

Quick Start Guide


For Viewing Timesheet Details

To view timesheet details, please follow these steps:

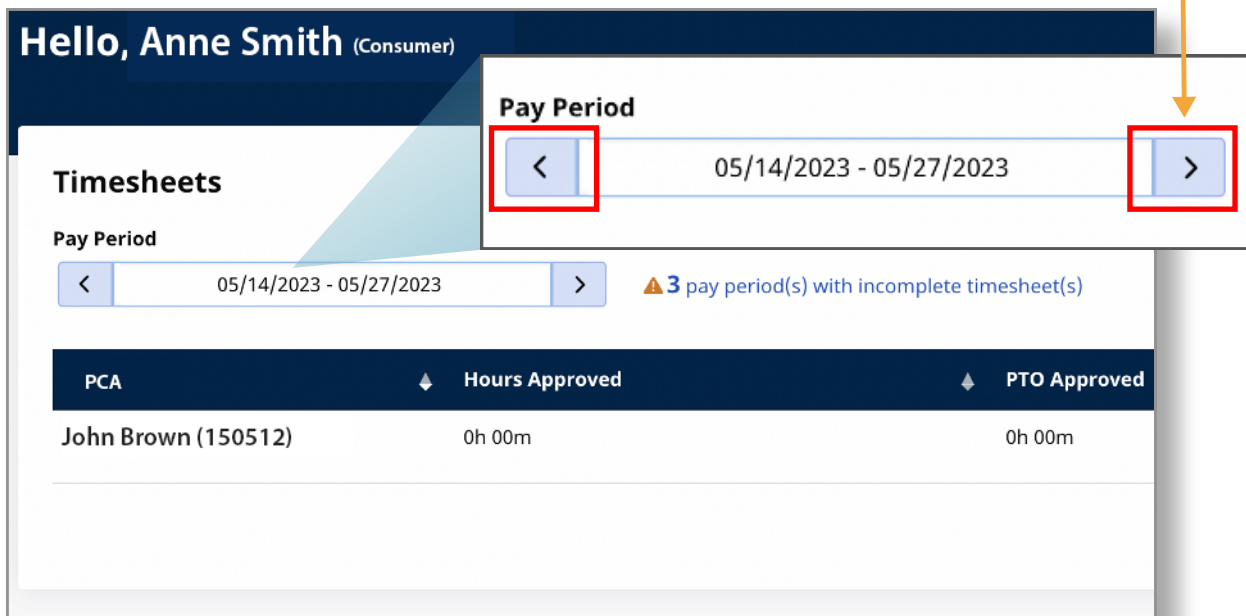
1 Step 1 - Find the Shift to View

Find the timesheet you want to view:
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 - Review Timesheet Details

The full timesheet displays all shifts in the pay period.

When viewing a timesheet, there are several pieces of information displayed about the shifts you can review.

The screenshots show the 'Services Portal' interface for 'Timesheets'. The main heading is 'Timesheet for Patrick Onion (PCA# 150512)'. Below this, there are fields for 'Consumer (ID) Yvonne Benes (11K043)', 'Consumer Enrollment mass_health - ffs', and 'Timesheet ID 11486029'. The 'Pay Period' is '06/04/2023 - 06/17/2023'. The table below lists shifts with columns: Date, Start Time, End Time, PTO, Location, Service Code, EVV Compliant, Daily Approved Time, Shift Status, and Action.

Date	Start Time	End Time	PTO	Location	Service Code	EVV Compliant	Daily Approved Time	Shift Status	Action
Sun, 06/04/2023									
Mon, 06/05/2023									
Tue, 06/06/2023	11:11 AM	11:59 PM		Start: Community End: Community	day	✓	0h 00m	Approve Deny	...
Wed, 06/07/2023	11:36 AM	02:51 PM		Start: Community End: Community	day	✓	0h 00m	Approve Deny	...
Thu, 06/08/2023									
Fri, 06/09/2023	12:00 PM	05:00 PM	PTO		day		5h 00m	Approved	...

Date - The date of the shift.

Start Time - The time that the shift began.

End Time - The time that the shift ended.

PTO - If this shift was recorded as PTO, a PTO icon will be shown.

Location - When a shift is manually entered, the location of Home or Community is specified and will be shown here.

Service Code - The type of shift worked (for PCAs, regular or night).

EVV Compliant - A green check mark means that the shift is EVV compliant, a red stop sign means that the shift is not EVV compliant.

Daily Total Time - The total hours worked on that day. If the PCA worked more than one shift of the same day, this will be the total hours worked on that day.

Shift Status - White buttons Approve / Deny indicate that the consumer/ surrogate has not yet taken action on the shift. If an action has been taken, it will show the green oval shape with Approved or a red/pink oval shape with Denied.

Actions - If there are three dots in the action's column, you can click on the dots for a popup menu of actions you can take on that shift.

You can now view timesheet details using the EVV Portal.