Entering Hours

1. Go to https://portal.triadcare.com/fmi/webd.
2. Enter your username (typically first initial followed by complete last name).
3. Enter your password (initially will be set to TcHealth and the last 6 of your SS#. This is case sensitive. Example: TcHealth123456).
4. Select "Wellness Manager." You will be prompted to enter your username and password again.
5. Select "Timesheet." This is the default screen when logging in.
6. Wellness Manager will default to the current pay period. Click "View Options" (eye icon on mobile view) to view an alternate pay period.
7. Select "Add Work & Travel" and select the appropriate activity (ex: office work, event, visit/charting, or other). Ensure the event or work date is correct. Wellness Manager will default to the current date. If entering an event, select the appropriate event in the "Event/Service" field.
8. Enter your time in HH:MM AM/PM format, entering both start and end times.
9. Enter breaks in minutes.
10. Enter a description of the activities completed during the time entered.
11. Enter any travel by completing all applicable "Travel" fields. If no travel was completed, skip these fields.
12. Click "Submit Entry" when the time entry is complete.
13. Repeat as needed to complete your shift. Please note, Wellness manager will automatically log a user off after 15 minutes of inactivity.
14. Please enter time during and/or by the end of each shift. All time entries should be made on the same day work is completed.

Receiving Payment

1. All payroll is sent via direct deposit every two weeks.
2. Money will be deposited no later than the Friday following the payroll cycle.
3. You will receive an email confirmation with a paystub for the completed payroll cycle.
4. The attached paystub PDF will be encrypted to protect your personal information.
5. The password to open the document will be the first 4 characters of your last name followed by the last 4 digits of your social security number. If your last name is less than 4 characters, it will be the complete last name followed by the last 4 of your social security number.

Examples:

John Smith	SS: 514-81-1082	password is smit1082
John Doe	SS: 514-81-1082	password is doe1082
John Wu	SS: 514-81-1082	password is wu1082