

Quick Start Guide

For Approving Shifts

After PCAs clock in and clock out in the EVV Mobile App, Consumers will review shifts in the EVV Portal. Shifts can be approved at any time before the end of the pay period.

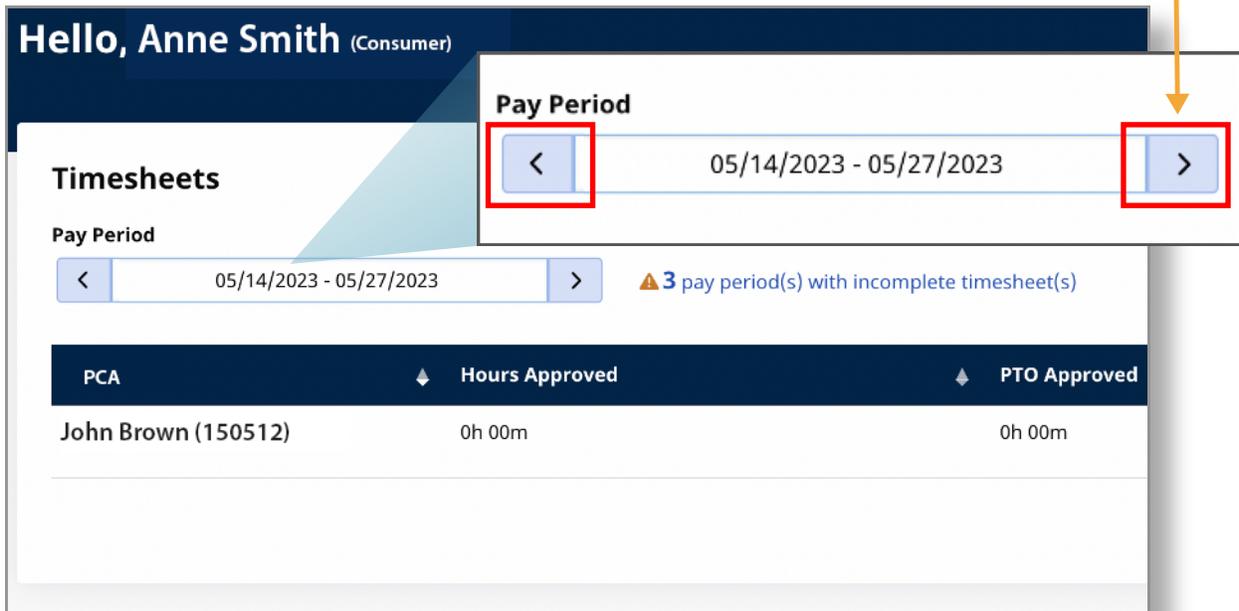
1 Step 1 - Find the Shift to Approve

Find the timesheet you want to approve:
Use the arrows next to select the Pay Period.

OR:

1. Click in the Pay Period window to access the calendar view.
2. Click the **Done** button on the calendar view.
3. Click the **Edit Icon**  under the **Action** column.
4. View the days within the selected pay period.

If you need detailed help, see the
“Quick Start Guide” at TempusUnlimited.org/EVV-support



Hello, Anne Smith (Consumer)

Timesheets

Pay Period

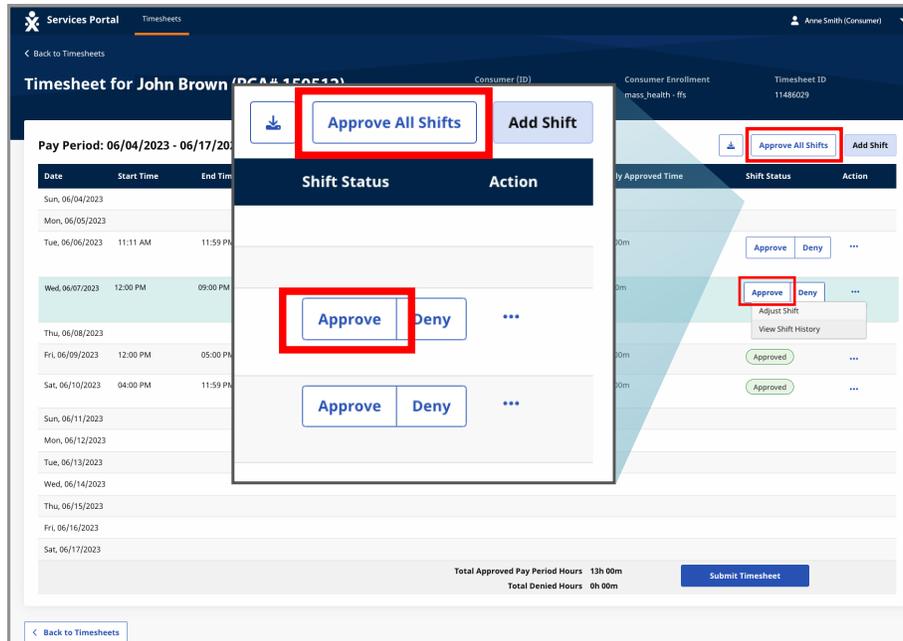
< 05/14/2023 - 05/27/2023 >

⚠ 3 pay period(s) with incomplete timesheet(s)

PCA	Hours Approved	PTO Approved
John Brown (150512)	0h 00m	0h 00m

2 Step 2 - Approve Shifts

You can approve an individual shift by clicking the **Approve** button next to the shift. Or, you can click the **Approve All Shifts** button in the top right to approve all shifts on the timesheet.



You can now approve shifts using the EVV Portal.
If you need help submitting a timesheet, see the “Submitting a Timesheet” Quickstart Guide at TempusUnlimited.org/EVV-support.