

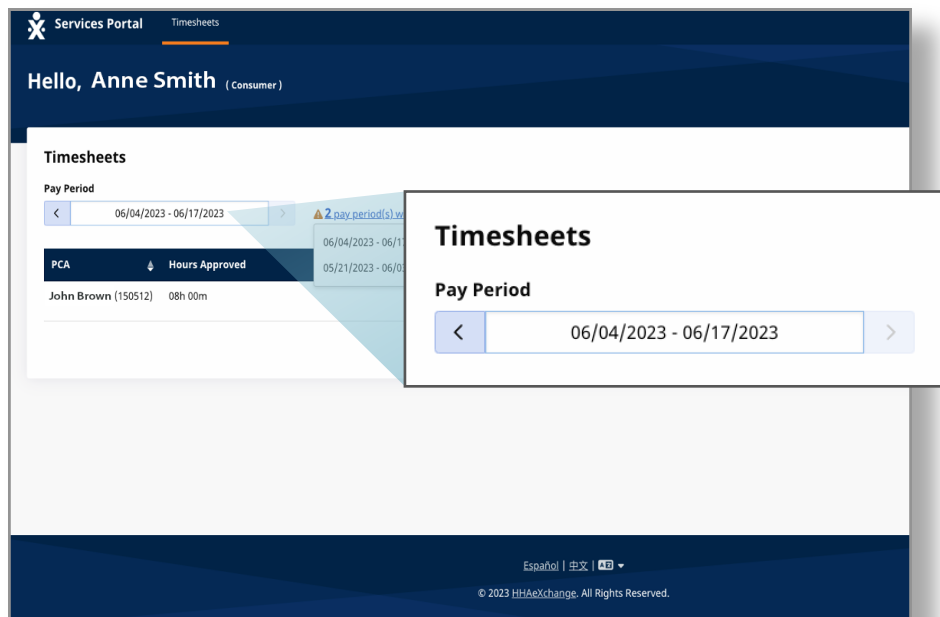
# Quick Start Guide

## 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.



## 2

## Step 2 - Check Status Message

If you work with more than one PCA or Consumer-employer, you will see a timesheet for each PCA or Consumer-employer.

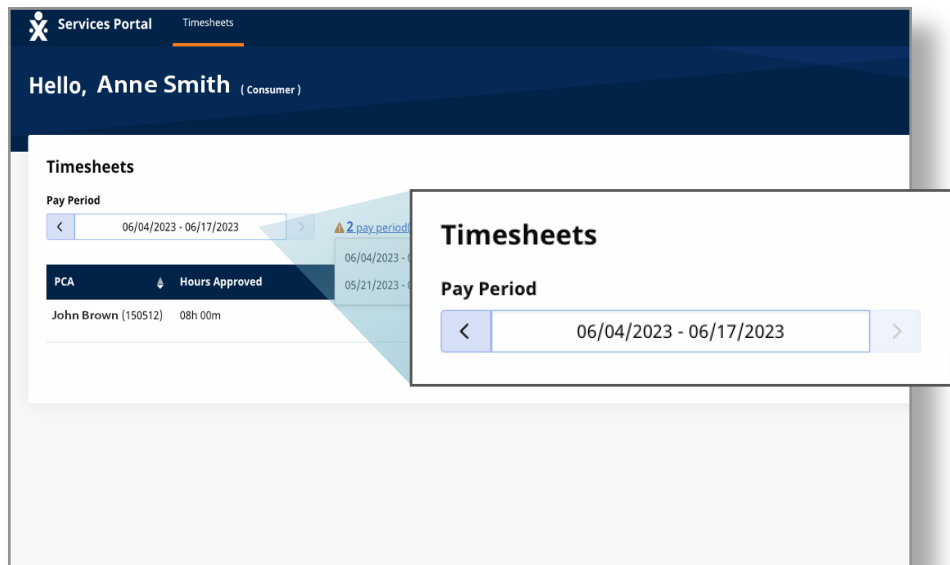
The **Status** message lets you know if you have incomplete timesheets. **Incomplete timesheets require action from the Consumer** before they can be paid by Tempus FI.

The screenshot displays the 'Services Portal' interface for a user named Anne Smith (Consumer). The page title is 'Timesheets'. A warning message is shown: '2 pay period(s) with incomplete timesheet(s)'. Below this, a table lists timesheet entries for PCA John Brown (150512). The table has columns for 'Pay Period', 'Hours Approved', and 'Status'. The first entry is for the pay period 06/04/2023 - 06/17/2023 with 05h 00m approved and a status of 'Approved'. The second entry is for the pay period 05/21/2023 - 06/03/2023 with 05h 00m approved and a status of 'Approved'. A callout box highlights the warning message and the second pay period entry.

Pay Period	Hours Approved	Status
06/04/2023 - 06/17/2023	05h 00m	Approved
05/21/2023 - 06/03/2023	05h 00m	Approved

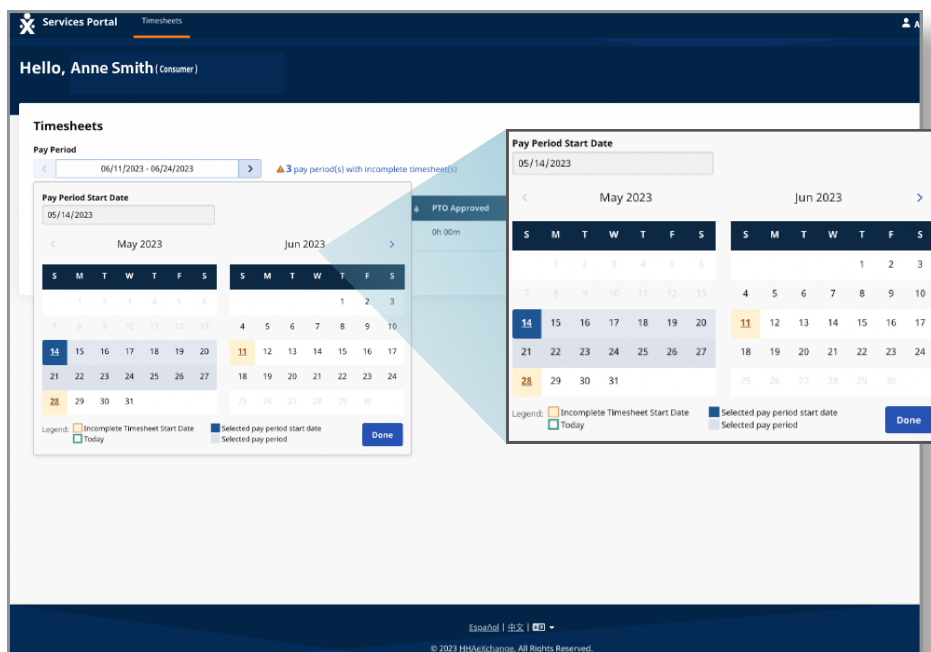
### 3 Step 3 - Pay Period Calendar

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



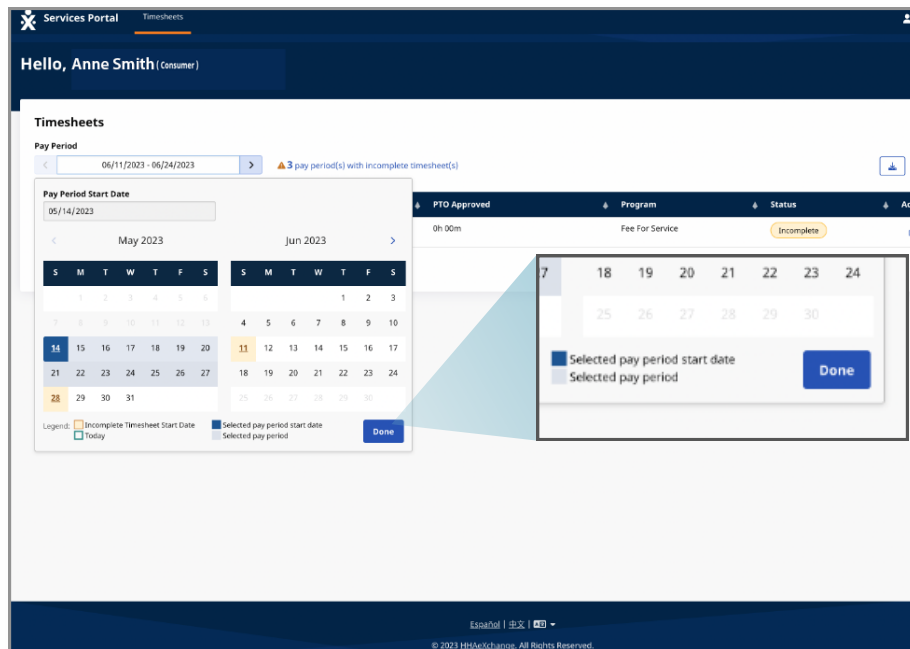
### 4 Step 4 - Enter Pay Period

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



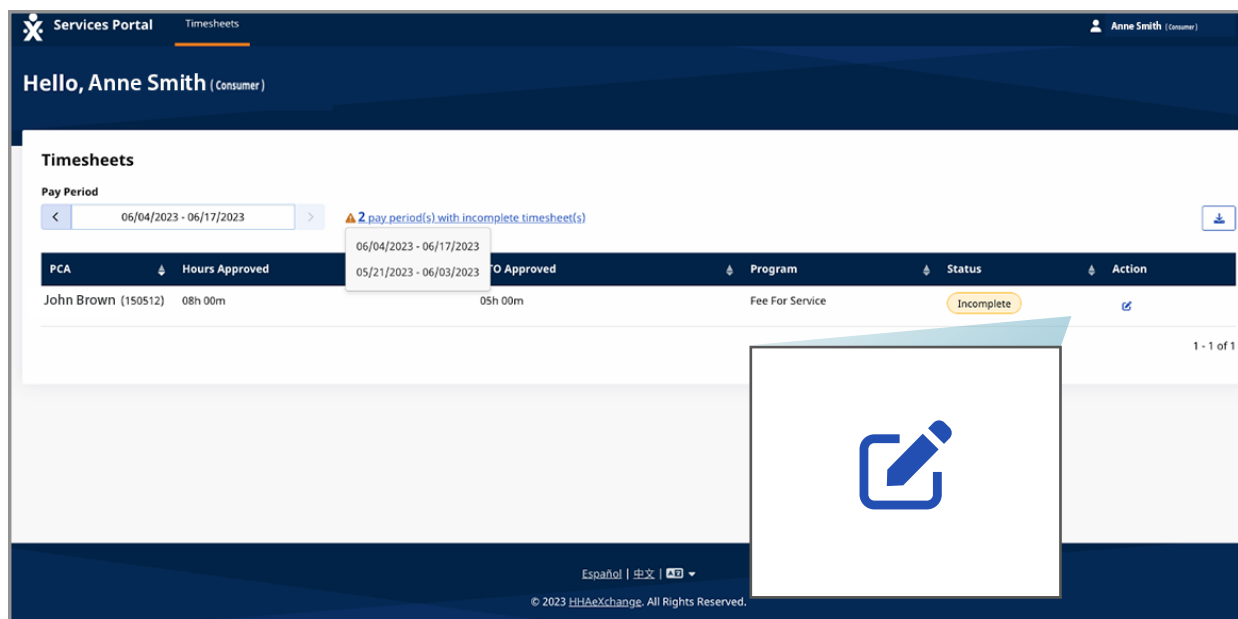
## 5 Step 5 - View Pay Period Options

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



## 6 Step 6 - Click the Edit Button

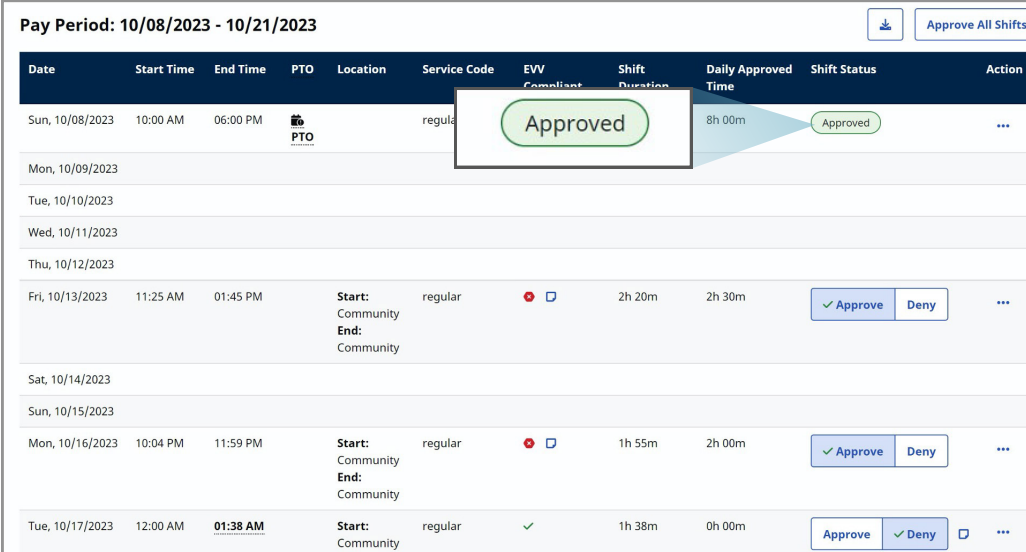
Then, click the **Edit** button (which looks like a pencil in a box).



## 7 Step 7 - Find Your Timesheet

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.



Pay Period: 10/08/2023 - 10/21/2023

Date	Start Time	End Time	PTO	Location	Service Code	EVV Compliant	Shift Duration	Daily Approved Time	Shift Status	Action
Sun, 10/08/2023	10:00 AM	06:00 PM	PTO		regular			8h 00m	Approved	...
Mon, 10/09/2023										
Tue, 10/10/2023										
Wed, 10/11/2023										
Thu, 10/12/2023										
Fri, 10/13/2023	11:25 AM	01:45 PM		Start: Community End: Community	regular	<input checked="" type="checkbox"/>	2h 20m	2h 30m	Approve Deny	...
Sat, 10/14/2023										
Sun, 10/15/2023										
Mon, 10/16/2023	10:04 PM	11:59 PM		Start: Community End: Community	regular	<input checked="" type="checkbox"/>	1h 55m	2h 00m	Approve Deny	...
Tue, 10/17/2023	12:00 AM	01:38 AM		Start: Community	regular	<input checked="" type="checkbox"/>	1h 38m	0h 00m	Approve Deny	...

**You can now find a timesheet using the EVV Portal.**