

Quick Start Guide

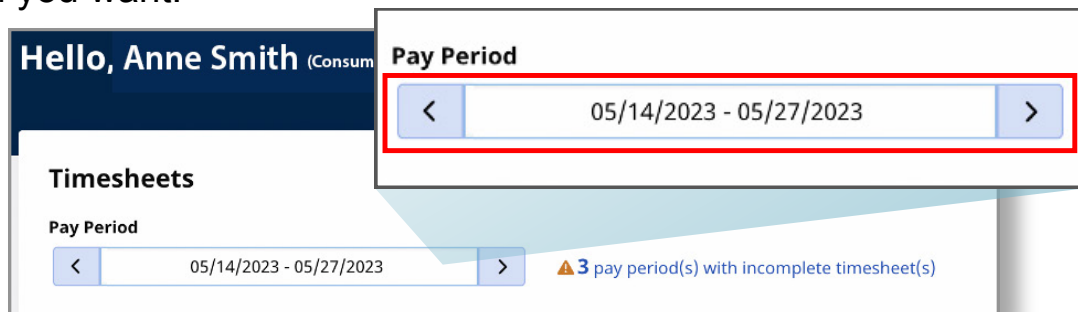
For Denying a Shift

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.

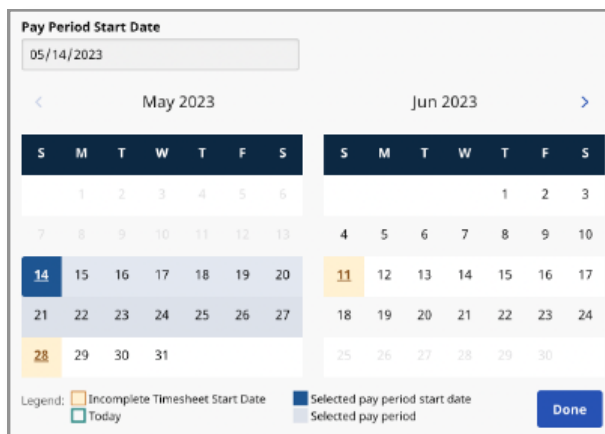
1 Step 1 - Find the Shift to Deny

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.

The screenshot shows a 'Timesheet for John Brown (PCA# 150512)' for the pay period 06/04/2023 - 06/17/2023. The interface includes a table of shifts with columns for Date, Start Time, End Time, PTO, Location, and Service. A modal window is open over the table, displaying 'Approve' and 'Deny' buttons for each shift. The 'Deny' button for the shift on Tue, 06/06/2023 is highlighted with a red box. Other shifts shown include Sun, 06/04/2023; Mon, 06/05/2023; Wed, 06/07/2023; Thu, 06/08/2023; Fri, 06/09/2023 (with PTO); Sat, 06/10/2023; Sun, 06/11/2023; Mon, 06/12/2023; Tue, 06/13/2023; and Wed, 06/14/2023.

3 Step 3 - Select Reason

A **Deny Shift** pop-up window will appear. In the Deny Shift pop-up 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).

The screenshot shows the 'Deny Shift' pop-up window. It has a title bar with a close button (X). The window contains a dropdown menu for 'Reason for Denial *Required' with the selected option 'This visit was logged in error'. Below this is a text area for 'Notes *Required' with a character limit of 500. At the bottom right, there are 'Cancel' and 'Confirm Denial' buttons. The background shows the same timesheet interface as in the previous screenshot.

4 Step 4 - Confirm Denial

Click the **Confirm Denial** button. The shift has now been denied.

Timesheet for John Brown (PCA# 150512)

Pay Period: 06/04/2023

Date	Start Time	End Time	Location	Rate	Status
Sun, 06/04/2023					
Mon, 06/05/2023					
Tue, 06/06/2023	11:00 AM				
Wed, 06/07/2023	11:36 AM				
Thu, 06/08/2023					
Fri, 06/09/2023	12:00 PM				
Sat, 06/10/2023	04:00 PM	11:39 PM	Start: Home End: Home	regular	on uom Approved
Sun, 06/11/2023					
Mon, 06/12/2023					
Tue, 06/13/2023					
Wed, 06/14/2023					

Deny Shift

Reason for Denial *Required
This visit was logged in error

Notes *Required
Limit to 500 characters.

Cancel Confirm Denial

You can now deny shifts on the EVV Portal.