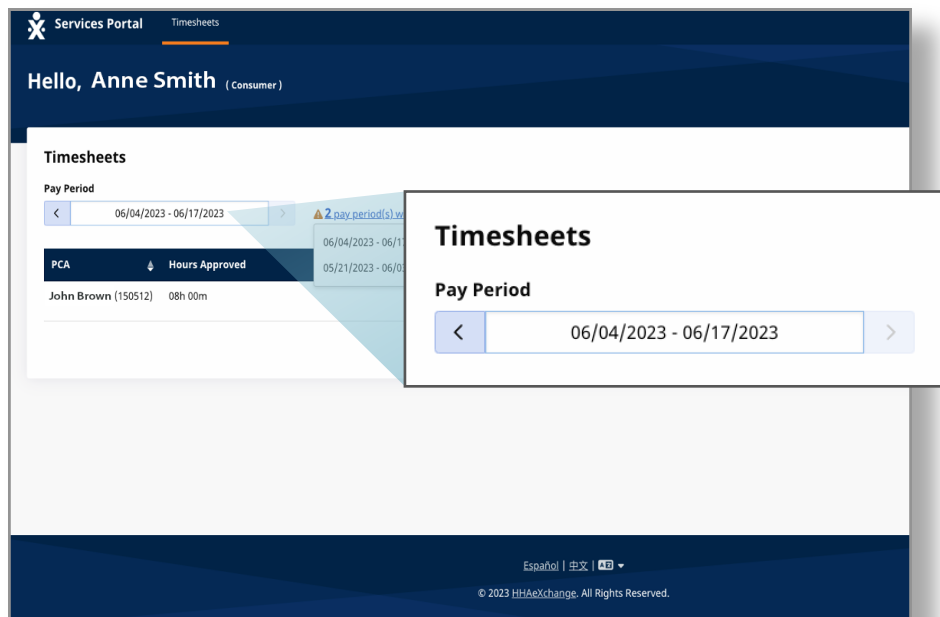# Quick Start Guide

For Finding a Timesheet

To find a timesheet, please follow these steps:

1 **Step 1 - View Timesheet**

After logging in, you will see the timesheet(s) for the current Pay Period.

If you work with more than one PCA or Consumer-employer, you will see a timesheet for each PCA or Consumer-employer.
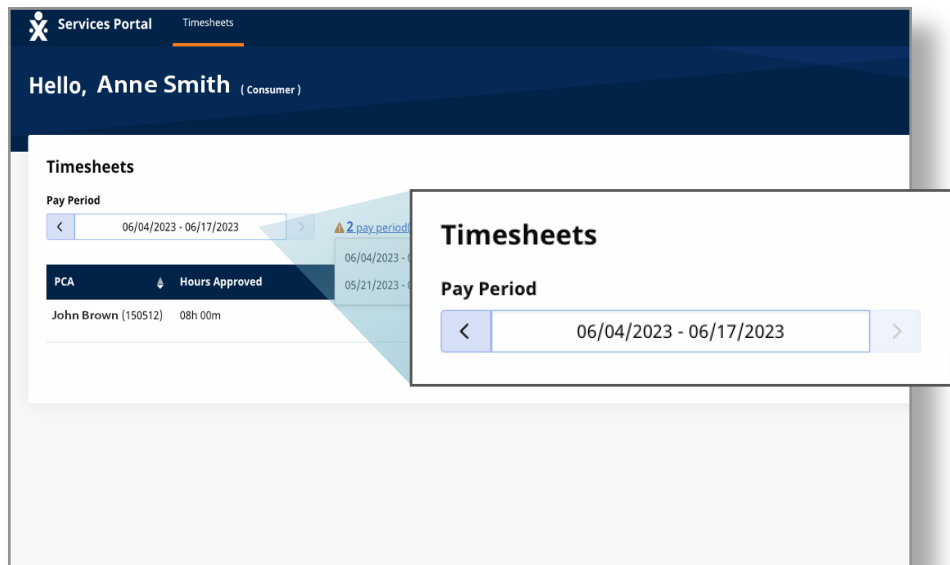
The **Status** message lets you know if you have incomplete timesheets. **Incomplete timesheets require action from the Consumer** before they can be paid by Tempus FI.
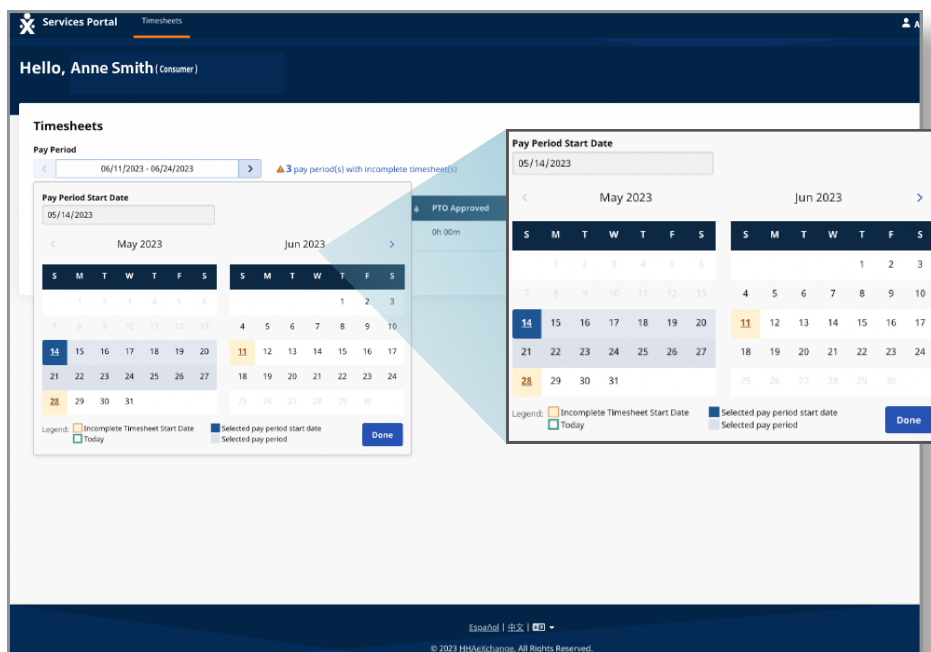
3 | Step 3 - Pay Period Calendar

If you can't see the timesheet that you are looking for, click on the dates within **Pay Period**.
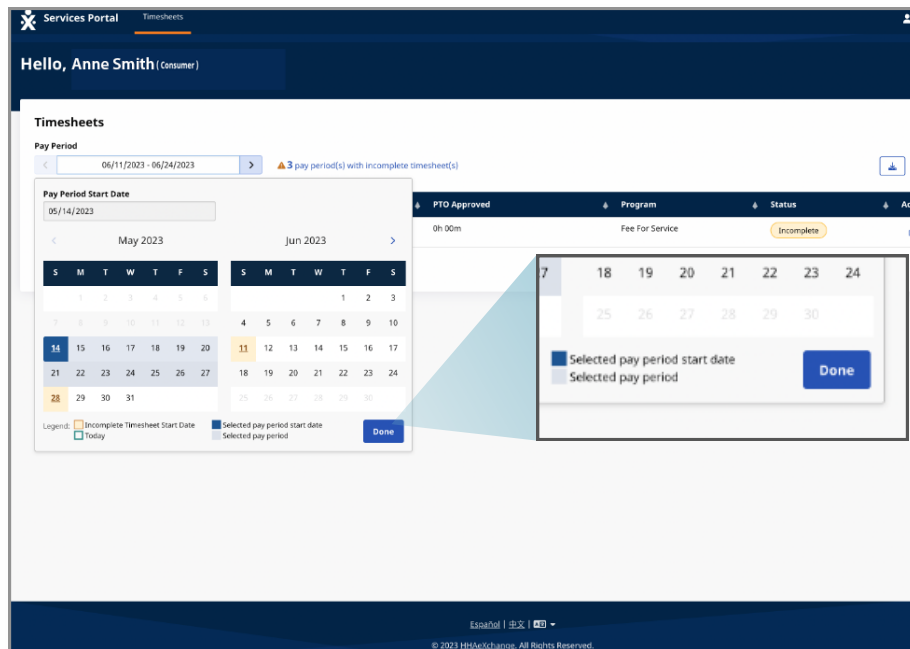

4 | Step 4 - Enter Pay Period

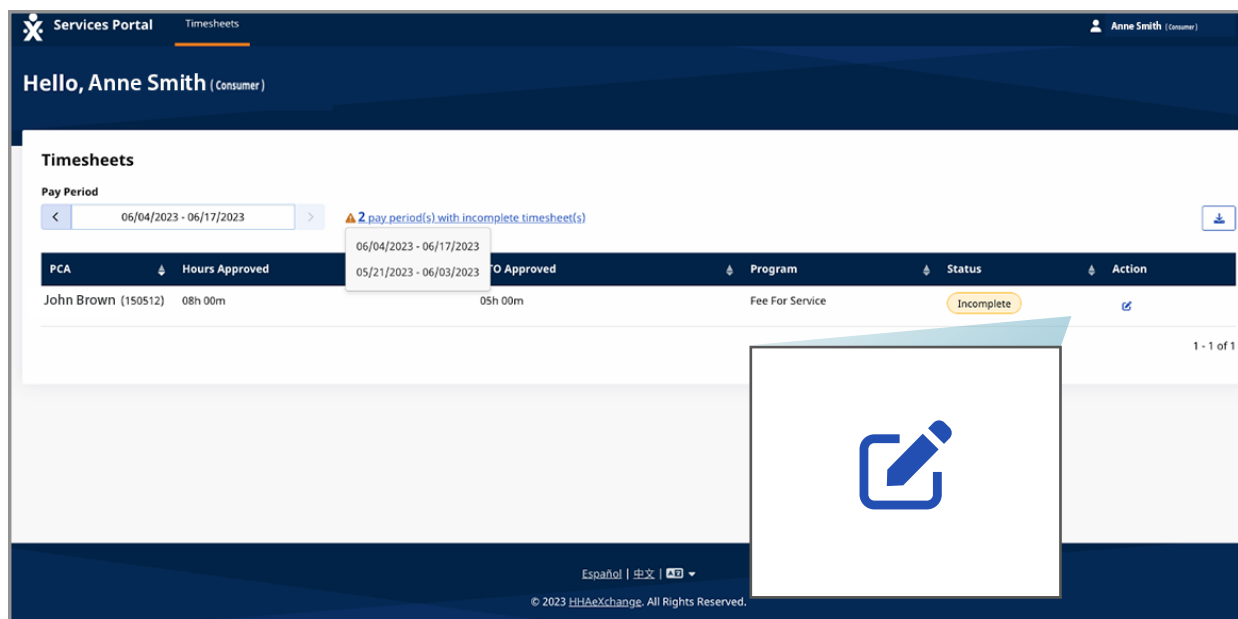Type the Pay Period you want to find or click on the dates in the calendar.

5 Step 5 - View Pay Period Options

There are options to find what you are looking for by **today**, **Start Date** and others. Click **Done**. The timesheet screen redisplays with the dates you selected.
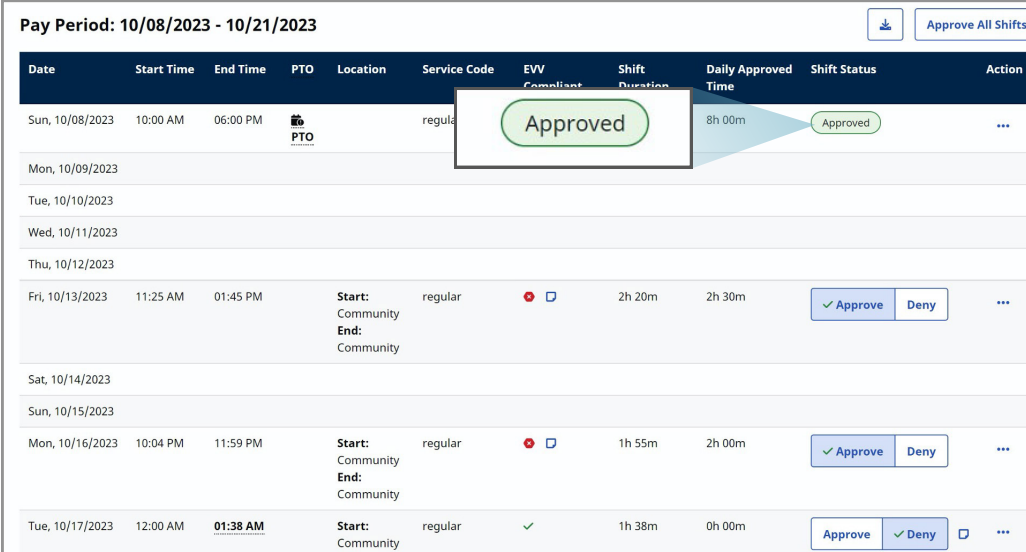

6 Step 6 - Click the Edit Button

Then, click the **Edit** button (which looks like a pencil in a box).

You will see the days within the Pay Period that you selected.

When a Consumer creates a manual shift, the shift will show in an "Approved" status.

You can now find a timesheet using the EVV Portal.