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.

	e Shift to Approve
Find the timesheet you w Use the arrows next to se	vant to approve: elect the Pay Period.
OR:	
 Click in the Pay Period Click the Done button Click the Edit Icon View the days within the the days within the the days within the the the the the the the the the the	d window to access the calendar view. on the calendar view. under the Action column. he selected pay period.
"Quick Start Guide" at Te	empusUnlimited.org/EVV-support
Hello Anno Smith	
	Pay Period
Timesheets	Pay Period
Timesheets Pay Period	Pay Period
Timesheets Pay Period C 05/14/2023 - 05/2	Pay Period 05/14/2023 - 05/27/2023 27/2023 A 3 pay period(s) with incomplete timesheet(s)
Timesheets Pay Period C 05/14/2023 - 05/2 PCA	Pay Period 05/14/2023 - 05/27/2023 27/2023 > A 3 pay period(s) with incomplete timesheet(s) Hours Approved PTO Approved
Timesheets Pay Period Control of the second	Pay Period Pay Period
Timesheets Pay Period C PCA John Brown (150512)	Pay Period 05/14/2023 - 05/27/2023 27/2023 > A 3 pay period(s) with incomplete timesheet(s) Hours Approved PTO Approved 0h 00m 0h 00m
Timesheets Pay Period C 05/14/2023 - 05/2 PCA John Brown (150512)	Pay Period 05/14/2023 - 05/27/2023 27/2023 > A 3 pay period(s) with incomplete timesheet(s) Hours Approved Oh 00m Oh 00m Oh 00m

Step 2 - Approve Shifts

2

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.

) Consumer Enrollment Timesheet ID mass_health - ffs 11486029
Pay Period: 06/04/2023 - 06/17/20	Approve All Shifts Ad	d Shift
Date Start Time End Tim Suri, 06/04/2023	Shift Status Actio	n ly Approved Time Shift Status Action
Mon, 06/05/2023		
Tue, 06/06/2023 11:11 AM 11:59 Ph		Dom Approve Deny ···
Wed, 06/07/2023 12:00 PM 09:00 PM		Dm Approve Deny Adjust Shift
Thu, 06/08/2023	Approve Deny ***	View Shift History
Fri, 06/09/2023 12:00 PM 05:00 PM		00m (Approved)
Sat, 06/10/2023 04:00 PM 11:59 PN	Annrove Denv	00m (Approved)
Sun, 06/11/2023	Approve Deny	
Mon, 06/12/2023		
Tue, 06/13/2023		
Wed, 06/14/2023		
Thu, 06/15/2023		
Fri, 06/17/2022		
380,007172023	Total Approved Pay	Period Hours 13b 00m
	Total	Submit 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 <u>TempusUnlimited.org/EVV-support</u>.