
TO: Practice Managers

FROM: Legal Department

DATE: 2/21/2025

SUBJECT: Provider Timesheets - Workday

Beginning on **Monday, February 24th**, all provider timesheets will need to be entered into Workday. We are excited for this new process which should be easier and more efficient for those for entering timesheets.

It will be the same process you used for your Formstack entries. You will still go to: Intranet > Service Requests > Legal Requests > Provider Timesheets. You will no longer be routed to a Formstack form, but instead, to Workday to enter the timesheet for processing.

There will be selections for the following types of timesheet requests in Workday:

- Collaborator Stipend
- Collaborator Stipend GROUP
- Excess Call Timesheet
- Excess Shift Timesheet
- Provider Timesheet (GENERAL)
- Provider Timesheet PER PATIENT RATE
- Provider Timesheet RAC REVIEW
- Provider Timesheet EXPENSES
- Reads (PSA)
- ASA Attestation

The “Provider Timesheet (GENERAL)” should work for most timesheet entries not otherwise listed above.

Please reach out to Erica Gianesin (ext. 3664 or egianesin@sfmc.net) with any questions.