wand

TIME AND EXPENSE ENTRY

This guide walks you through hourly time and expense entry in Wand for Sutter Health
Updated: 07/14/18

Sutter Health has partnered with RightSourcing to streamline the timekeeping and expense processes for contingent employees under the MyTempStaffing program using the Wand Vendor Management System (VMS).

Sutter Health has requested that all workers enter their hours in Wand daily. Final timecards and expenses must be submitted by 9:59pm PT on Sunday at the latest so managers can approve them on Monday in order to be captured in weekly billing. All timecards and/or expenses submitted after the 9:59pm PT deadline may affect weekly billing and cause a delay or rejection in payment.

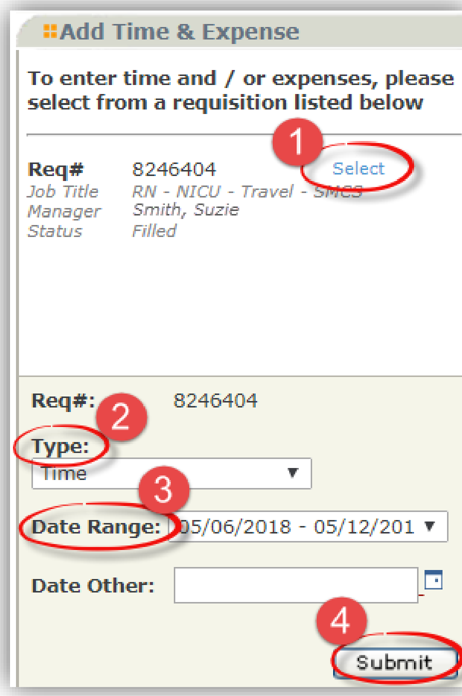
Wand is a web-based tool that allows you the ability to access the system for timecard and expense reporting from your Sutter Health computer or remotely from any desktop or laptop. In the event you are unable to enter your timecard and/or expense report, please notify your supplier. Your supplier has the ability to assist you with timecard and/or expense entry into Wand on your behalf. You may also reach out to the MyTempStaffing on-site team for assistance.

Wand has a dedicated helpdesk available 24 x 7 to assist with logins, password resets, and any other system issues:
Wand Helpdesk: Email: helpdesk@pro-unlimited.com
Phone: 1-888-368-9141

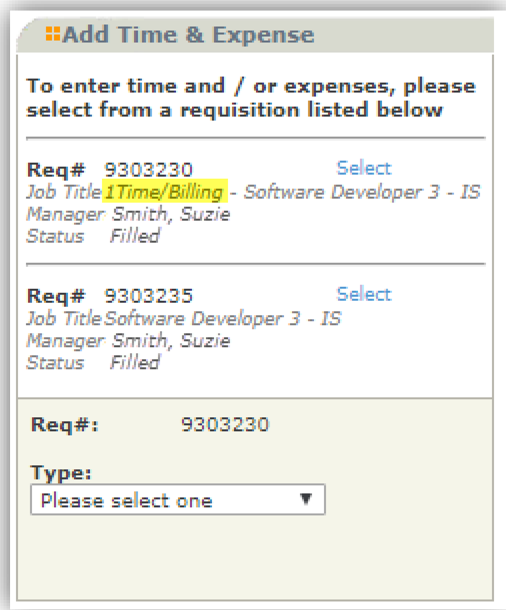
The following guide outlines how to enter your timecards and expenses in Wand.

How do I submit a timecard in Wand?

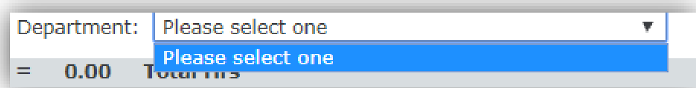
To get started, go to https://prowand.pro-unlimited.com and enter your username and password. From the homepage, do the following:



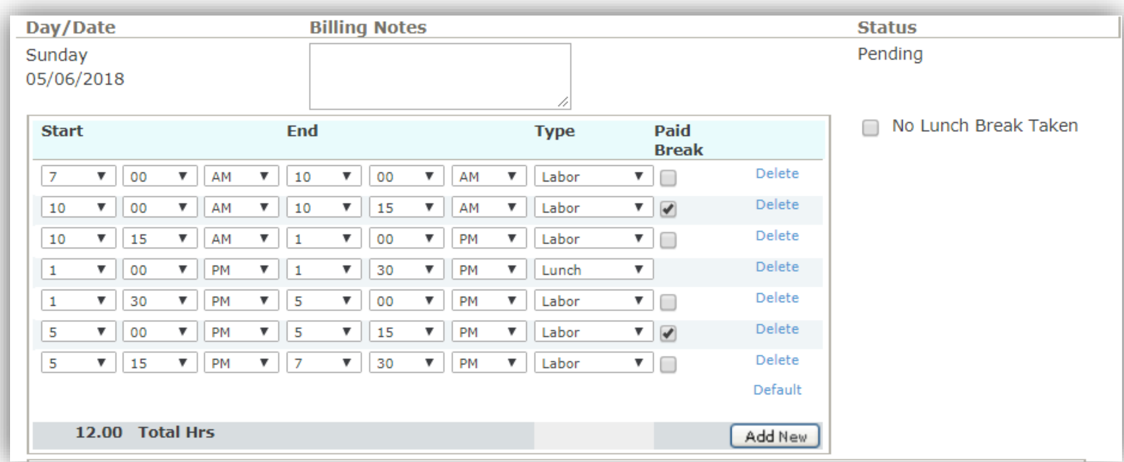
- Following the example to the right, click **Select** to add to the appropriate requisition from the list. You may have more than one assignment.
- Select **Time** from the **Type** drop down menu
- Select the date range from the drop down menu. If the date range you need does not appear, enter any date from the desired date range into the **Date Other** field.
- Click **Submit**



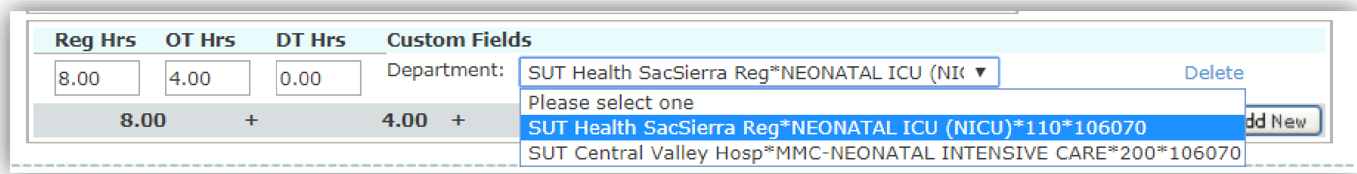
If you are a **Sutter IS worker**, you will have more than one Requisition to choose from. Time and expenses should be submitted under the engagement that starts with **"1Time/Billing."** An example of what that will look like is to the left. You will not be able to submit time to any other requisition because there will be no options in the department drop down as shown below.



For each day worked, enter your time in and out, and select the appropriate type such as Labor, Lunch, Call Back, On Call, Holiday (only applicable for Holidays worked), etc. Click on "Add New" to add a line for each time type. **Remember to enter your lunch time in and out and to track your paid breaks.** For paid breaks, you will enter the break time under Labor and click on the "Paid Break" checkbox. In the event that you did not take a lunch break, click on the "No Lunch Break Taken" checkbox.

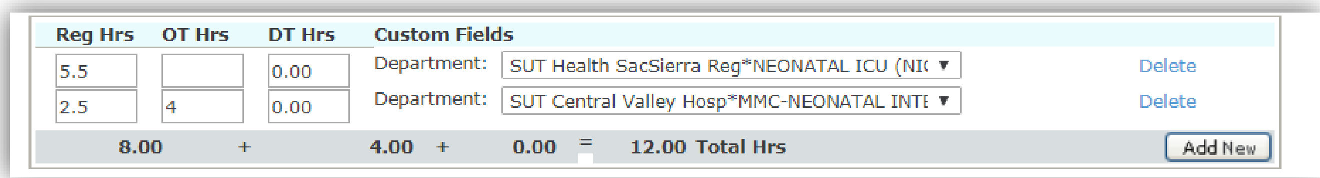


Wand will calculate the total hours you have entered for the start and end times, but you still need to manually allocate the hours worked to the appropriate rate types. In the example below, the worker worked 12 hours total, so 8 hours was allocated to Reg and 4 hours to OT.

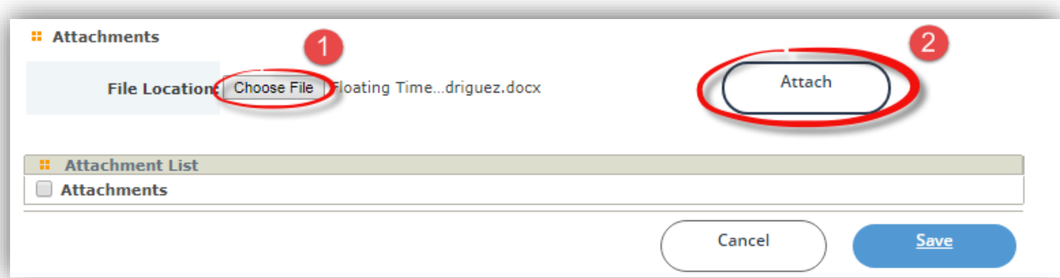


Next, select the correct **Department** from the drop-down list. More than one department will show here if there is a possibility that you can float to different locations or you work on multiple projects. Contact your agency if there is no department listed.

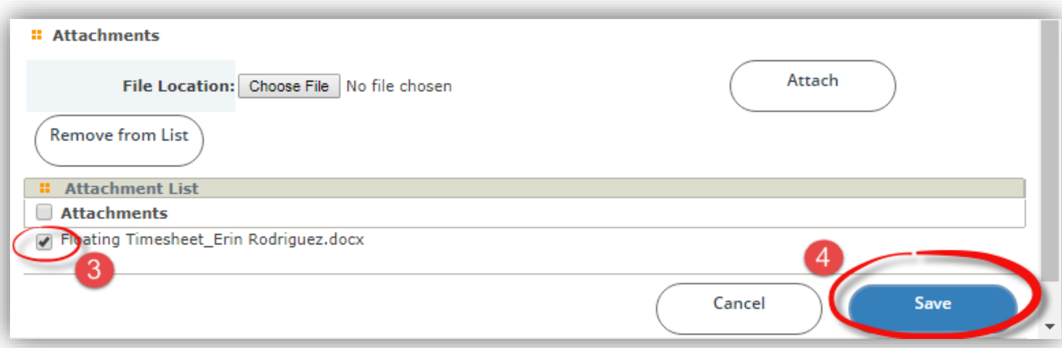
If you float to another facility or work on multiple projects, you will need to add the necessary departments to your timecard. To add the second line as shown below, click **Add New** then allocate the time and select the second department.



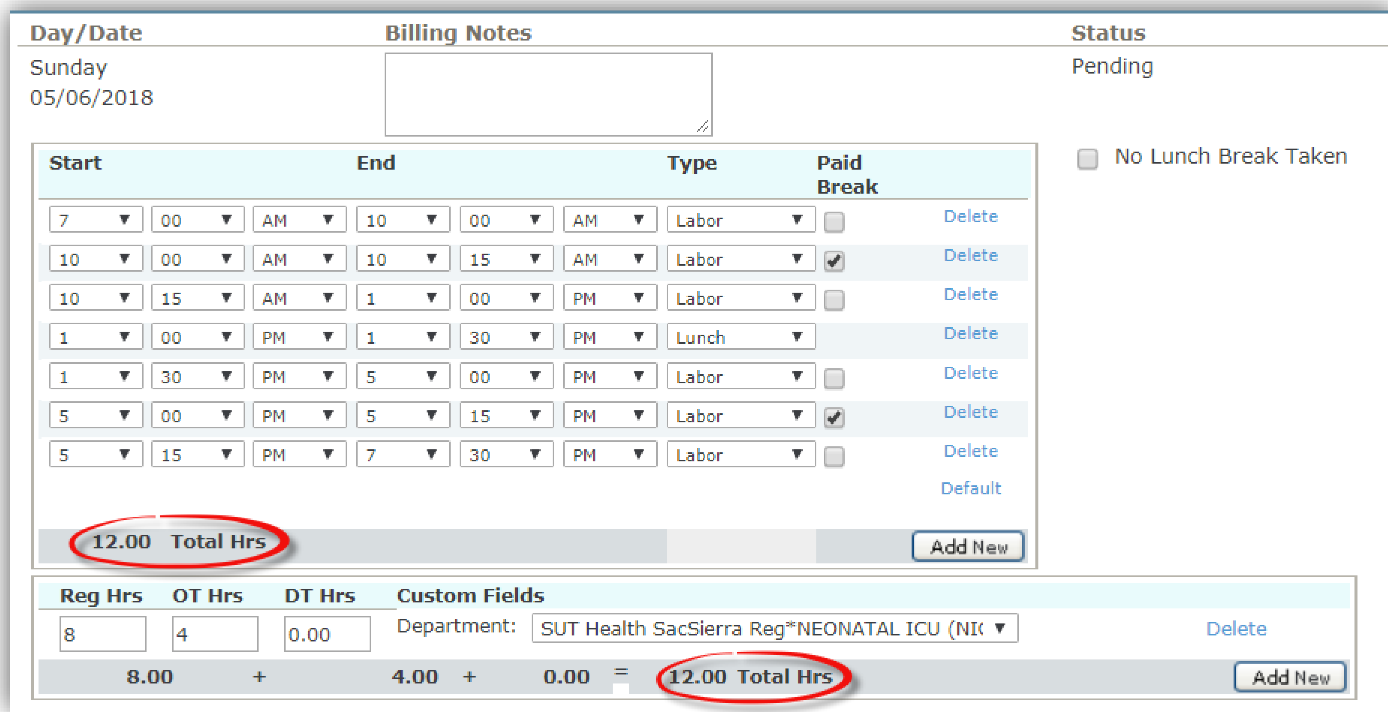
If you need to add an attachment to your timecard, scroll down to the bottom of the timecard and click on **Attachments** in the bottom left hand corner of the page. Click **Choose File**, select the correct file and click **Attach**.



Next, click the checkbox next to the attachment and click **Save**.

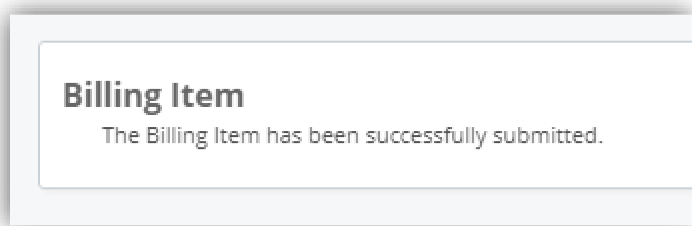


Prior to submitting your timecard, verify that the total hour's match in both the time section and the allocation section.



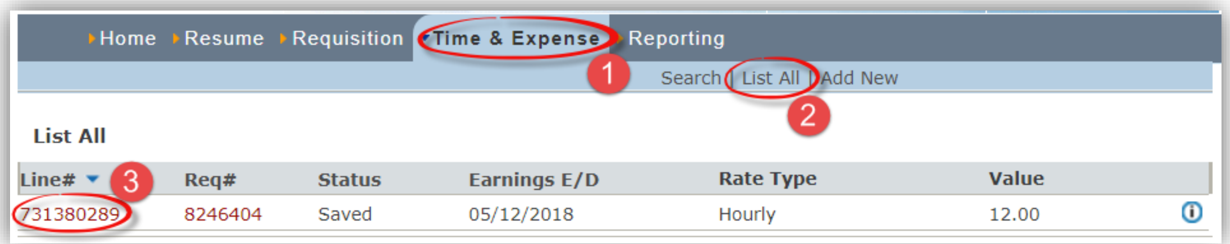
Once all time has been verified, scroll to the bottom of the page and click **Submit**.

You will then be taken to the confirmation page. If there are any errors in your timecard, Wand will let you know. You will need to make the changes and click **Submit** again. If everything was submitted correctly, Wand will tell you that the timecard has been submitted successfully.

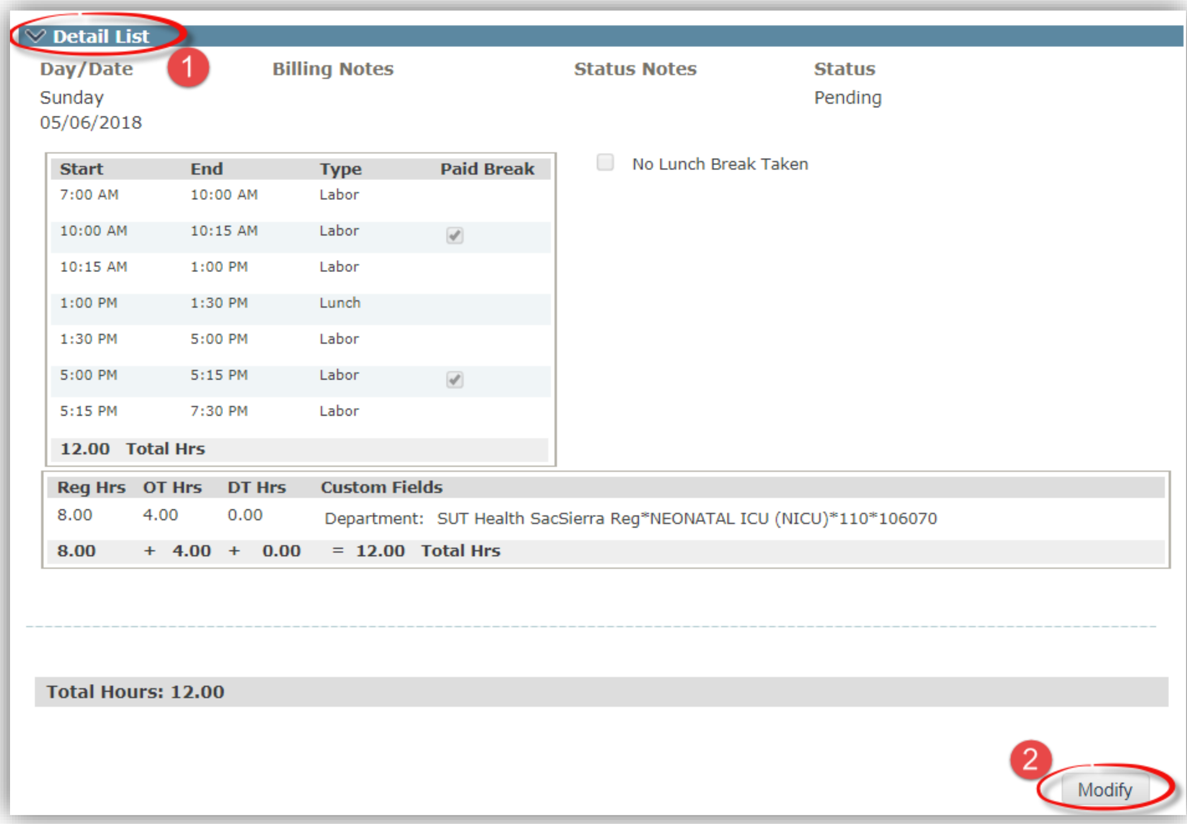


How can I submit my time daily throughout the week?

Sutter asks that all workers submit their time daily. To add time to an existing timecard, login to Wand, go to **Time & Expense**, click **List All** and then click on the Line# next to the timecard with the correct week ending date.

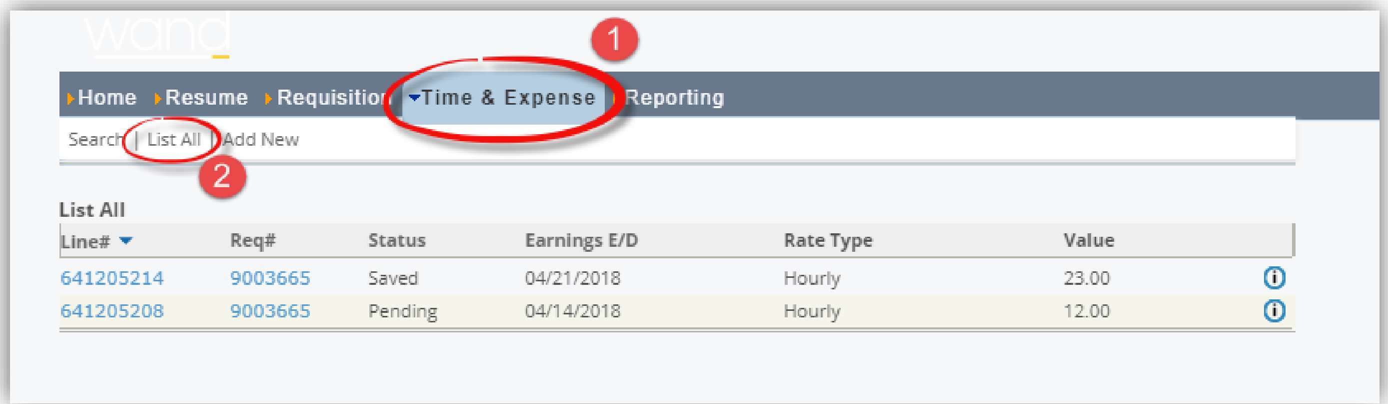


Next, scroll down to the bottom and expand the **Detail List** section. Click on **Modify**. From here you can add your time to another day, then save and follow the same process until you submit your last day of the week.



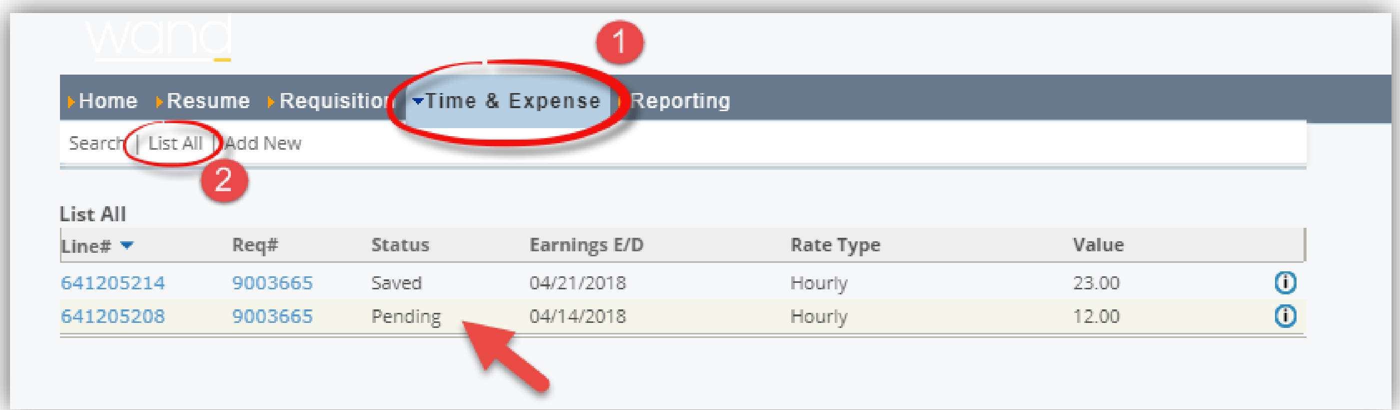
Will I get a confirmation once my timecard is approved?

You will not receive a notification when your timecard is approved. You will only get a notification if your timecard is rejected. To see the status of all past timecards, go to **Time & Expenses**, then click on **List All**.



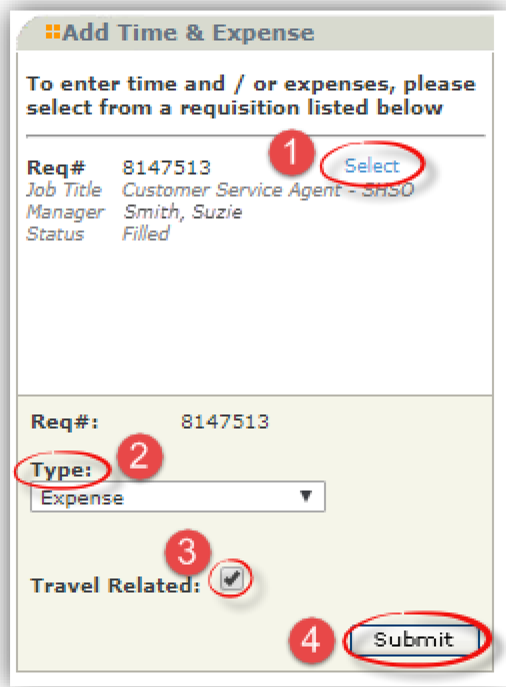
After you submit a timecard, are you able to edit it?

Yes, as long as it is in a **Saved** status. Once a timecard is in a **Pending** status, you are unable to edit. If your timecard is in a **Pending** status and you need to make changes, please reach out to your agency. In order to see the status of your time or expense, click on **Time & Expense**, then click **List All**.



How do I submit expenses in Wand?

Expense reports should be completed in detail, and all original receipts need to be attached. All expenses need to adhere to the Sutter Health expense reimbursement policy. Expenses will be routed to management for review and approval.

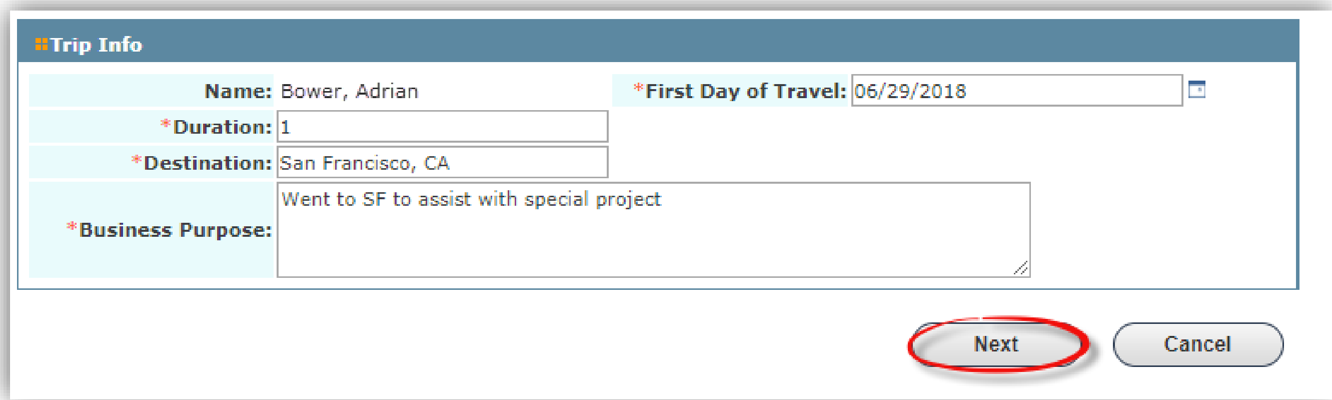


To get started, go to https://prowand.pro-unlimited.com and enter your username and password. From the homepage, do the following:

- Click **Select** to add to the appropriate requisition from the list. You may have more than one assignment.
- Select **Expense** from the **Type** drop down menu
- Check the box next to **Travel Related** if the expense is travel related.
- Click **Submit**

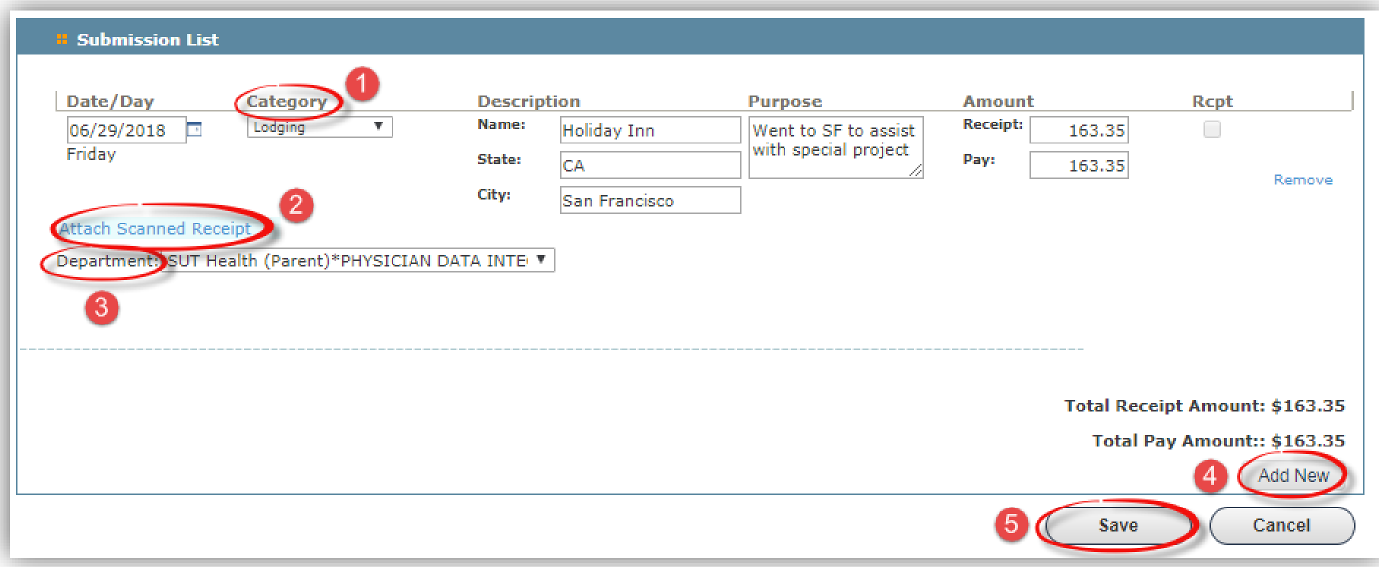
Next, you are prompted to enter some information about your business trip.

- Enter your information into all of the field (Duration, Destination, Business Purpose, First Day of Travel)
- Click **Next** to proceed



Next, you are presented with a **Submission List**, where you will be asked to supply additional details about your expenses.

- Select a value under **Category**, and then enter the required information
- Select **Attach Scanned Receipt** to attach your receipt(s)
- Select a **Department** from the drop down list. You cannot leave this value as "Default".
- To add an additional expense item for the same day or another day, click on **Add New**
- Once your expenses have been entered, press **Save**

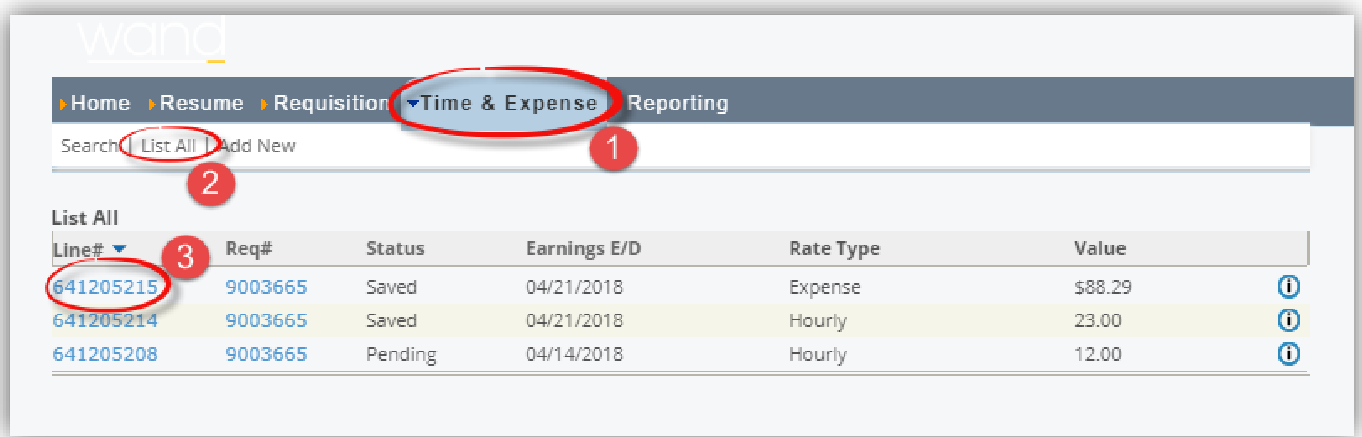


At this point, a confirmation page will appear. If any changes are needed, click on Edit. Click on **Print Expense Report** to print this page.

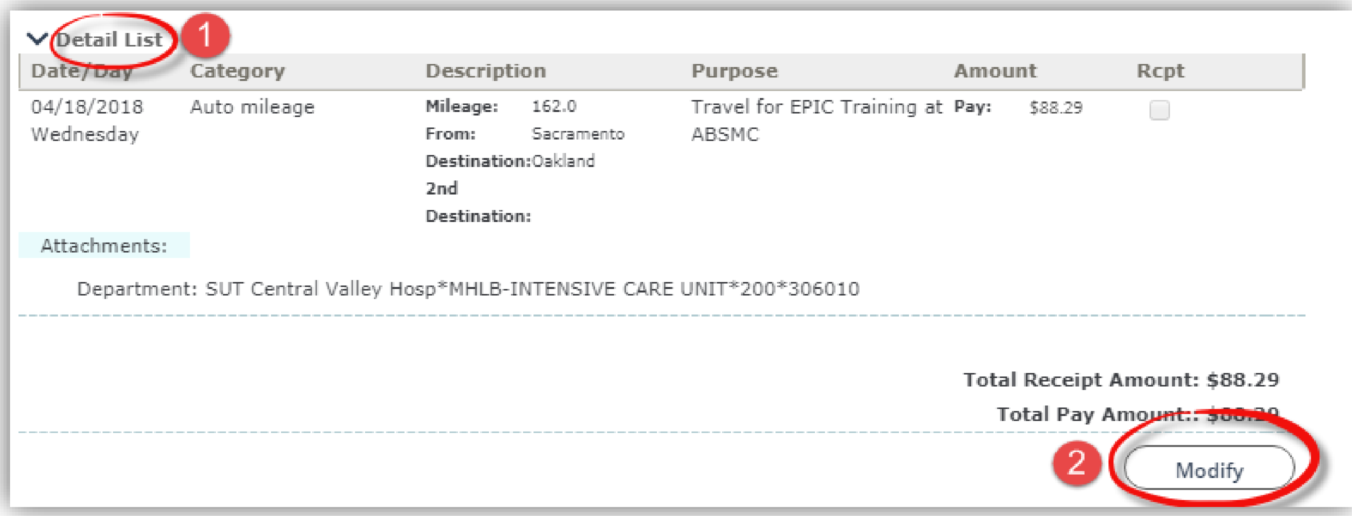
- Print your expense report by selecting the **Print Expense Report** button
- Click **Done** to finalize and submit your expenses

How do I modify an expense report?

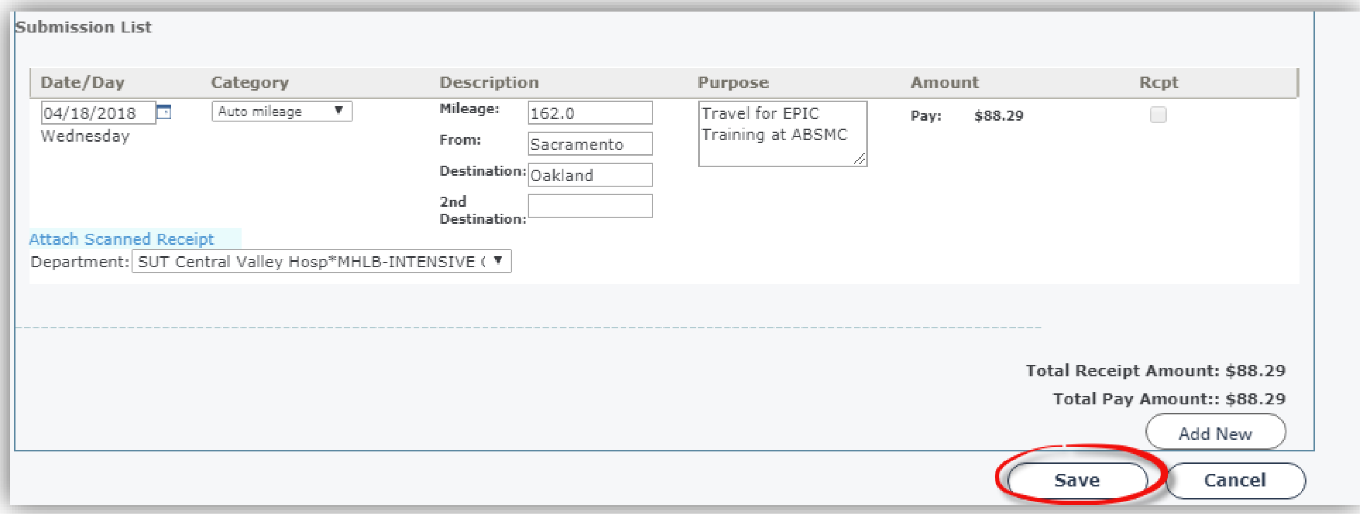
You will only be able to modify an expense report that is in a **Saved** status. To do this, click on **Time & Expense**, then click **List All**. Click on top of the Line# that you wish to edit.



Scroll to the bottom of the page, expand the **Detail List** section, then click **Modify**.



From here you are able to add a new line, add or adjust receipts, and make any changes to your previous submission. When you are finished, click **Save**.



How do I save an expense report without submitting?

You aren't able to save an expense in a draft status. However, if you don't want to submit a week's worth of expenses at once, you are able to submit an individual expense each day.