open	35 Open	
15	16	17	18	19	20	21
37 Open	16 Open	16 Open	19 Open	20 Open	22 Open	27 Open
22	23	24	25	26	27	28
25 Open	13 Open	7 Open	22 Open	22 Open	20 Open	27 Open
29	30	1	2	3	4	5
26 Open	15 Open					

When you select **Filters are applied** it will give more options to filter down for more specific shifts, including different zip codes.

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.

Select All Filters ✕

Open Shifts
 

- 8 Hr Day
- 8 Hr Eve
- 8 Hr Night
- 12 Hr Day
- 12 Hr Night

Save Shift Preferences

Completed Shifts
   
 Requested Shifts

✕ Close
✓ Apply

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

**Wed Aug 18 2021**

**Open 27**

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

Approximate mileage from your set address in your Profile

Shift ID **3362299**

Shift start and end time

**8.5 9:45P-6:15A**

Request Shift

~12 miles

Selecting the blue pin will map the facility location

Location  
**DES MOINES, IA, 51301-3333**

You will find incentive pay details under the specialty section

- LTC/Asst. Living STAT
- LTC/ Asst. Living Emergency PAY

Specialty  
**LTC STAT Response**

Facility  
**ABC Care Facility (Nursing Home)**

Notes

Certification  
**CNA**

**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

Shift ID **3362299**

✓ Request Shift

**8.5** **9:45P-6:15A**

~12 miles

 Facility  
**ABC Care Facility  
(Nursing Home)**

[Notes](#)

 Certification  
**CNA**

 Location  
**DES MOINES, IA, 51301-3333**

 Specialty  
**LTC STAT Response**

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 available shifts.

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

**Fri Sep 10 2021**

×

---

Would you like to schedule this shift?

Shift ID **3362301**

~12 miles

 Facility  
**ABC Care Facility  
(Nursing Home)**

 Certification  
**CNA**

 Location  
**DES MOINES, IA, 51301-3333**

 Specialty  
**LTC**

× Close

< Back

✓ Schedule

## Requesting Shifts

When attempting to schedule shifts, 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 Specialist 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.*



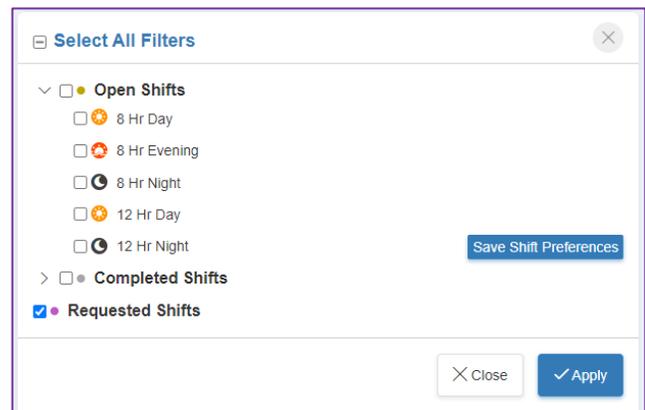
To view your pending requests, Select Filters are applied, check the box next to Requested Shifts, and select Apply.

Requests will show as a purple bar.



Select the purple bar to open the details of your requested shift.

**If the request is still purple, you can cancel the request if you made an error. Select the check box and choose Cancel Request.**



## Clocking In and Out

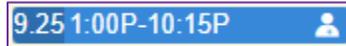
Select the shift you would like to clock in for.

Shifts where you missed clocking in and out will have a red alarm clock next to the shift time.



Current shifts ready to be clocked in for will appear in Blue

Follow the steps below to clock in and out.



**Wed Aug 18 2021** ✕

---

**Scheduled**

---

Shift ID **3362302**

**9.25 1:00P-10:15P** ~12 miles

**Facility**  
ABC Care Facility  
(Nursing Home)

**Location**  
DES MOINES, IA, 51301-3333

**Certification**  
CNA

**Specialty**  
LTC

**Time Entry**

1. Select Time Entry

**Wed Aug 18 2021** ✕

---

**Today** Pending 3 Submitted -

---

○ Time Entry
○ Approval
○ Summary

---

Scheduled Start Time 1:00PM

Current Time 12:53PM

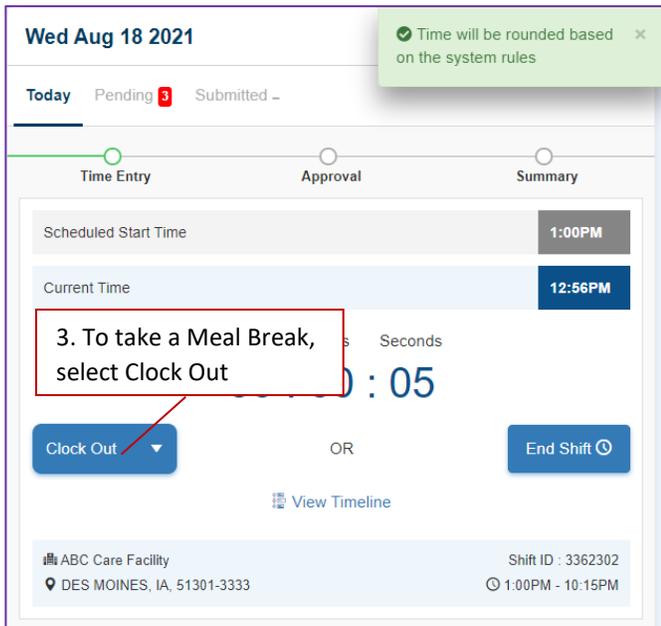
Time Entry Type  
Regular ▼

**Start Shift**

2. Select Start Shift

---

ABC Care Facility Shift ID : 3362302  
DES MOINES, IA, 51301-3333 🕒 1:00PM - 10:15PM



**Wed Aug 18 2021**

Time will be rounded based on the system rules

Today Pending 3 Submitted -

Scheduled Start Time 1:00PM

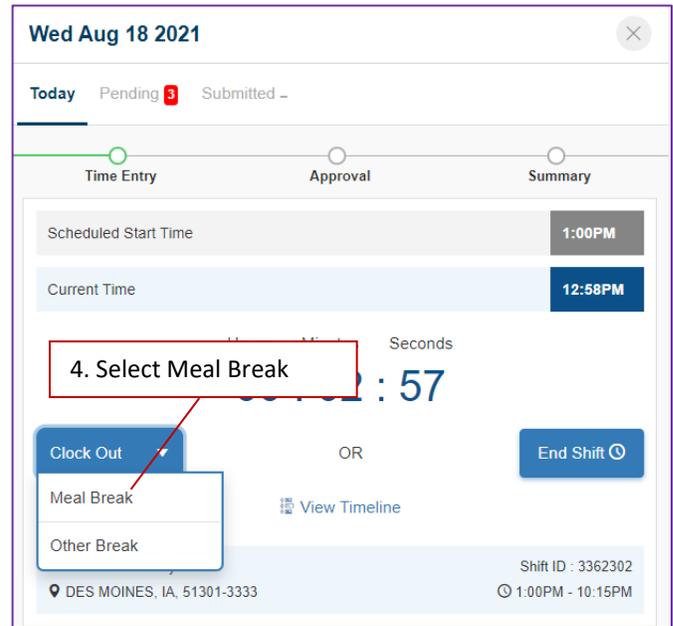
Current Time 12:56PM

3. To take a Meal Break, select Clock Out

Clock Out OR End Shift

View Timeline

ABC Care Facility Shift ID : 3362302  
DES MOINES, IA, 51301-3333 1:00PM - 10:15PM



**Wed Aug 18 2021**

Today Pending 3 Submitted -

Scheduled Start Time 1:00PM

Current Time 12:58PM

4. Select Meal Break

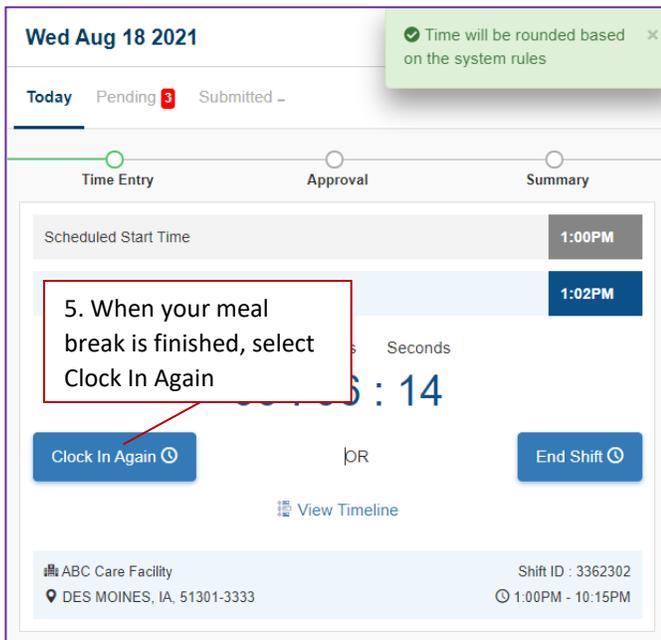
Clock Out OR End Shift

Meal Break

Other Break

View Timeline

ABC Care Facility Shift ID : 3362302  
DES MOINES, IA, 51301-3333 1:00PM - 10:15PM



**Wed Aug 18 2021**

Time will be rounded based on the system rules

Today Pending 3 Submitted -

Scheduled Start Time 1:00PM

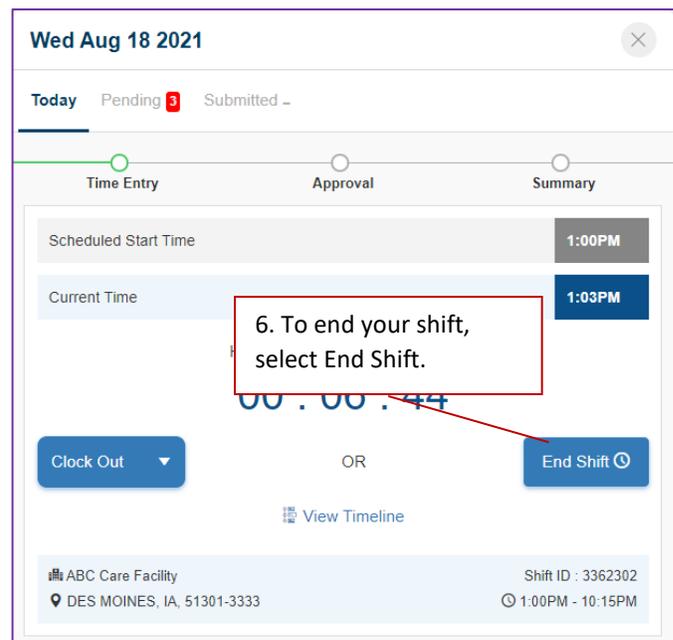
Current Time 1:02PM

5. When your meal break is finished, select Clock In Again

Clock In Again OR End Shift

View Timeline

ABC Care Facility Shift ID : 3362302  
DES MOINES, IA, 51301-3333 1:00PM - 10:15PM



**Wed Aug 18 2021**

Today Pending 3 Submitted -

Scheduled Start Time 1:00PM

Current Time 1:03PM

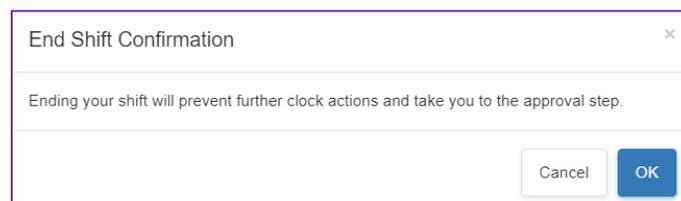
6. To end your shift, select End Shift.

Clock Out OR End Shift

View Timeline

ABC Care Facility Shift ID : 3362302  
DES MOINES, IA, 51301-3333 1:00PM - 10:15PM

7. You will receive a notification verifying you are ready to end your shift. If everything is correct, select OK.



End Shift Confirmation

Ending your shift will prevent further clock actions and take you to the approval step.

Cancel OK

**Wed Aug 18 2021** ✕

**Today** Pending 3 Submitted ..

---

Time Entry
Approval
Summary

**Morgan Garland**  
 ABC Care Facility 🕒 01:00 PM - 01:00 PM  
 DES MOINES, IA, 51301-3333 📄 CNA  
 Shift ID : 3362302 🔄 LTC

▼ **Total In Hours**
0.00 Hrs
Edit Time

Type	In	Out	Total
Regular	01 : 00 PM	01 : 00 PM	0.00 Hrs
Meal Break	01 : 00 PM	01 : 00 PM	0.00 Hrs
Regular	01 : 00 PM	01 : 00 PM	0.00 Hrs

Facility Approver: Name & Title\*

Suzy Scheduler, Administrator

Approver Signature:\*

Sign your name here:



8. Take your device to the Charge Nurse/DON on duty to review your time and sign digitally.

9. The Charge Nurse/DON will then select APPROVE.

✓ Approve

Wed Aug 18 2021 ✕

Today Pending 3 Submitted \_

---

● Time Entry
○ Approval
○ Summary

**ABC Care Facility**  
DES MOINES, IA, 51301-3333

---

**Temp Details**

Company: GrapeTree Medical Staffing Training  
Temp Name: Morgan Garland  
Certification: CNA  
Specialty: LTC

**Shift Details**

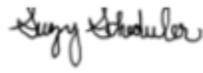
Shift Date: 08/18/2021  
Shift ID: 3362302  
Shift Time: 1:00P-10:15P

**Time Entry Details**

Type	In	Out	Total
Regular	01 : 00 PM	01 : 00 PM	0.00 Hrs
Meal Break	01 : 00 PM	01 : 00 PM	0.00 Hrs
Regular	01 : 00 PM	01 : 00 PM	0.00 Hrs

**Total In Hours** 0.00 Hrs

---

  
 Suzy Scheduler, Administrator 8/18/2021 01:06:11 PM

Approver Signature

✎ Edit

✕ Close    < Back    Next >

10. Review your time to be sure everything is correct.

11. If any changes need to be made, select Edit. **You will need to get a NEW signature from the Charge Nurse/DON if any changes are made.**

12. If everything looks correct, select Next.

**Wed Aug 18 2021**
✕

Today Pending 3 Submitted ..

●  
Time Entry

●  
Approval

○  
Summary

Time Entry Details ✎

Type	In	Out	Total
Regular	01 : 00 PM	01 : 00 PM	0.00 Hrs
Meal Break	01 : 00 PM	01 : 00 PM	0.00 Hrs
Regular	01 : 00 PM	01 : 00 PM	0.00 Hrs
<b>Total In Hours</b>			<b>0.00 Hrs</b>

Timesheet Images

View Agency Timesheet  
 Upload Additional Images

Comments:

ctmscs.contingenttalentmanagement.com says

I understand that I will be charged a \$25 fee per paycheck 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

Priority Pay:

ABC Care Facility  
DES MOINES, IA, 51301-3333

Shift ID : 3362302  
🕒 1:00PM - 10:15PM

**Total In Hours**

0.00 Hrs

✕ Close

< Back

✓ Submit

**12. You must select this Priority Pay option if you are wanting to be paid sooner than Friday. You will receive a notice regarding the \$25 fee before proceeding.**

13. Select Submit.

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 are wanting to request Priority Pay for a whole week's worth of shifts, do not select submit until the end of the pay week. You will need to submit all shifts at once to only receive 1 priority pay fee. If shifts are submitted individually throughout the week, multiple priority pay fees will apply.

**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.

