

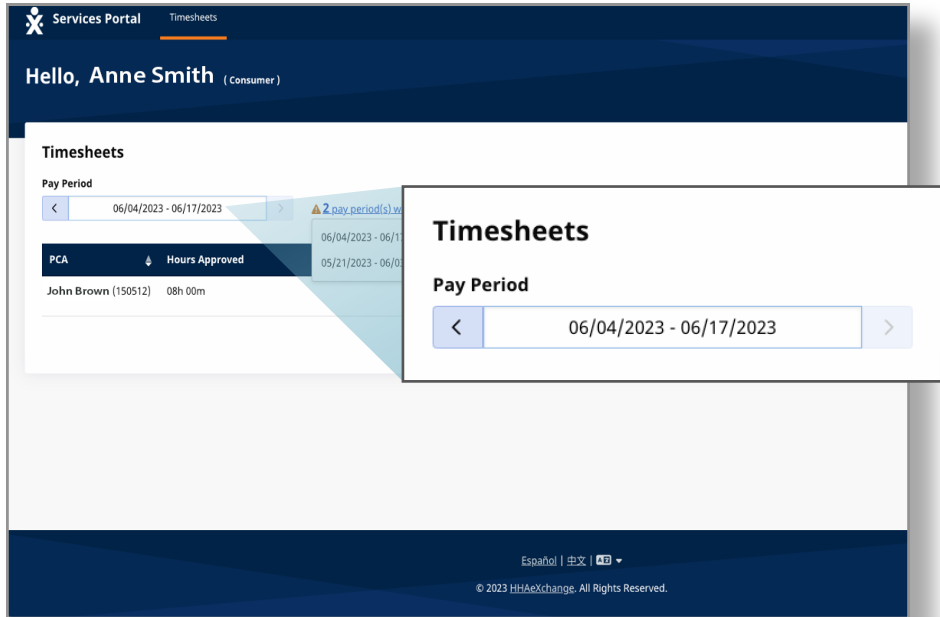
Quick Start Guide

For Finding a Timesheet

To find a timesheet, please follow these steps:

1 Step 1 - View Timesheet

After logging in, you will see the timesheet(s) for the current pay period.



2

Step 2 - Check Status Message

If you work with more than one PCA or Consumer, you will see a timesheet for each PCA or Consumer.

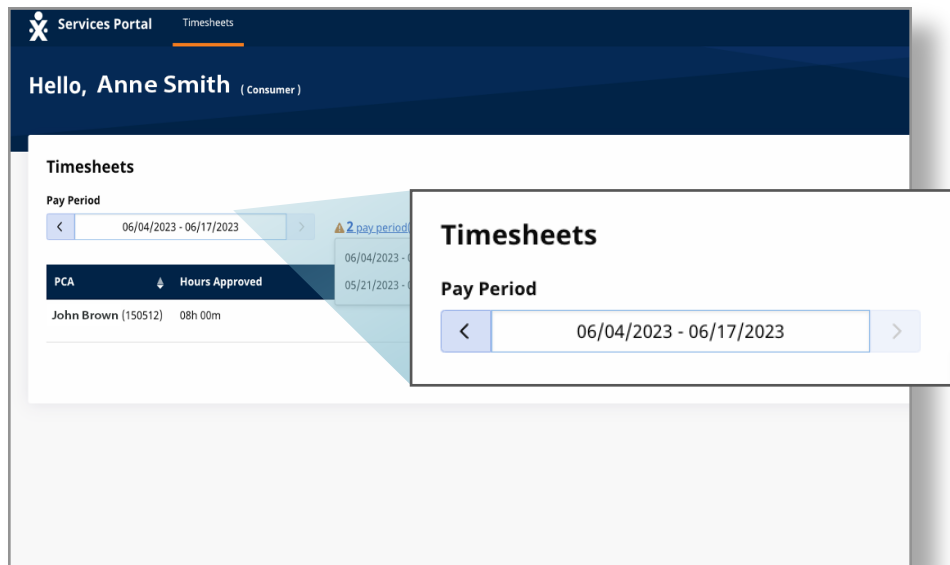
The **Status** message lets you know if you have incomplete timesheets. **Incomplete timesheets require action from the Consumer** before they can be paid by Tempus FI.

The screenshot displays the 'Services Portal' interface for a consumer named Anne Smith. The 'Timesheets' section shows a table with columns for 'PCA', 'Hours Approved', and 'Status'. A warning message is displayed above the table, indicating '2 pay period(s) with incomplete timesheet(s)'. The table lists two pay periods: '06/04/2023 - 06/17/2023' and '05/21/2023 - 06/03/2023'. The first pay period is marked as 'Not Approved' and the second as 'Approved'. A callout box highlights the warning message and the 'Not Approved' status for the first pay period.

PCA	Hours Approved	Status
John Brown (150512)	08h 00m	Not Approved
		05h 00m

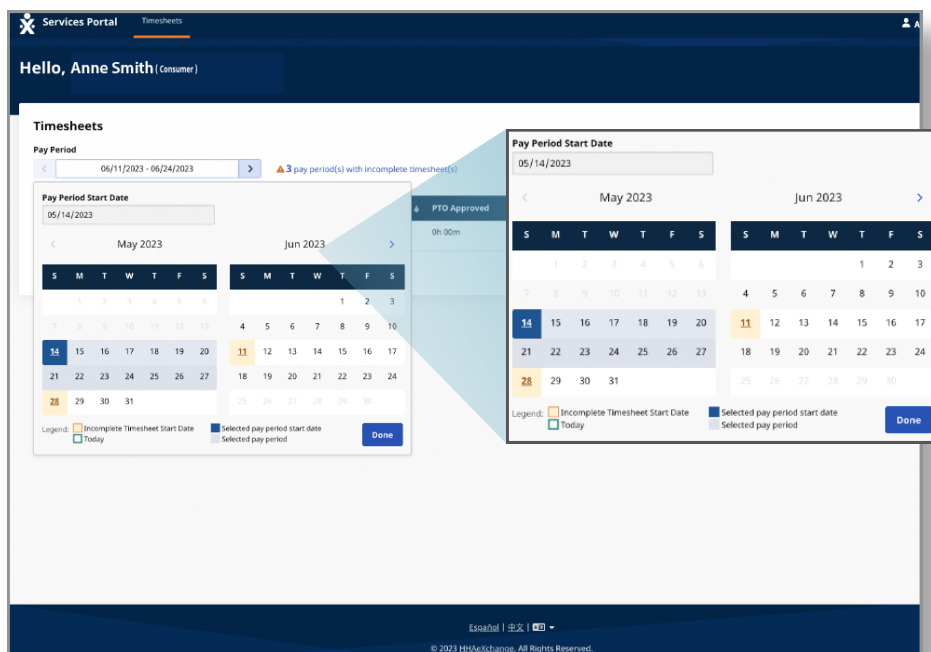
3 Step 3 - Pay Period Calendar

If you can't see the timesheet that you are looking for, click on the dates within the **Pay Period**.



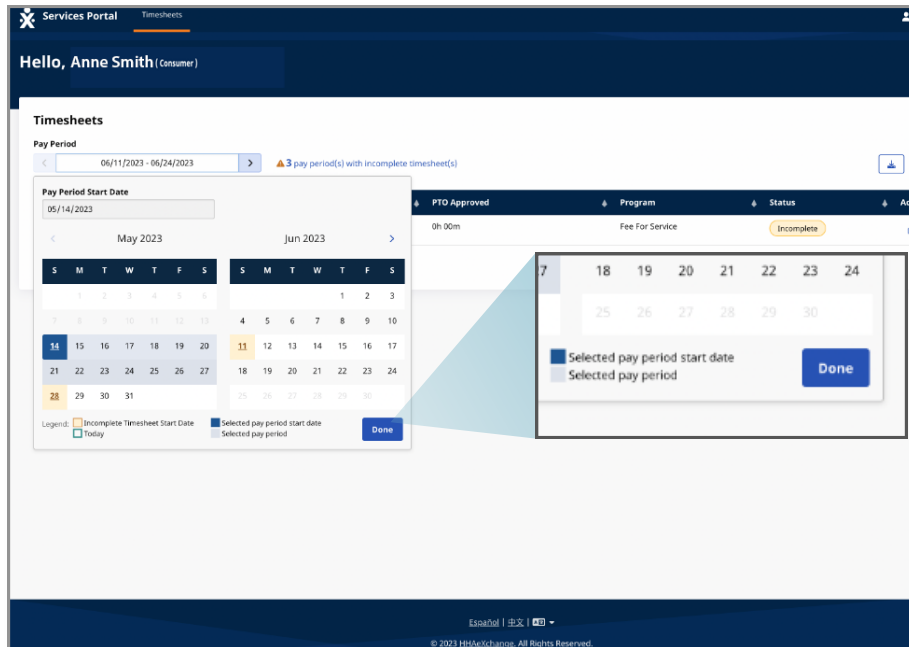
4 Step 4 - Enter Pay Period

Type the pay period you want to find or click on the dates in the calendar.



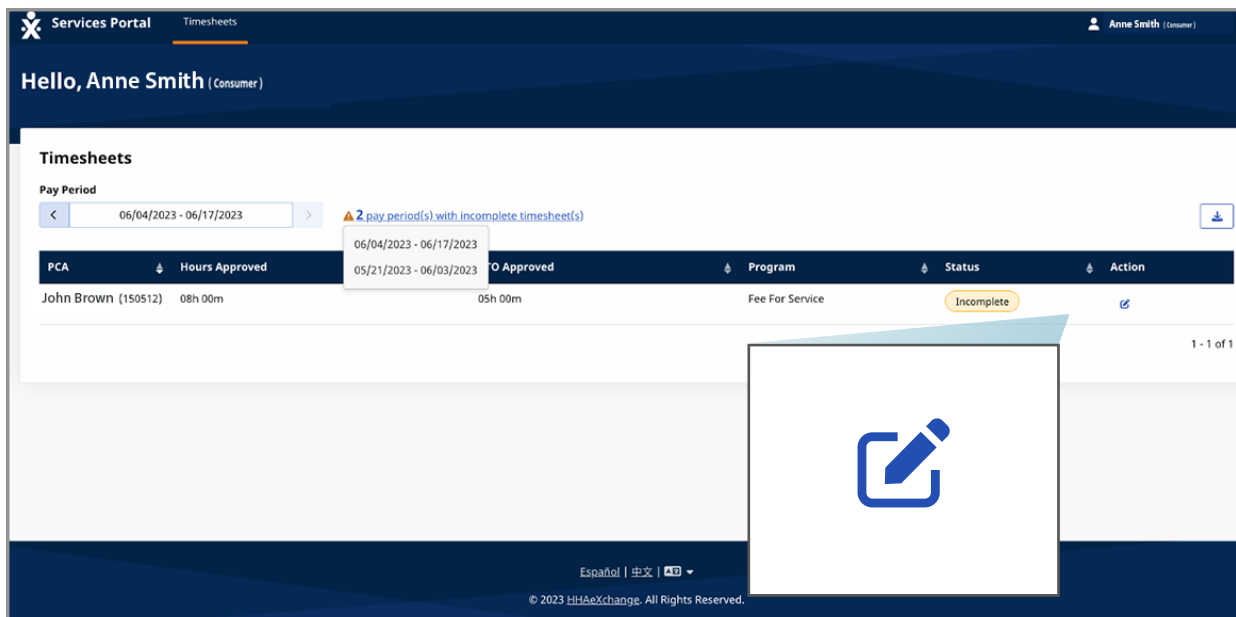
5 Step 5 - View Pay Period Options

There are options to find what you are looking for by **today**, **Start date** and others. Click **Done**. The timesheet screen updates with the dates you selected.



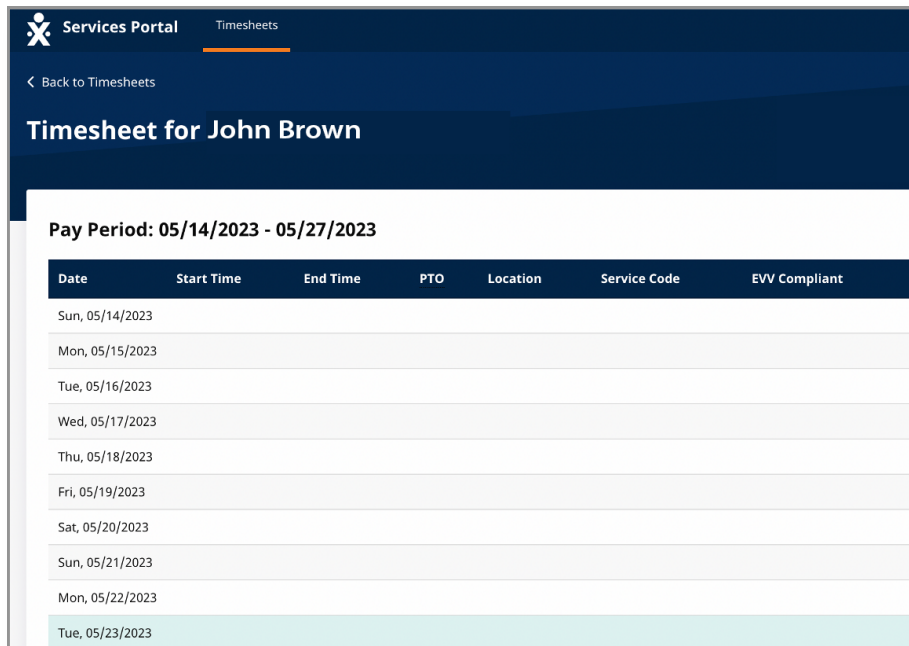
6 Step 6 - Click the Edit Button

Then, click the **Edit** button (which looks like a pencil in a box).



7 Step 7 - Find Your Timesheet

You will see the days within the Pay Period that you selected.



The screenshot shows the 'Services Portal' interface for 'Timesheets'. The user is identified as 'John Brown'. The pay period is '05/14/2023 - 05/27/2023'. A table lists the dates from Sunday, 05/14/2023 to Tuesday, 05/23/2023. The table has columns for Date, Start Time, End Time, PTO, Location, Service Code, and EVV Compliant. The last row, for 05/23/2023, is highlighted in light blue.

Date	Start Time	End Time	PTO	Location	Service Code	EVV Compliant
Sun, 05/14/2023						
Mon, 05/15/2023						
Tue, 05/16/2023						
Wed, 05/17/2023						
Thu, 05/18/2023						
Fri, 05/19/2023						
Sat, 05/20/2023						
Sun, 05/21/2023						
Mon, 05/22/2023						
Tue, 05/23/2023						

You can now find a timesheet using the EVV Portal.