

Quick Start Guide

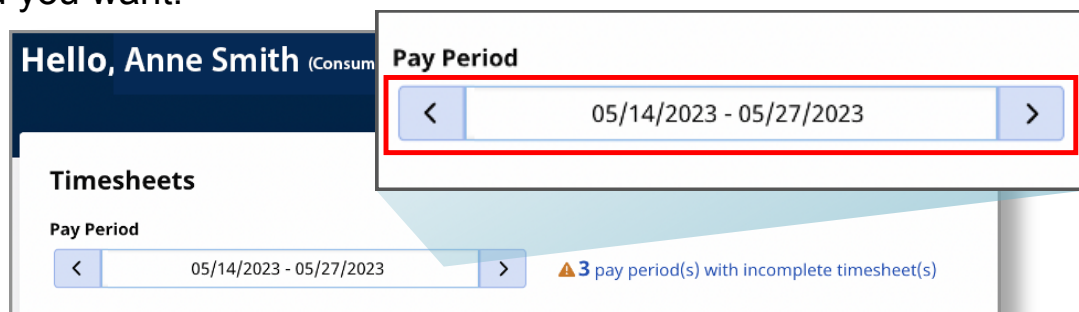
For Denying a Shift

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.

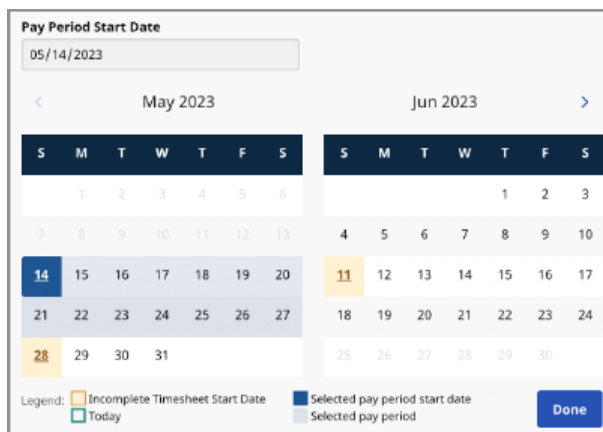
1 Step 1 - Find the Shift to Deny

The timesheet page display starts on the current pay period. If you need to see a different period, you can find the timesheet that you want by following the instructions below:

1. Click on the **dates** in the pay period box to see a calendar and find the period you want.



2. When the calendar displays, select the **date** of the pay period you are looking for.



Note: The “Legend” at the bottom of the box tells you what each colored date means.

3. Click the **Done** button at the bottom of the calendar.
4. Click the **Edit**  icon under the Action column.
5. You can then view the days within the selected pay period.

If you need detailed help, visit TempusUnlimited.org/EVV-support and see the “Viewing a Timesheet” Quick Start Guide.

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 - 06/17/2023

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 border.

The background timesheet table shows dates from Sun, 06/04/2023 to Wed, 06/14/2023. The "Confirm Denial" button is located at the bottom right of the modal.

You can now deny shifts on the EVV Portal.