

Quick Start Guide


For Denying a Shift

After PCAs clock in and clock out in the EVV Mobile App, Consumers will review shifts in the EVV Portal. If a shift was created in error, the Consumer can deny the shift by following these instructions.

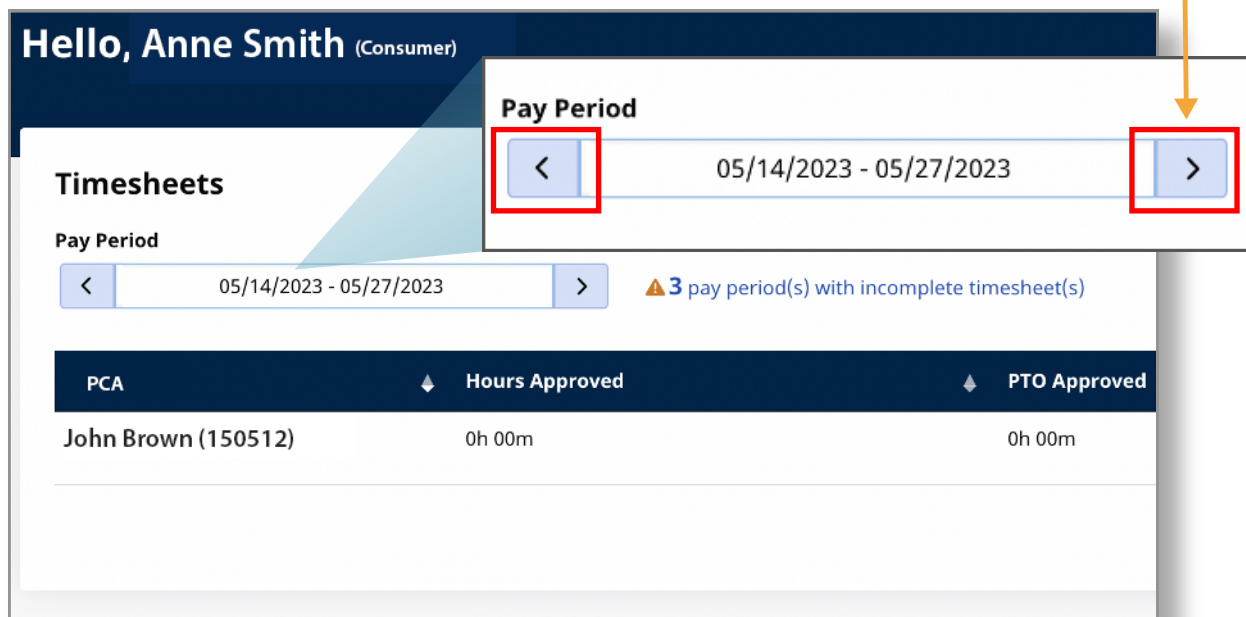
1 Step 1 - Find the Shift to Deny

Find the timesheet you want to deny:
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)

Pay Period

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

< 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 - Click the Deny Button

Find the shift that you need to deny and click the **Deny** button.

Timesheet for John Brown (PCA# 150512)

Consumer (ID) Anne Smith (11K043) Consumer Enrollment mass_health - ffs Timesheet ID 11486029

Pay Period: 06/04/2023 - 06/17/2023

Date	Start Time	End Time	PTO	Location	Serv	Action
Sun, 06/04/2023						
Mon, 06/05/2023						
Tue, 06/06/2023	11:00 AM	11:59 PM		Start: Community End: Community	day	Approve Deny ...
Wed, 06/07/2023	11:36 AM	02:51 PM		Start: Community End: Community	day	Approve Deny ...
Thu, 06/08/2023						
Fri, 06/09/2023	12:00 PM	05:00 PM	PTO		day	Approved ...
Sat, 06/10/2023	04:00 PM	11:59 PM		Start: Home End: Home	day	Approved ...
Sun, 06/11/2023						
Mon, 06/12/2023						
Tue, 06/13/2023						
Wed, 06/14/2023						

3 Step 3 - Select Reason

In the Deny shift popup window, select a **reason for the denial** and type a note.

Note: Your comment will be visible to your PCA and Tempus Fiscal Intermediary (FI).

Timesheet for John Brown (PCA# 150512)

Consumer (ID) Anne Smith (11K043) Consumer Enrollment mass_health - ffs Timesheet ID 11486029

Pay Period: 06/04/2023

Deny Shift

Reason for Denial *Required
This visit was logged in error

Notes *Required
Limit to 500 characters.

Cancel Confirm Denial

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Step 4 - Confirm Denial

Click the **Confirm Denial** button. The shift has now been denied.

The screenshot shows a web application interface for managing timesheets. A modal window titled "Deny Shift" is open, overlaying a background view of a timesheet for "John Brown (PCA# 150512)". The modal contains the following elements:

- Reason for Denial** *Required: A dropdown menu with the selected option "This visit was logged in error".
- Notes** *Required: A text input field with a placeholder "Limit to 500 characters."
- Buttons:** "Cancel" and "Confirm Denial". The "Confirm Denial" button is highlighted with a red rectangular box.

The background timesheet table shows dates from Sun, 06/04/2023 to Wed, 06/14/2023, with columns for Date, Start Time, and Action. A specific shift for Sat, 06/10/2023 from 04:00 PM to 11:36 PM is visible, marked as "Approved".

You can now deny shifts on the EVV Portal.