## **Quick Start Guide**

## **For Viewing Timesheet Details**

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To view timesheet details, please follow these steps:

## 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.

Hello, Anne Smith (Consur	Pay Po	eriod	
	<	05/14/2023 - 05/27/2023	>
Timesheets			
Pay Period			
< 05/14/2023 - 05/27/20	23	> <b>A 3</b> pay period(s) with incomplete timesheet(s)	

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

ay Pe	riod S	tart D	ate											
05/14	4/2023													
< May 2023							Jun 2023						>	
s	м	т	w	т	F	s		s	м	т	w	т	F	s
	1	2	3	4	5	6						1	2	3
								4	5	6	7	8	9	10
14	15	16	17	18	19	20		<u>11</u>	12	13	14	15	16	17
21	22	23	24	25	26	27		18	19	20	21	22	23	24
<u>28</u>	29	30	31											
egend	In To	comple day	te Time:	sheet St	art Date		Se Se	lected p lected p	oay peri oay peri	od start od	: date		D	one

**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 **Z** icon under the Action column.
- 5. You can then view the days within the selected pay period.

If you need detailed help, visit <u>TempusUnlimited.org/EVV-support</u> and see the "Viewing a Timesheet" Quick Start Guide. 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)	•	
		K Back to Timesheets								
		Timesheet fo	r 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				Approve All Shifts Add Shift		
		Date S	art Time	End Time PTO	Location Service Co	de EVV Compliant	Daily Approved Time	Shift Status Action		
		Sun, 06/04/2023 Mon, 06/05/2023								
		Tue, 06/06/2023 1	ETT AM	11:59 PM	Start: day Community End: Community	*	0h 00m	Approve Deny ····		
		Wed, 06/07/2023 1	1:36 AM	02:51 PM	Start: day	~	0h 00m	Approve Deny ····		
nesheet	for Patric	k Onion (I	PCA#	150512)		Consumer (I Yvonne Bene	ID) 25 (11K043)	Consumer Enrollment mass_health - ffs	Timesheet ID 11486029	
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2

**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.