



Technology
STAFFERLINK FSM

Training Topics

Submitting Timecards via StafferlinkFSM

- Catholic Medical Center
- LCMC – East Jefferson General Hospital
- Union Hospital

Reviewing Facility Integrated Time in StafferlinkFSM

- LCMC – Children’s Hospital of New Orleans
- LCMC – New Orleans East Hospital
- LCMC – Touro Infirmary
- LCMC – University Medical Center
- LCMC – Woldenberg Village
- Sturdy Memorial Hospital

Invoice Reporting from StafferlinkFSM

Submitting Timecards via Stafferlink FSM

Collect your employee's Manager Signed Timecard, login to StafferlinkFSM at <https://fsm.stafferlink.com> and navigate to the Timecards Module.



TCID	Sts	OrdID	Week	Date	Time	Change Request	Facility 1	Registrant 2	Class	Area	Hours	Inv #	Inv Approval Sts	Action
8046341	Pending Approval	5918209	03/28-04/03	03/28/21	[1]6:45A-3:15P(30)		Demo Facility 1	Assistant, Cheryl	CNA	M/S				
8046342	Pending Approval	5918209	03/28-04/03	03/29/21	[1]6:45A-3:15P(30)		Demo Facility 1	Assistant, Cheryl	CNA	M/S				

Select Generate Contract Timecards

Orders Registry **Timecards** Invoicing Setup

Edit View Current View Week Range **Generate Contract Timecards** Reports

Select both the Facility and the Week that match the work performed on the Manager Signed Timecard.

Return Generate Selected

Facility: Demo Facility 1 Week: 04/04/2021-04/10/2021

Locate your related employee and check the box under Generate.
Then check the boxes for the dates the employee punched into work.

Return Generate Selected

Facility: Demo Facility 1 Week: 04/04/2021-04/10/2021

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Generate	Order	Agency	Registrant 1 ▲	Area	Sun 04/04	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09	Sat 04/10
<input checked="" type="checkbox"/>	5918209	Quality Staffing	Assistant, Cheryl	M/S	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At the top of the screen, click **Generate Selected**, then **Return**.



Return Generate Selected

Facility: Demo Facility 1 Week: 04/04/2021-04/10/2021

Generate Contracts

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Generate	Order	Agency	Registrant 1 ▲	Area	Sun 04/04	Mon 04/05	Tue 04/06	Wed 04/07	Thu 04/08	Fri 04/09	Sat 04/10
<input checked="" type="checkbox"/>	5918209	Quality Staffing	Assistant, Cheryl	M/S	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Back at Timecards, click **Week Range** to select the corresponding week for the Timecards you generated.

Orders Registry **Timecards** Invoicing Setup

Edit View Current View **Week Range** Generate Contract Timecards Reports

Timecards (04/04/2021-04/10/2021)

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TCID	Sts	Date	Time	Change Request	Facility 1 ▲	Registrant 2 ▲	Class	Area	Hours	Inv #	Inv Approval	Sts	Action
8080371	Pending Approval	04/04/2021	[1]6:45A-3:15P(30)		Demo Facility 1	Assistant, Cheryl	CNA	M/S					
8080372	Pending Approval	04/06/2021	[1]6:45A-3:15P(30)		Demo Facility 1	Assistant, Cheryl	CNA	M/S					
8080373	Pending Approval	04/07/2021	[1]6:45A-3:15P(30)		Demo Facility 1	Assistant, Cheryl	CNA	M/S					

In the Action column, select the Paperclip and upload the Manager Signed Timecard that supports the approved shift. ****If you do not upload a legible Manager Signed Timecard, the time will be rejected.**

The screenshot shows the 'Timecards' section of a software application. The top navigation bar includes 'Orders', 'Registry', 'Timecards', 'Invoicing', and 'Setup'. Below this is a sub-navigation bar with 'Edit View', 'Current View', 'Week Range', 'Generate Contract Timecards', and 'Reports'. The main content area displays a table of timecard entries for the period 04/04/2021-04/10/2021. The table has columns for TCID, Sts, OrdID, Week, Date, Time, Change Request, Facility 1, Registrant 2, Class, Area, Hours, Inv #, Inv Approval Sts, and Action. The second row is highlighted, and a tooltip is visible over the 'Add' button in the Action column. An orange arrow points to this button.




TCID	Sts	OrdID	Week	Date	Time	Change Request	Facility 1	Registrant 2	Class	Area	Hours	Inv #	Inv Approval Sts	Action
8080371	Pending Approval	5918209	04/04-04/10	04/04/21	[1]6:45A-3:15P(30)		Demo Facility 1	Assistant, Cheryl	CNA	M/S				[View All] [Add]
8080372	Pending Approval	5918209	04/04-04/10	04/06/21	[1]6:45A-3:15P(30)		Demo Facility 1	Assistant, Cheryl	CNA					
8080373	Pending Approval	5918209	04/04-04/10	04/07/21	[1]6:45A-3:15P(30)		Demo Facility 1	Assistant, Cheryl	CNA					

Select the file, Name the file week range for the shifts, and click Save.

The screenshot shows the 'Document Details' section of the application. At the top, there are 'Save' and 'Cancel' buttons. Below this is a 'Document Details' section with fields for 'Runtime: html5', 'File Size Limit: 10.00 MB', 'Total Limit: 10.00 MB', and 'Current Upload Size: 21.33 KB'. There is a 'Select Files...' button and a 'Drag & Drop Here' area. Below this is a table of uploaded files. An orange arrow points to the 'Save' button, another points to the 'Select Files...' button, and a third points to the 'Name' field in the file list table.

Name	Note	File	Size	Upload Status	Action
040421-04112021		040421-04112021.png	21.33 KB		

In the Action column, select the TimeClock to enter time details of the shift.

TCID	Sts	OrdID	Week	Date	Time	Change Request	Facility 1	Registrant 2	Class	Area	Hours	Inv #	Inv Approval Sts	Action
8080371	Pending Approval	5918209	04/04-04/10	04/04/21	[1]6:45A-3:15P(30)		Demo Facility 1	Assistant, Cheryl	CNA	M/S				
8080372	Pending Approval	5918209	04/04-04/10	04/06/21	[1]6:45A-3:15P(30)		Demo Facility 1	Assistant, Cheryl	CNA	M/S				
8080373	Pending Approval	5918209	04/04-04/10	04/07/21	[1]6:45A-3:15P(30)		Demo Facility 1	Assistant, Cheryl	CNA	M/S				

Update the Start Time and End Time to match the Manager Signed Timecard.

Enter the Meal Break in minutes. Add all additional shift details for this date in the Notes.

Click Save.

Request Time Change

Current Timecard Details

TCID: 8080371 Shift Date: 04/04/2021 Start Time: 6:45 AM End Time: 3:15 PM Meals: 30

Time Change Request


Start Time: 6:55 AM * End Time: 3:27 PM * Meals: 32 *

Note: Orientation 655a-10a.
Oncall 4p-11p.
Callback 7p-8p.

Save Cancel

Click Ok.

Submitted

 Change Request Submitted

Ok

REQUESTED: Your timecard has now been requested for Approval. You may edit this request by clicking on the pencil.

TCID	Sts	OrdID	Week	Date	Time	Change Request	Facility 1	Registrant 2	Class	Area	Hours	Inv #	Inv Approval Sts	Action
8080371	Pending Approval	5918209	04/04-04/10	04/04/21	[1]6:45A-3:15P(30)	6:55A-3:27P(32)	Demo Facility 1	Assistant, Cheryl	CNA	M/S				
8080372	Pending Approval	5918209	04/04-04/10	04/06/21	[1]6:45A-3:15P(30)					M/S				
8080373	Pending Approval	5918209	04/04-04/10	04/07/21	[1]6:45A-3:15P(30)					M/S				

Requested By: Quality Staffing - Test Agency - 04/07/21 10:48P
Request Note: Orientation 655a-10a.
Oncall 4p-11p.
Callback 7p-8p.

REJECTED: Your timecard has been Rejected and you'll need to read the Response line for corrective instructions.

Change Request	Facility 1	Registrant 2	Class	Area
6:55A-3:27P(32)	Demo Facility 1	Assistant, Cheryl	CNA	M/S
6:45A-3:15P(30)				M/S
6:45A-3:15P(30)				M/S

Rejected By: AHCStaff (MSP) - 04/07/21 10:56P
Response: Timecard is not signed by a Manager

Requested By: Quality Staffing - Test Agency - 04/07/21 10:48P
Request Note: Orientation 655a-10a.
Oncall 4p-11p.
Callback 7p-8p.

ACCEPTED: Your timecard has been Accepted and should not be edited further. This timecard will be invoiced on the next regular cycle.

Change Request	Facility 1	Registrant 2	Class
6:55A-3:27P(32)	Demo Facility 1	Assistant, Cheryl	CNA
6:45A-3:15P(30)	Demo Facility 1	Assistant, Cheryl	CNA
6:45A-3:15P(30)	Demo Facility 1	Assistant, Cheryl	CNA

Accepted By: AHCStaff (MSP) - 04/07/21 10:58P

Requested By: Quality Staffing - Test Agency - 04/07/21 10:57P

Time Entry Notes and Reminders:

Name your Manager Signed Timecard file the work week or week ending date.

Enter additional shift information into the notes:

- **Orientation**
- **Oncall**
- **Callback**
- **Any other exceptions or special cases**

Time Submitted without Manager Signed Timecards will be rejected.

Rates will be exposed to the Agency after the MSP Approves Time for the entire Facility.

Do not edit Accepted Time, this may cause delays in Processing your time for the current period.

Time must be submitted by Close of Business the Tuesday following the work week in order to be included on the next invoice cycle.

Reviewing Facility Integrated Time in StafferlinkFSM

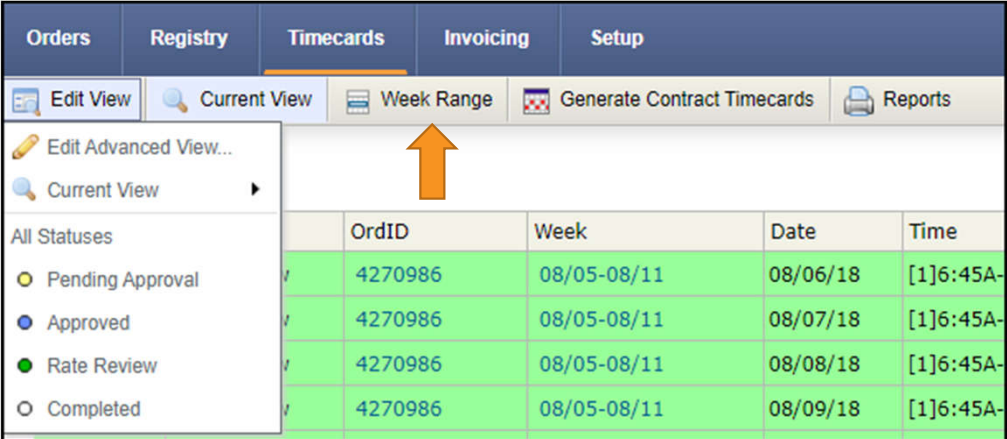
Time integrated from a facility's system can be tracked through Timecard statuses. Select your Week Range and Status from the Edit View flyout.

Pending Approval – initial import from Facility time file.

Approved – Time has been approved by the MSP Team.

Rate Review – Rates have been applied and are being audited by MSP Team.

Completed – Time has been invoiced and sent to the client.



The screenshot shows the StafferlinkFSM interface with the 'Timecards' tab selected. The 'Edit View' flyout menu is open, showing options for 'Edit Advanced View...', 'Current View', and 'All Statuses'. The 'All Statuses' dropdown is expanded, showing radio buttons for 'Pending Approval', 'Approved', 'Rate Review', and 'Completed'. An orange arrow points to the 'Week Range' button in the top navigation bar. Another orange arrow points to the 'Week' column in the table below.

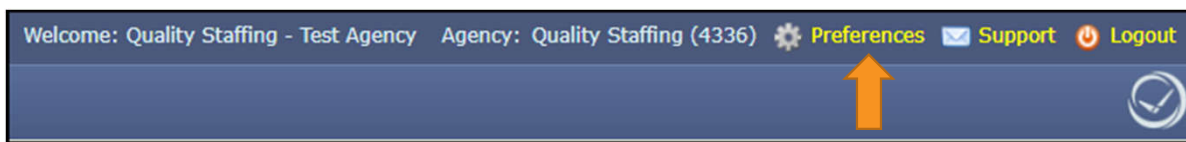
	OrdID	Week	Date	Time
<input type="radio"/>	4270986	08/05-08/11	08/06/18	[1]6:45A-
<input type="radio"/>	4270986	08/05-08/11	08/07/18	[1]6:45A-
<input type="radio"/>	4270986	08/05-08/11	08/08/18	[1]6:45A-
<input type="radio"/>	4270986	08/05-08/11	08/09/18	[1]6:45A-

If you have questions regarding the time you see integrated by the facility, please email your program's Account Manager.

Invoice Reporting from StafferlinkFSM

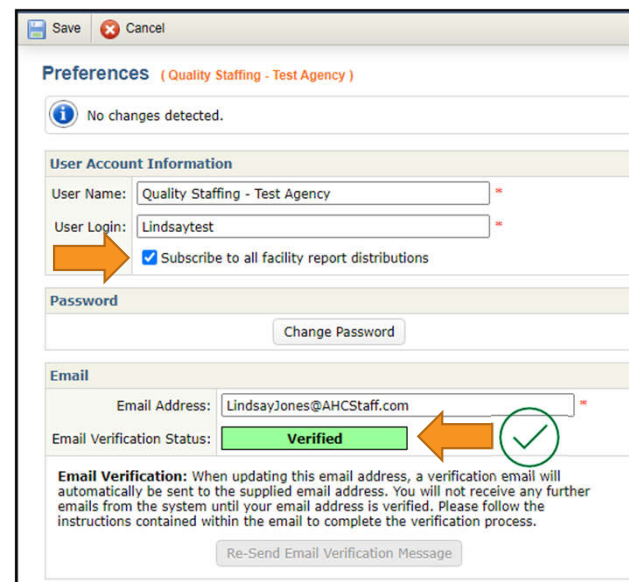
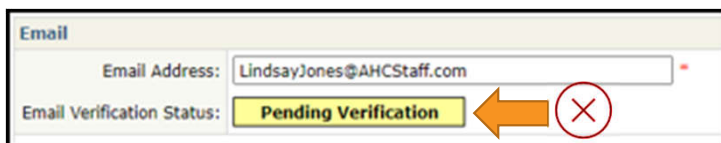
Invoice Reporting will be auto-generated from StafferlinkFSM every Friday following the close of the previous work week. This report will be emailed to all Agency users for the Agency Account.

To ensure receipt of these reports, review your **Preferences** in the upper right-hand corner of the screen.



Your account must be Subscribed to all facility reports and your Email address must be Verified.

If your Email address is Pending Verification, you will not receive the auto-generated Invoice report from StafferlinkFSM.



The Invoice Report will be emailed to the address you have verified in your Preferences and can be viewed in various formats by clicking the link in the email. Please review the email layout below.

From: StafferLink Reports <stafferlinkfsm@stafferlink.com>
Sent: *(Fridays at 5pm EST)*
To: *(your verified email address)*
Subject: *(Facility Name and Invoice Statement)*

This is an autogenerated email, please do not directly reply.
Please direct responses to: noreply@fsm.stafferlink.com

Facility: *(WTC Facility Program)*
Recipient: *(your name)*
Report: *(Facility Name and Invoice Statement)*

To view the report, please click on the link below, or copy and paste it into your Web browser's location window

[Click here to view the report in \(xls\) format](#)

Alternate formats: ([Adobe PDF](#) | [Excel](#) | [RichText](#) | [Text](#))



Reminders

WTC and AHS cannot add users to your Agency's account or manage your Agency's account in any way.

Please contact the StafferlinkFSM Help Desk for assistance at:

Email: teamsupport@stafferlink.com Phone: 770-461-6500 option 1

Ensure your email address has been verified and you are subscribed to Facility Reports.