

Quick Start Guide

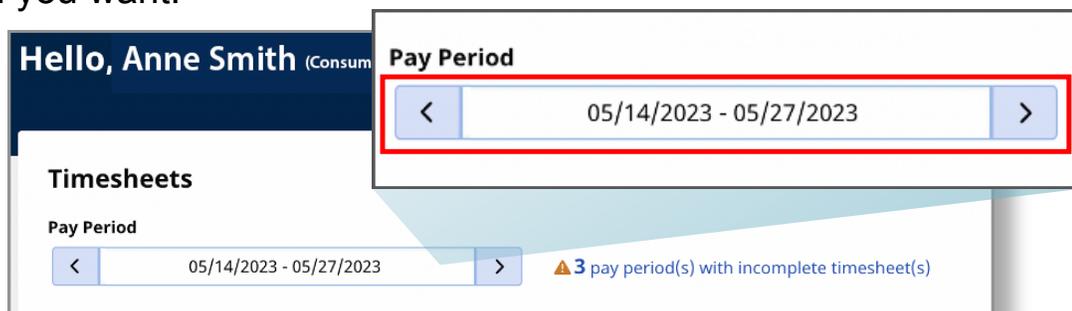
For Viewing Timesheet Details

To view timesheet details, please follow these steps:

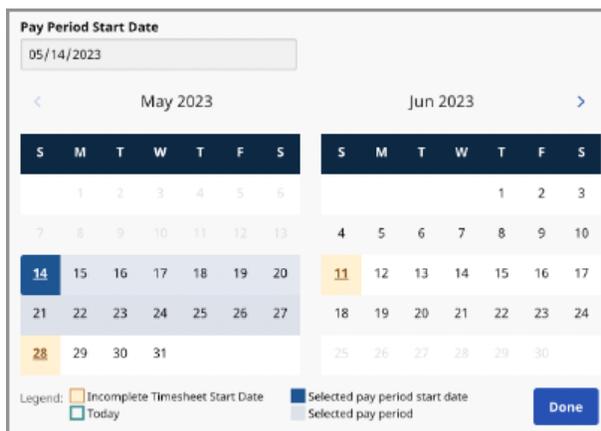
1 Step 1 - Find the Shift to View

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.

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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.

Services Portal Timesheets Yvonne Benes (Consumer)

Timesheet for Patrick Onion (PCA# 150512) Consumer (ID) Yvonne Benes (11K043) Consumer Enrollment mass_health - ffs Timesheet ID 11486029

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

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		Community	day	✓	0h 00m		Approve Deny ...
Wed, 06/07/2023	11:36 AM	02:51 PM		Community	day	✓	0h 00m		Approve Deny ...



Caution: Choosing the Approve All Shifts button, will approve all shifts, including denied.

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 a timesheet has been submitted, 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.