Quick Start Guide

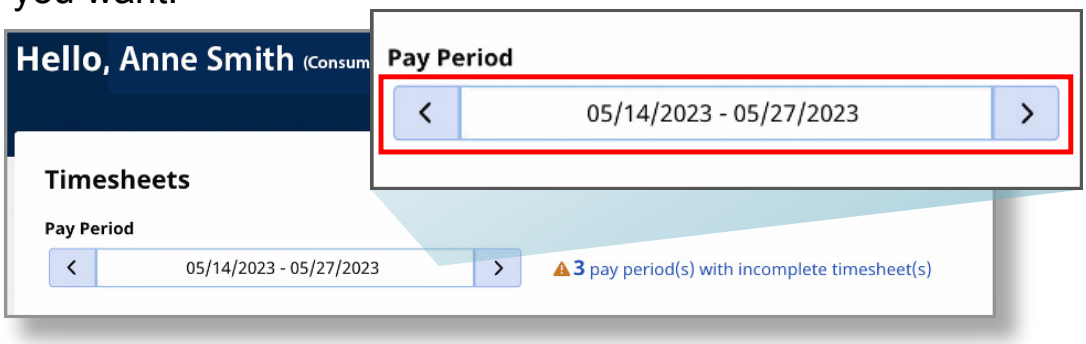
For Creating a PTO Shift

To create a PTO shift, please follow these steps:

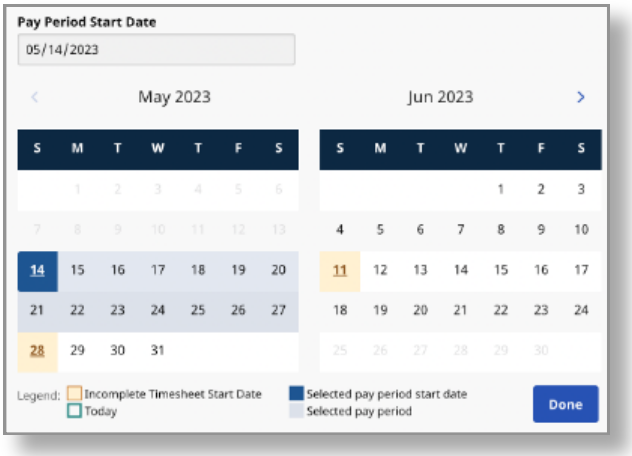
1 Step 1 - Find the Shift to Adjust

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.

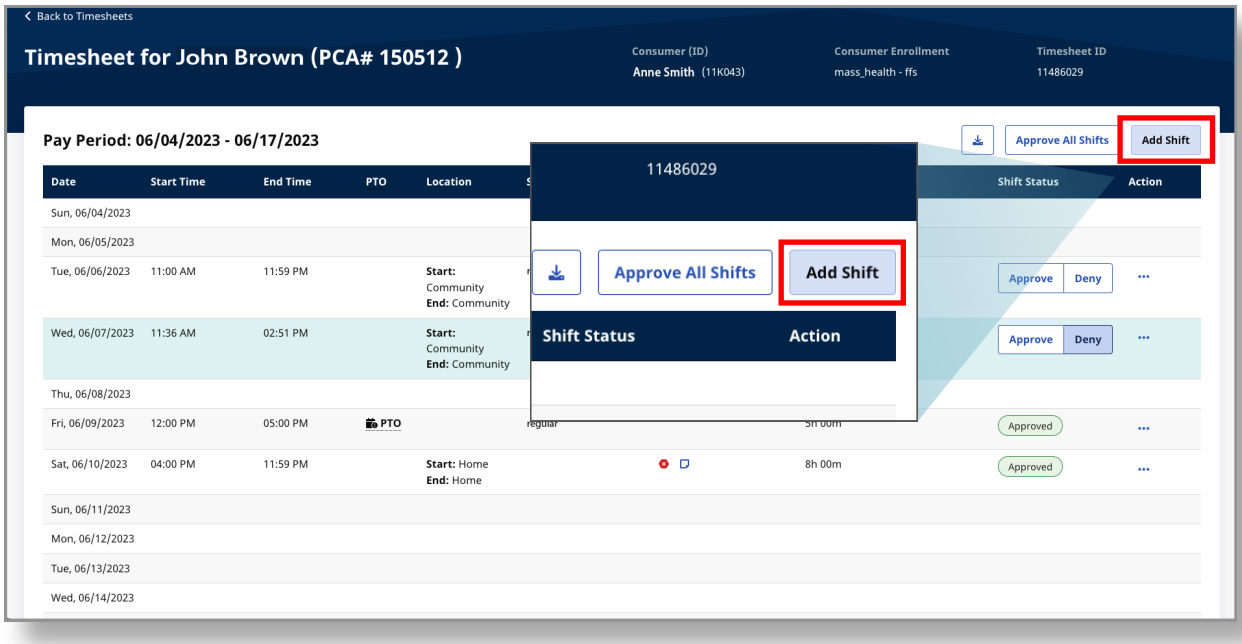
3. Click the **Done** button at the bottom of the calendar.
4. Click the **Edit** icon under the Action column.
5. You can then view the days within the selected Pay Period.

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

2 Step 2 - Add Shift

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

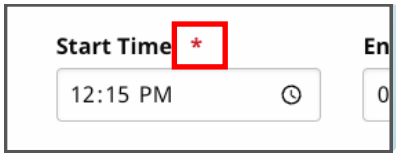
IMPORTANT:
Before creating a PTO shift, you must check the PCA's PTO balance. **The EVV Portal will NOT tell you if a PCA has enough PTO to cover the shift**; this information is kept in a different system.

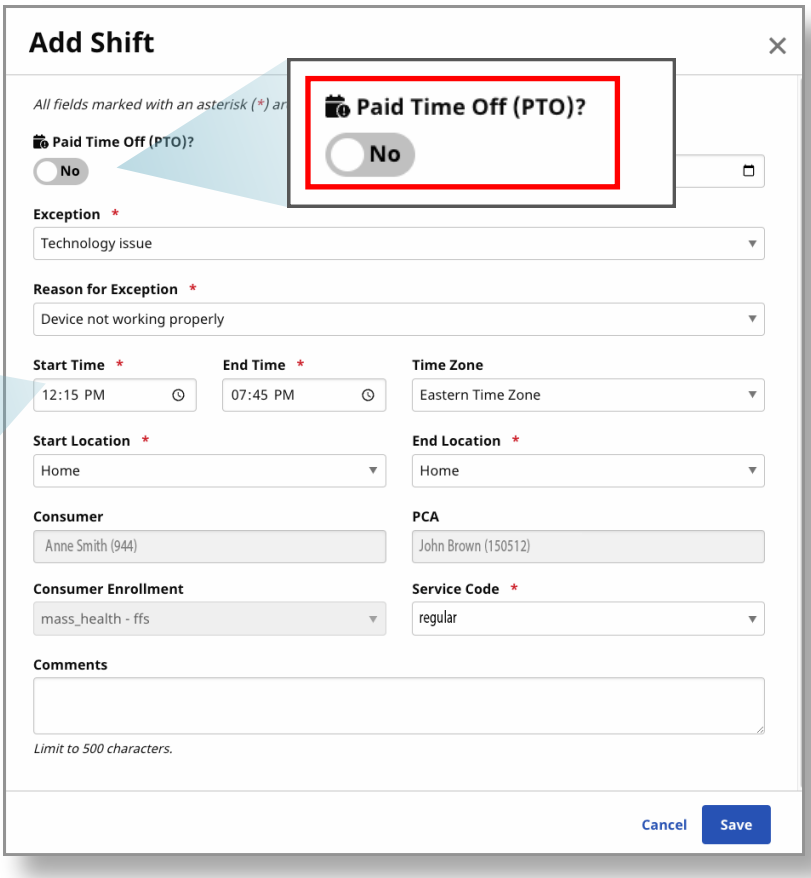


3 Step 3 - Click PTO Switch

Click the Paid Time Off (PTO) switch so that it shows **Yes**.

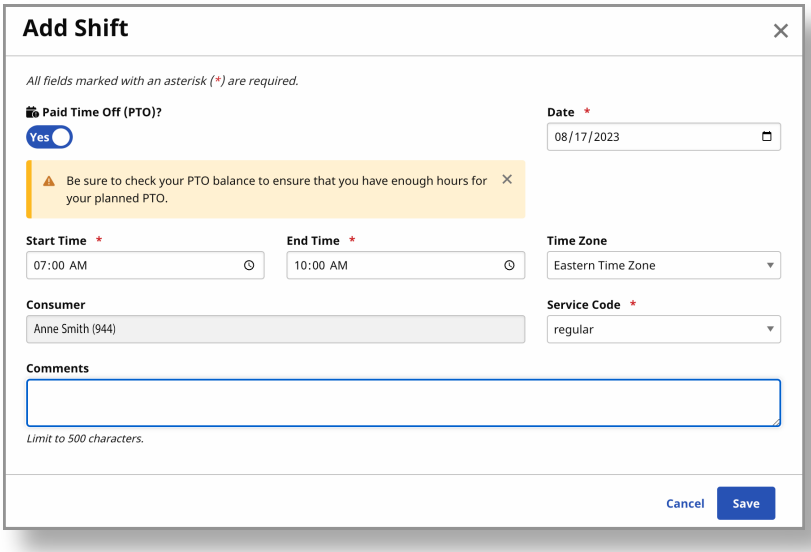
Note: Required fields have a red asterisk next to them.





4 Step 4 - Fill Out Required Fields

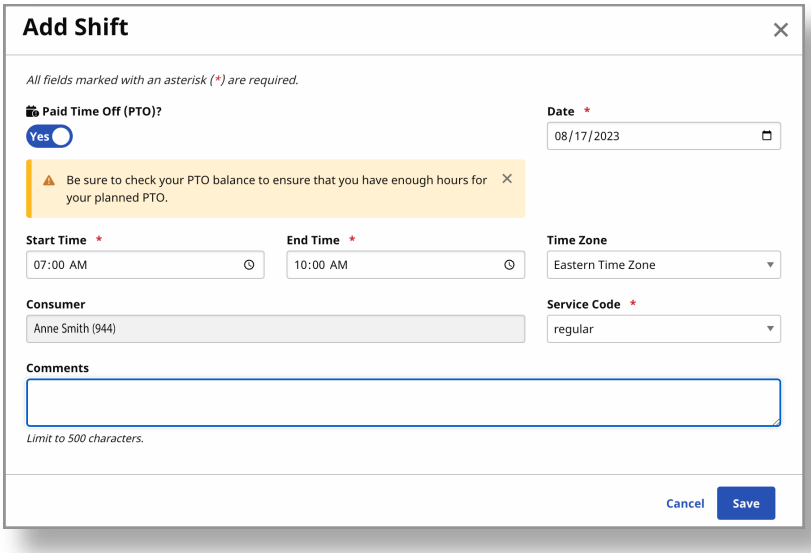
Select or fill in all of the necessary information on the required fields.



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.



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