

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**

Add Time & Expense

To enter time and / or expenses, please select from a requisition listed below

Req#	9303230	Select
Job Title	1Time/Billing - Software Developer 3 - IS	
Manager	Smith, Suzie	
Status	Filled	

Req#	9303235	Select
Job Title	Software Developer 3 - IS	
Manager	Smith, Suzie	
Status	Filled	

Req#: 9303230

Type: Please select one

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.

Department: Please select one

= 0.00 Total hrs

Add Time & Expense

To enter time and / or expenses, please select from a requisition listed below

1 Select

Req# 8246404

Job Title RN - NICU - Travel - SMC3

Manager Smith, Suzie

Status Filled

2 Req#: 8246404

3 Type: Time

Date Range: 05/06/2018 - 05/12/201

Date Other:

4 Submit

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.

Day/Date	Billing Notes	Status
Sunday 05/06/2018		Pending

Start	End	Type	Paid Break	Delete
7:00 AM	10:00 AM	Labor	<input type="checkbox"/>	Delete
10:00 AM	10:15 AM	Labor	<input checked="" type="checkbox"/>	Delete
10:15 AM	1:00 PM	Labor	<input type="checkbox"/>	Delete
1:00 PM	1:30 PM	Lunch	<input type="checkbox"/>	Delete
1:30 PM	5:00 PM	Labor	<input type="checkbox"/>	Delete
5:00 PM	5:15 PM	Labor	<input checked="" type="checkbox"/>	Delete
5:15 PM	7:30 PM	Labor	<input type="checkbox"/>	Delete
12.00 Total Hrs				Add New

☐ No Lunch Break Taken

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.

Reg Hrs	OT Hrs	DT Hrs	Custom Fields
8.00	4.00	0.00	Department: SUT Health SacSierra Reg*NEONATAL ICU (NICU) Delete
Please select one			
SUT Health SacSierra Reg*NEONATAL ICU (NICU)*110*106070 Add New			
SUT Central Valley Hosp*MMC-NEONATAL INTENSIVE CARE*200*106070			

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.

Reg Hrs	OT Hrs	DT Hrs	Custom Fields
5.5		0.00	Department: SUT Health SacSierra Reg*NEONATAL ICU (NICU) Delete
2.5	4	0.00	Department: SUT Central Valley Hosp*MMC-NEONATAL INTENSIVE CARE Delete
8.00	+	4.00	+
			0.00 = 12.00 Total Hrs Add New

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**.

Attachments

File Location: Choose File Floating Time...driguez.docx

Attach

Attachment List

☐ Attachments

Cancel

Save

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

Attachments

File Location: Choose File No file chosen

Attach

Remove from List

Attachment List

☒ Attachments

☒ Floating Timesheet_Erin Rodriguez.docx

Cancel

Save

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

Day/Date		Billing Notes		Status	
Sunday 05/06/2018				Pending	

Start	End	Type	Paid Break	
7:00 AM	10:00 AM	Labor	<input type="checkbox"/>	Delete
10:00 AM	10:15 AM	Labor	<input checked="" type="checkbox"/>	Delete
10:15 AM	1:00 PM	Labor	<input type="checkbox"/>	Delete
1:00 PM	1:30 PM	Lunch		Delete
1:30 PM	5:00 PM	Labor	<input type="checkbox"/>	Delete
5:00 PM	5:15 PM	Labor	<input checked="" type="checkbox"/>	Delete
5:15 PM	7:30 PM	Labor	<input type="checkbox"/>	Delete
				Default
12.00 Total Hrs				Add New

Reg Hrs	OT Hrs	DT Hrs	Custom Fields
8	4	0.00	Department: SUT Health SacSierra Reg*NEONATAL ICU (NICU) Delete
8.00	+	4.00	+
		0.00	= 12.00 Total Hrs Add New

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

I certify that the timecard submitted is an accurate record of the time worked.

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.

Billing Item

The Billing Item has been successfully submitted.

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.

Home Resume Requisition **Time & Expense** Reporting

Search List All Add New

List All

Line#	Req#	Status	Earnings E/D	Rate Type	Value
731380289	8246404	Saved	05/12/2018	Hourly	12.00

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.

Detail List

Day/Date Sunday 05/06/2018

Billing Notes

Start	End	Type	Paid Break
7:00 AM	10:00 AM	Labor	
10:00 AM	10:15 AM	Labor	<input checked="" type="checkbox"/>
10:15 AM	1:00 PM	Labor	
1:00 PM	1:30 PM	Lunch	
1:30 PM	5:00 PM	Labor	
5:00 PM	5:15 PM	Labor	<input checked="" type="checkbox"/>
5:15 PM	7:30 PM	Labor	

12.00 Total Hrs

Reg Hrs OT Hrs DT Hrs Custom Fields

8.00 4.00 0.00 Department: SUT Health SacSierra Reg*NEONATAL ICU (NICU)*110*106070

8.00 + 4.00 + 0.00 = 12.00 Total Hrs

Total Hours: 12.00

Modify

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**.

The screenshot shows the 'wand' application interface. The navigation bar includes 'Home', 'Resume', 'Requisition', 'Time & Expense' (highlighted with a red circle and labeled '1'), and 'Reporting'. Below the navigation bar is a search bar with 'List All' (highlighted with a red circle and labeled '2') and 'Add New' buttons. The 'List All' table displays the following data:

Line#	Req#	Status	Earnings E/D	Rate Type	Value	
641205214	9003665	Saved	04/21/2018	Hourly	23.00	i
641205208	9003665	Pending	04/14/2018	Hourly	12.00	i

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**.

The screenshot shows the 'wand' application interface. The navigation bar includes 'Home', 'Resume', 'Requisition', 'Time & Expense' (highlighted with a red circle and labeled '1'), and 'Reporting'. Below the navigation bar is a search bar with 'List All' (highlighted with a red circle and labeled '2') and 'Add New' buttons. The 'List All' table displays the following data:

Line#	Req#	Status	Earnings E/D	Rate Type	Value	
641205214	9003665	Saved	04/21/2018	Hourly	23.00	i
641205208	9003665	Pending	04/14/2018	Hourly	12.00	i

A red arrow points to the 'Pending' status in the second row of the table.

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

The screenshot shows the 'Add Time & Expense' form. At the top, it says 'To enter time and / or expenses, please select from a requisition listed below'. Below this is a table with requisition details. A red circle with the number 1 highlights the 'Select' button. Below the table, the 'Req#' is 8147513. A red circle with the number 2 highlights the 'Type' dropdown menu, which is set to 'Expense'. A red circle with the number 3 highlights the 'Travel Related' checkbox, which is checked. A red circle with the number 4 highlights the 'Submit' button.

Req#	8147513
Job Title	Customer Service Agent - SRSO
Manager	Smith, Suzie
Status	Filled

Req#: 8147513

Type: Expense

Travel Related: ☒

Submit

The screenshot shows the 'Trip Info' form. It has several fields: 'Name' (Bower, Adrian), '*First Day of Travel' (06/29/2018), '*Duration' (1), '*Destination' (San Francisco, CA), and '*Business Purpose' (Went to SF to assist with special project). At the bottom, there are 'Next' and 'Cancel' buttons. A red circle highlights the 'Next' button.

Trip Info

Name: Bower, Adrian

*First Day of Travel: 06/29/2018

*Duration: 1

*Destination: San Francisco, CA

*Business Purpose: Went to SF to assist with special project

Next Cancel

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**

The screenshot shows the 'Submission List' form. It includes fields for Date/Day (06/29/2018, Friday), Category (Lodging), Description (Name: Holiday Inn, State: CA, City: San Francisco), Purpose (Went to SF to assist with special project), Amount (Receipt: 163.35, Pay: 163.35), and Department (SUT Health (Parent)*PHYSICIAN DATA INTE). There are buttons for 'Attach Scanned Receipt', 'Add New', 'Save', and 'Cancel'. The total receipt and pay amounts are \$163.35. Numbered annotations are: 1. Category dropdown, 2. Attach Scanned Receipt button, 3. Department dropdown, 4. Add New button, 5. Save button.

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.

The screenshot shows the 'Time & Expense Reporting' page. It has a navigation bar with 'Home', 'Resume', 'Requisition', 'Time & Expense', and 'Reporting'. Below the navigation bar is a search bar with 'List All' and 'Add New' buttons. The 'List All' button is circled in red and labeled with a red '2'. The 'Time & Expense' tab is circled in red and labeled with a red '1'. Below the search bar is a table with the following data:

Line#	Req#	Status	Earnings E/D	Rate Type	Value
641205215	9003665	Saved	04/21/2018	Expense	\$88.29
641205214	9003665	Saved	04/21/2018	Hourly	23.00
641205208	9003665	Pending	04/14/2018	Hourly	12.00

Numbered annotations are: 1. Time & Expense tab, 2. List All button, 3. Line# 641205215.

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

Detail List 1

Date/Day	Category	Description	Purpose	Amount	Rcpt
04/18/2018 Wednesday	Auto mileage	Mileage: 162.0 From: Sacramento Destination: Oakland 2nd Destination:	Travel for EPIC Training at ABSMC	Pay: \$88.29	<input type="checkbox"/>

Attachments:

Department: SUT Central Valley Hosp*MHLB-INTENSIVE CARE UNIT*200*306010

Total Receipt Amount: \$88.29
Total Pay Amount: \$88.29

2 **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**.

Submission List

Date/Day	Category	Description	Purpose	Amount	Rcpt
04/18/2018 Wednesday	Auto mileage	Mileage: 162.0 From: Sacramento Destination: Oakland 2nd Destination:	Travel for EPIC Training at ABSMC	Pay: \$88.29	<input type="checkbox"/>

Attach Scanned Receipt

Department: SUT Central Valley Hosp*MHLB-INTENSIVE

Total Receipt Amount: \$88.29
Total Pay Amount: \$88.29

Save Add New Cancel

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.