

Galt Foundation Field Staff Workforce Portal



This guide provides instructions for using Galt Foundation's employee and time entry system – [Workforce Portal](#).

All active field staff have received an email from notifications@p20.com with Workforce Portal login information. If you did not receive this email, please confirm the email is not in your email Junk Email folder. If you do not see it listed, please contact your Galt Foundation Staffing Manager to request a new email.

Logging In

From a computer or mobile device (iPhone or android phone), go to the [Workforce Portal](#) and log in using the instructions found within the email from notifications@p20.com.

If you did not receive this email, please confirm the email is not in your email Junk folder. If you do not see it listed, please contact your Galt Foundation Staffing Manager to request a new email.

The login form includes fields for Username and Password, a Login button, and links for Forgot password? and Forgot username?. There is also a checkbox for Remember me.

Workforce Portal Home Page

The screenshot shows the Galt Workforce Portal Home Page. On the left, a navigation menu lists: Home, Timesheets (with a callout box), Pay History (with a callout box), Forms, Assignments (with a callout box), and Benefits (with a callout box). The main content area includes: Year End Tax Documents (No Year End Documents are currently available), Electronic Delivery Consent (with two sections for W-2 and 1095-C, each with an Update Settings link), and Current Assignments (You do not have any current assignments).

Time Entry

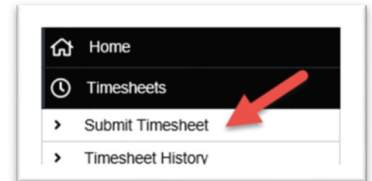
Summary of Steps

1. Click *Timesheets* in the top menu (mobile) or side menu (desktop).
2. Enter hours worked and click *Save* to save hours each day.
3. Click *Submit* to submit hours for approval at the end of the week.

Entering Time

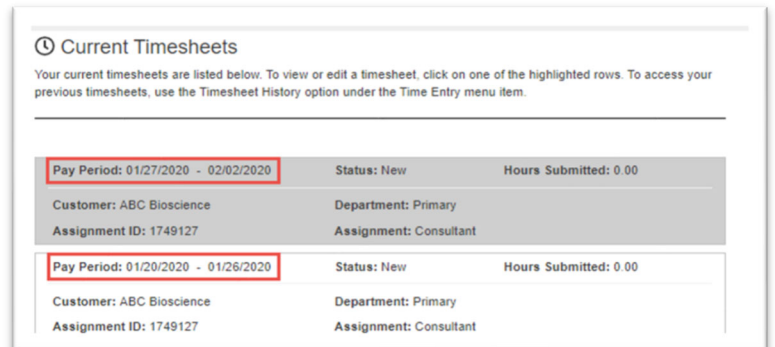
1. Once logged into Workforce Portal, click *Submit Timesheet* from the menu.

TIP: You can view past Workforce Portal timesheets under *Timesheet History*. Please contact your Staffing Manager for help to view timesheets before 6/28/21.



If using a computer, you will see two timesheets listed – one for your current pay period and a second for your future pay period. If using a mobile device, you will automatically be brought to your current pay period.

TIP: If you are assigned to more than one Galt Foundation assignment at the same time, you will see a current and future time sheet for both assignments listed.



2. Under the current timesheet, enter your hours each day and click *Save* after each day's time entry. Enter all unpaid time, such as lunch, under *Break Mins*. Paid breaks do not need to be entered under *Break Mins*.


REMINDER: Only use the **Submit** function when you have completed entering your time for the entire pay period. Use the **Save** function if you will have more time to enter in the pay period.

The Employee Notes section is to be used if you are requesting or indicating other hour types such as Holiday, Vacation, Sick. These hours will be reviewed by the office staff.

Pay Period: 05/23/2021 thru 05/29/2021 **Assignment:** PSR 3- Beaverton (1976996)
Customer: (ED-OR) / Beaverton UI Call Center **Customer ID:** 213741

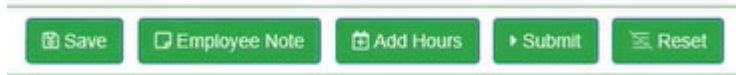
Date	Start	Break Mins	End	Hours
Sun 05/23	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	0.00
Mon 05/24	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	0.00
Tue 05/25	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	0.00
Wed 05/26	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	0.00
Thu 05/27	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	0.00
Fri 05/28	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	0.00
Sat 05/29	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	0.00
Pay Period Total				0.00

Time Entry Continued

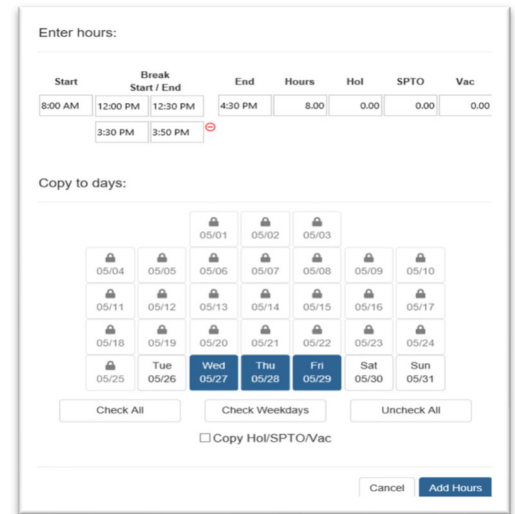
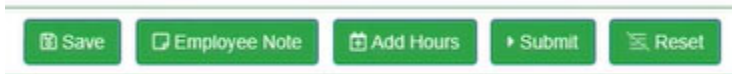
TIP: Use the Copy button () next to a specific day's entry to copy the exact hours to another day in the same pay period.

- Click *Copy* next to the day's hours you would like to copy from.
- Click on the *days* you would like to copy hours to.
- Click *Add Hours*.
- Confirm the hours are listed correctly on all days.
- You can edit the hours, if needed.
- Click *Save*.

3. When ready to submit time at the end of the week, click *Submit*.



TIP: You can add notes to each timesheet. Click *Employee Note*, a pop-up box will appear, type the notes you wish to add, and click *Close* to save.



Enter hours:

Start	Break Start / End	End	Hours	Hol	SPTO	Vac
8:00 AM	12:00 PM	12:30 PM	4:30 PM	8.00	0.00	0.00
	3:30 PM	3:50 PM				

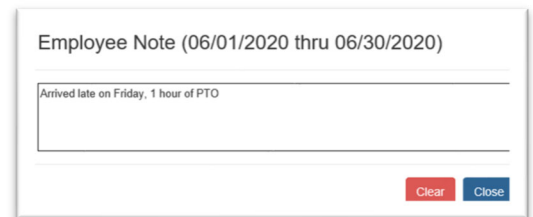
Copy to days:

		05/01	05/02	05/03		
05/04	05/05	05/06	05/07	05/08	05/09	05/10
05/11	05/12	05/13	05/14	05/15	05/16	05/17
05/18	05/19	05/20	05/21	05/22	05/23	05/24
05/25	Tue 05/26	Wed 05/27	Thu 05/28	Fri 05/29	Sat 05/30	Sun 05/31

Check All Check Weekdays Uncheck All

Copy Hol/SPTO/Vac

Cancel Add Hours



Employee Note (06/01/2020 thru 06/30/2020)

Arrived late on Friday, 1 hour of PTO

Clear Close

IMPORTANT: Once you submit your weekly hours, you will no longer be able to make changes. Contact your Staffing Manager to make changes after submitting your timesheet.

Questions

I have not received my Workforce Portal email from notifications@p20.com. What do I do? Confirm the email is not in your email Junk folder. If you do not see it listed, please contact your Galt Foundation Staffing Manager to request a new email.

I cannot access Workforce Portal. What do I do? First try opening Workforce Portal using another web browser, such as Chrome. If you are still unable to access it, contact your Galt Foundation Staffing Manager for help.

I do not see this week's timesheet in Workforce Portal. What do I do? If you are logging in the morning of 6/28/21, log out and log back in after Noon. If you still don't see a timesheet listed, ensure you have entered your W4 information into Workforce Portal. *You will need to enter your W4 into Workforce Portal before you are able to enter time.* Please contact your Galt Foundation Staffing Manager with any questions.

When are timesheets due? Timesheets are due by end of day Saturday for non-Eugene, OR field staff. Timesheets are due by end of day Sunday for field staff working in Eugene, OR.

When do I receive my paystub? For Direct Deposits and Paycards, paystubs are emailed on the check date. For example, if the check date is 06/25/2021, your email will go out the morning of 06/25/21. Paper checks are mailed the day the payroll is processed, usually Wednesday of each week. However, all paystubs are immediately available once payroll is processed - you can log into Workforce Portal to see your processed paystubs at any time.

I have a Focus pay card – will it still work? Yes, your existing pay card will continue to work and new employees will receive a new pay card, if used.

Additional questions? Contact your Galt Foundation Staffing Manager.