

# Quick Start Guide

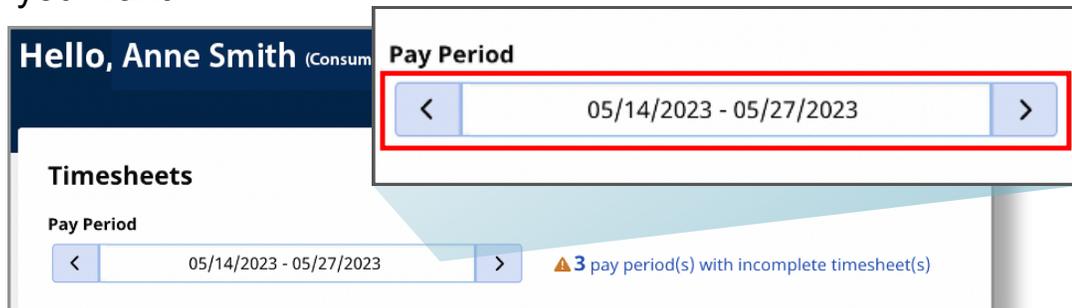
## For Approving a Long or Short Shift

To approve a long or short shift, please follow the following steps:

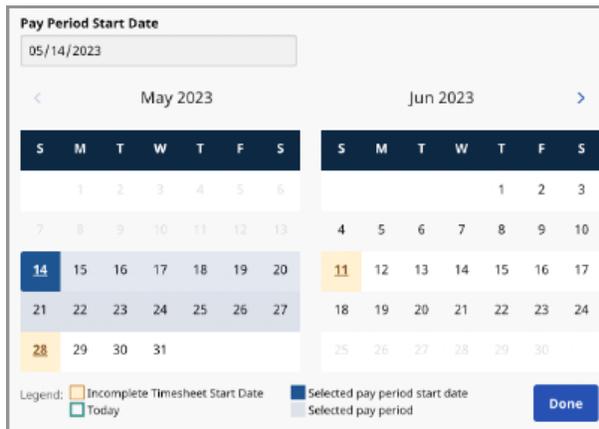
### 1 Step 1 - Find the Shift to Approve

The timesheet page display starts on the current pay period. If you need to see a different period, you can find the timesheet that you want by following the instructions below:

1. Click on the **dates** in the pay period box to see a calendar and find the period you want.



2. When the calendar displays, select the **date** of the pay period you are looking for.



**Note:** The “Legend” at the bottom of the box tells you what each colored date means.

3. Click the **Done** button at the bottom of the calendar.
4. Click the **Edit**  icon under the Action column.
5. You can then view the days within the selected pay period.

If you need detailed help, visit [TempusUnlimited.org/EVV-support](https://TempusUnlimited.org/EVV-support) and see the “Viewing a Timesheet” Quick Start Guide.

## 2 Step 2 - Open the Timesheet

Open the Timesheet that corresponds to the shifts that were logged for a short period of time less than 15 minutes or a shift that is longer than 24 hours.

These shifts are specifically indicated with an orange exclamation mark.

Services Portal Timesheets Arindam Consumer (Consumer)

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Timesheet for Arindam PCA (PCA# 0)

Consumer (ID) Arindam Consumer (448772) Consumer Enrollment mass\_health - fts Timesheet ID 14351622

Pay Period: 09/03/2023 - 09/16/2023

Date	Start Time	End Time	PTO	Location	Service Code	EVV Compliant	Shift Duration	Daily Approved Time	Shift Status	Action
Sun, 09/03/2023	07:00 AM	07:02 AM		Start: Home End: Home	regular		0h 02m	0h 15m		Approve Deny ...
Mon, 09/04/2023										
Tue, 09/05/2023										
Wed, 09/06/2023										
Thu, 09/07/2023										
Fri, 09/08/2023										
Sat, 09/09/2023										
Sun, 09/10/2023										
Mon, 09/11/2023										
Tue, 09/12/2023										
Wed, 09/13/2023	10:48 AM	10:48 AM		Start: Home End: Home	regular		0h 00m	0h 00m		Approve Deny ...
Thu, 09/14/2023										
Fri, 09/15/2023										
Sat, 09/16/2023										

Total Approved Pay Period Hours 0h 15m  
Total Denied Hours 0h 00m

Submit Timesheet

Back to Timesheets

### 3 Step 3 - Click Approve

Click on the **Approve** button to approve this shift.

Services Portal Timesheets Arindam Consumer (Consumer)

Timesheet for Arindam PCA (PCA# 0) Consumer (ID) Arindam Consumer (448772) Consumer Enrollment mass\_health - ffs Timesheet ID 14351022

Pay Period: 09/03/2023 - 09/16/2023 Approve All Shifts Add Shift

Date	Start Time	End Time	PTO	Location	Service Code	EVV Compliant	Shift Duration	Daily Approved Time	Shift Status	Action
Sun, 09/03/2023	07:00 AM	07:02 AM		Start: Home End: Home	regular		0h 02m	0h 15m		Approve Deny
Mon, 09/04/2023										
Tue, 09/05/2023										
Wed, 09/06/2023										
Thu, 09/07/2023										
Fri, 09/08/2023										
Sat, 09/09/2023										
Sun, 09/10/2023										
Mon, 09/11/2023										
Tue, 09/12/2023										
Wed, 09/13/2023	10:48 AM	10:48 AM		Start: Home End: Home	regular		0h 00m	0h 00m		Approve Deny
Thu, 09/14/2023										
Fri, 09/15/2023										
Sat, 09/16/2023										

Total Approved Pay Period Hours 0h 15m  
Total Denied Hours 0h 00m

Submit Timesheet

Back to Timesheets

### 4 Step 4 - Approve Shift Message

A new message will be displayed that will warn you that this shift is either less than 15 minutes or longer than 24 hours

*Confirmation of the approval is required. Choose the exception type and the reason for the exception.*

Services Portal Timesheets Arindam Consumer (Consumer)

Timesheet for Arindam PCA (PCA# 0) Consumer (ID) Arindam Consumer (448772) Consumer Enrollment mass\_health - ffs Timesheet ID 14351022

Pay Period: 09/03/2023 - 09/16/2023 Approve All Shifts Add Shift

Date	Start Time	End Time	PTO	Location	Service Code	EVV Compliant	Shift Duration	Daily Approved Time	Shift Status	Action
Sun, 09/03/2023	07:00 AM	07:02 AM		Start: Home End: Home	regular		0h 02m	0h 15m		Approve Deny
Mon, 09/04/2023										
Tue, 09/05/2023										
Wed, 09/06/2023										
Thu, 09/07/2023										
Fri, 09/08/2023										
Sat, 09/09/2023										
Sun, 09/10/2023										
Mon, 09/11/2023										
Tue, 09/12/2023										
Wed, 09/13/2023	10:48 AM	10:48 AM		Start: Home End: Home	regular		0h 00m	0h 00m		Approve Deny
Thu, 09/14/2023										
Fri, 09/15/2023										
Sat, 09/16/2023										

Total Approved Pay Period Hours 0h 15m  
Total Denied Hours 0h 00m

Submit Timesheet

Back to Timesheets

#### Approve Shift

Total duration for this shift is less than 15 minutes. Please complete the following fields to approve the shift.

Exception \*Required  
Select...

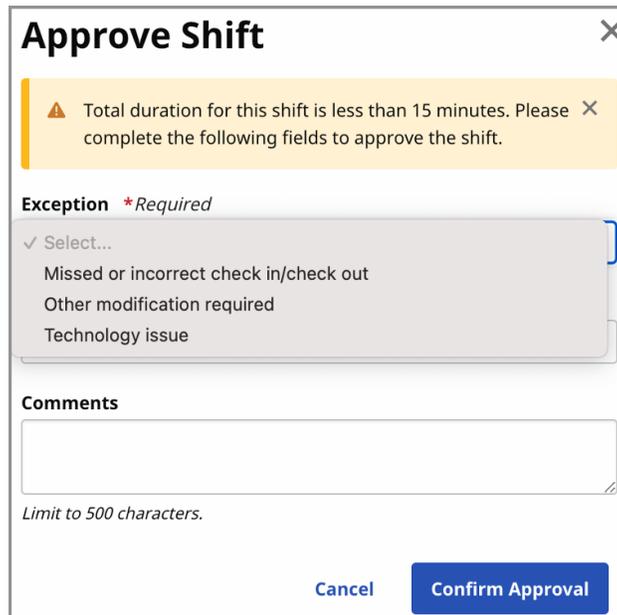
Reason for Exception \*Required  
Select...

Comments  
Limited to 500 characters.

Cancel Confirm Approval

## 5 Step 5 - Select the Exception

Choose the appropriate **Exception** from the drop-down list.

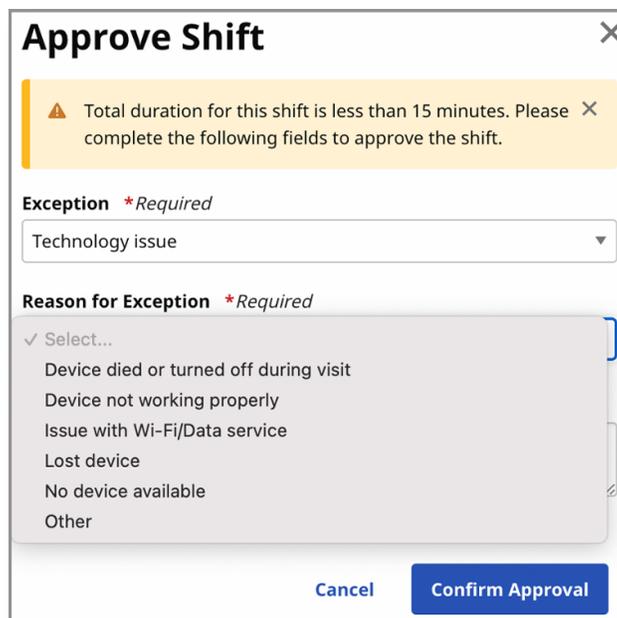


The screenshot shows a dialog box titled "Approve Shift" with a close button (X) in the top right corner. A yellow warning banner at the top contains a triangle icon and the text: "Total duration for this shift is less than 15 minutes. Please complete the following fields to approve the shift." Below the banner, the "Exception" field is labeled as "\*Required" and has a dropdown menu open. The dropdown list includes: "Select..." (with a checkmark), "Missed or incorrect check in/check out", "Other modification required", and "Technology issue". Below the dropdown is a "Comments" text area with a "Limit to 500 characters." note. At the bottom, there are "Cancel" and "Confirm Approval" buttons.

## 6 Step 6 - Select the Reason for the Exception

Depending on the **Exception** selected from the drop-down list, the **Reason for the Exception** will vary.

Choose the appropriate reason from the drop-down list.



The screenshot shows the same "Approve Shift" dialog box. The "Exception" dropdown is now set to "Technology issue". Below it, the "Reason for Exception" field is labeled as "\*Required" and has a dropdown menu open. The dropdown list includes: "Select..." (with a checkmark), "Device died or turned off during visit", "Device not working properly", "Issue with Wi-Fi/Data service", "Lost device", "No device available", and "Other". The "Comments" text area and "Cancel" and "Confirm Approval" buttons are also visible.

## 7 Step 7 - Click Approve

Click the **Confirm Approval** button after selecting drop downs.

**Approve Shift** ✕

⚠ Total duration for this shift is less than 15 minutes. Please complete the following fields to approve the shift. ✕

**Exception** \*Required  
Technology issue

**Reason for Exception** \*Required  
Device not working properly

**Comments**  
Test  
Limit to 500 characters.

Cancel **Confirm Approval**

## 8 Step 8 - Shift is Approved

The shift is now approved.

regular	✓	□	0h 00m	0h 00m	✓ Approve	Deny	...
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Total Approved Pay Period Hours 0h 15m  
Total Denied Hours 0h 00m

Submit Timesheet

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**You can now approve a long or short shift using the EVV Portal.**