# Quick Start Guide

For Creating a PTO Shift

To create a PTO shift, please follow these steps:

1 Step 1 - Find the Shift to Adjust

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.
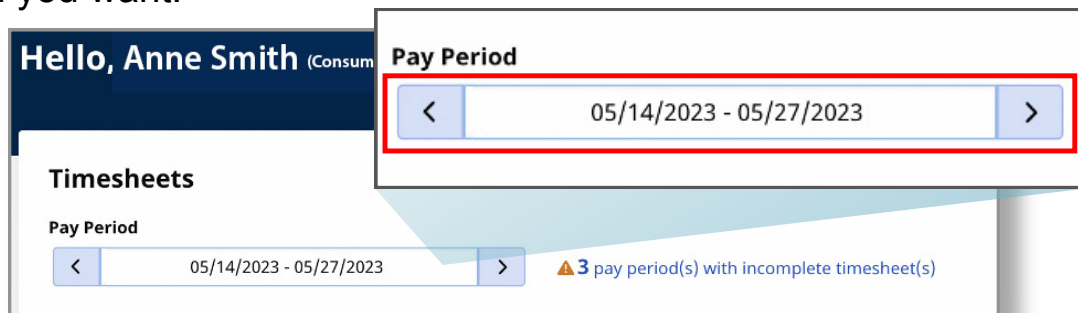
2. When the calendar displays, select the **date** of the Pay Period you are looking for.
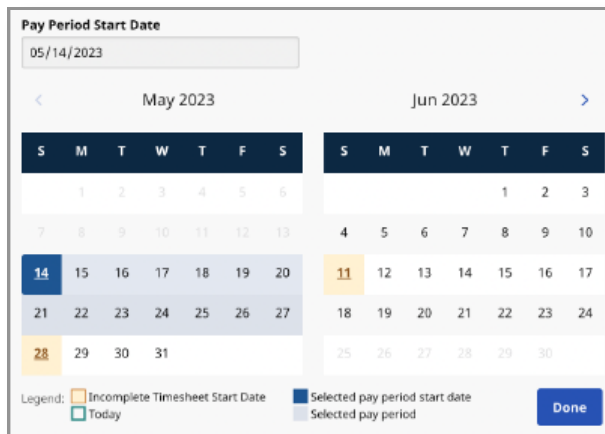
Note: The "Legend" at the bottom of the box tells you what each colored date means.

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.

In the upper right corner of the screen, click the **Add Shift** button.
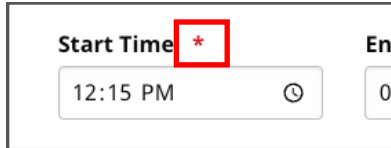
IMPORTANT:

Before creating a PTO shift, you must check the PCA's PTO balance. **The EVV Portal will NOT tell you if a PCA has enough PTO to cover the shift**; this information is kept in a different system.
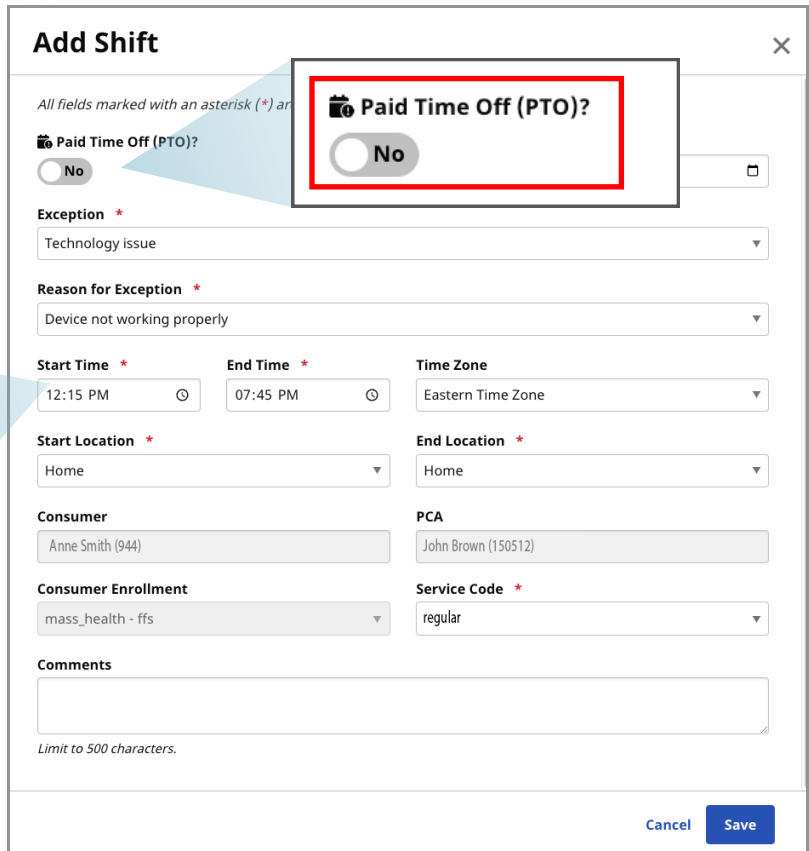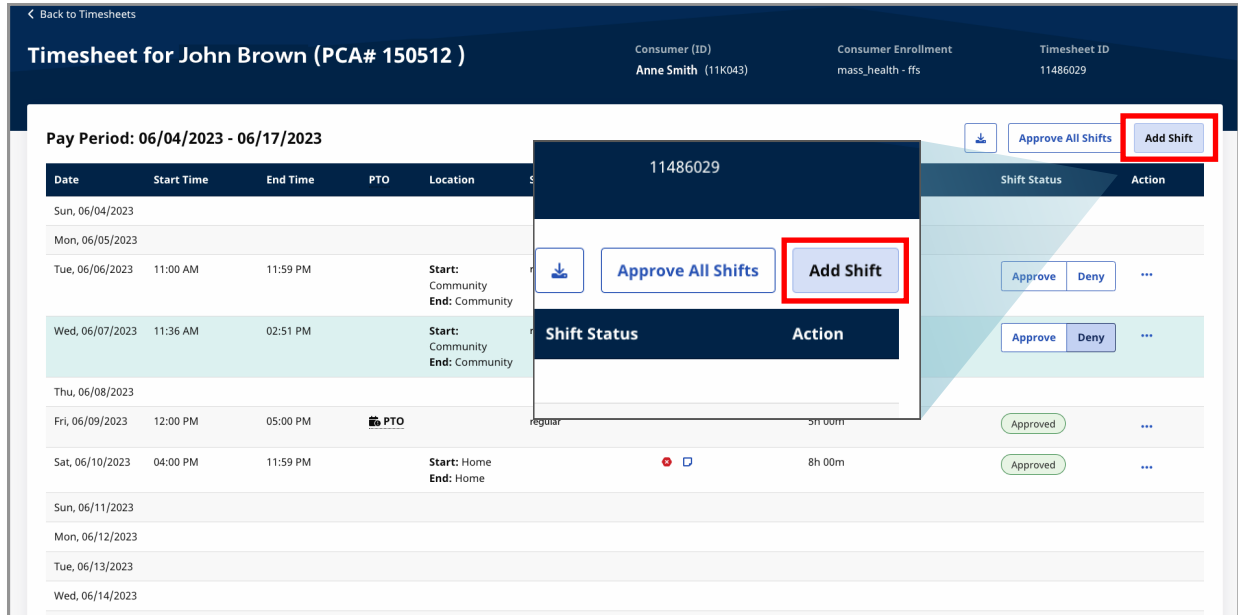
Click the Paid Time Off (PTO) switch so that it shows **Yes**.

Note: Required fields have a red asterisk next to them.

Start Time *

12:15 PM 🕐

Add Shift   ✕

All fields marked with an asterisk (*) ar

📅 **Paid Time Off (PTO)?**

No

📅 **Paid Time Off (PTO)?**

No

Exception *

Technology issue   ▼

Reason for Exception *

Device not working properly   ▼

Start Time *   **End Time** *   **Time Zone**

12:15 PM 🕐   07:45 PM 🕐   Eastern Time Zone   ▼

Start Location *   **End Location** *

Home   ▼   Home   ▼

Consumer   **PCA**

Anne Smith (944)   John Brown (150512)

Consumer Enrollment   **Service Code** *

mass_health - ffs   ▼   regular   ▼

Comments

Limit to 500 characters.

Cancel   **Save**

4 **Step 4 - Fill Out Required Fields**

Select or fill in all of the necessary information on the required fields.

Add Shift   ✕

All fields marked with an asterisk (*) are required.

🎁 **Paid Time Off (PTO)?**   **Date** *
Yes ⬤   08/17/2023

⚠ Be sure to check your PTO balance to ensure that you have enough hours for   ✕
your planned PTO.

Start Time *   **End Time** *   **Time Zone**
07:00 AM   🕐   10:00 AM   🕐   Eastern Time Zone   ▼

Consumer   **Service Code** *
Anne Smith (944)   regular   ▼

Comments

Limit to 500 characters.

Cancel   **Save**

---

5 **Step 5 - Click Save**

When you have completed filling in the required fields, select **Save**.

Note: You must create a PTO shift for each day a PCA is taking PTO. For instance, if a PCA is taking five days off, you need to create five PTO shifts.

Add Shift   ✕

All fields marked with an asterisk (*) are required.

🎁 **Paid Time Off (PTO)?**   **Date** *
Yes ⬤   08/17/2023

⚠ Be sure to check your PTO balance to ensure that you have enough hours for   ✕
your planned PTO.

Start Time *   **End Time** *   **Time Zone**
07:00 AM   🕐   10:00 AM   🕐   Eastern Time Zone   ▼

Consumer   **Service Code** *
Anne Smith (944)   regular   ▼

Comments

Limit to 500 characters.

Cancel   **Save**

You can now create a PTO shift using the EVV Portal.