

Quick Start Guide

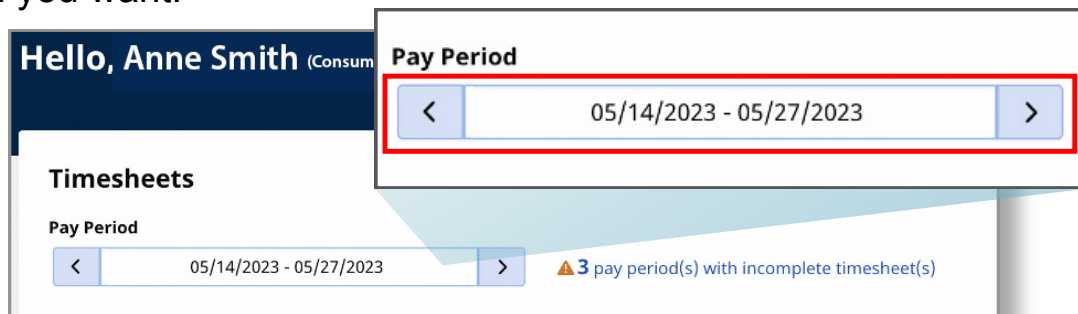
For Viewing Timesheet Details

To view timesheet details, please follow these steps:

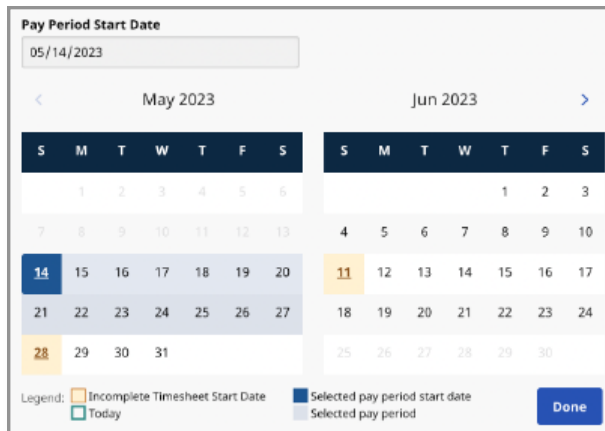
1 Step 1 - Find the Shift to View

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.

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Step 2 - Review Timesheet Details

The full timesheet displays all shifts in the Pay Period. When viewing a timesheet, there are several pieces of information displayed about the shifts you can review.

The screenshots show a web interface for reviewing timesheets. The top screenshot displays the header for 'Timesheet for John Brown (PCA# 150512)' with fields for Consumer (ID), Consumer Enrollment, and Timesheet ID. Below this is the 'Pay Period: 06/04/2023 - 06/17/2023' and buttons for 'Approve All Shifts' and 'Add Shift'. The bottom screenshot shows a table of shifts with the following columns: Date, Start Time, End Time, PTO, Location, Service Code, EVV Compliant, Daily Approved Time, Shift Status, and Action. The table shows shifts for Sun, 06/04/2023, Mon, 06/05/2023, and Tue, 06/06/2023. The Tuesday shift is detailed with a start time of 11:11 AM, end time of 11:59 PM, location 'Start:', service code 'regular', EVV compliant status (green checkmark), and a daily approved time of 0h 00m. Action buttons 'Approve', 'Deny', and a three-dot menu are visible for the Tuesday shift.



Caution: Choosing the **Approve All Shifts** button will approve all shifts, including denied.

Date - The date of the shift.

Start Time - The time that the shift began.

End Time - The time that the shift ended.

PTO - If this shift was recorded as PTO, a PTO icon will be shown.

Location - When shifts are recorded, the location of Home or Community is specified and will be shown here.

Service Code - The type of shift worked (for PCAs, regular or night).

EVV Compliant - A green check mark means that the shift is EVV compliant, a red stop sign means that the shift is not EVV compliant.

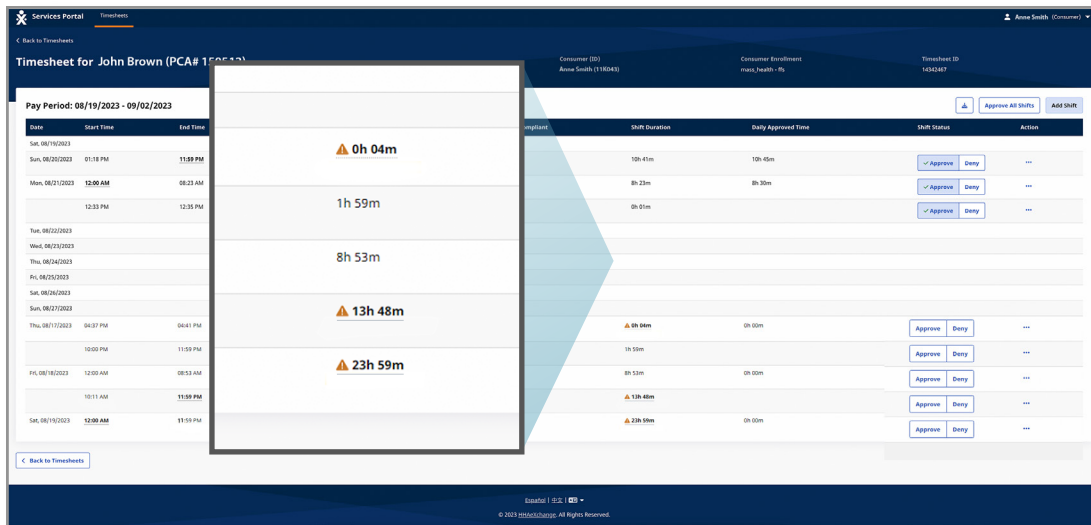
Daily Total Time - The total hours worked on that day. If the PCA worked more than one shift of the same day, this will be the total hours worked on that day.

Shift Status - White buttons Approve / Deny indicate that the consumer/ surrogate has not yet taken action on the shift. If a timesheet has been submitted, it will show the green oval shape with Approved or a red/pink oval shape with Denied.

Actions - If there are three dots in the action's column, you can click on the dots for a popup menu of actions you can take on that shift.

3 Step 3 - Long or Short Shift Details

If any of your PCA's shifts are less than 15 minutes, you will see a flag.



A shift that has a duration of less than 15 minutes will be flagged with a warning icon in the Shift Duration column. Any shifts under 15 minutes or overnight will also have a warning.

If you see one of these warning icons, you can confirm if a shift was logged by mistake.

An overnight shift will always be split into two different rows. Hovering over any of the bold text will indicate the shift duration.

Thu, 08/17/2023	04:37 PM	04:41 PM	Start: Community End: Community	regular	✓	⚠ 0h 04m
	10:00 PM	11:59 PM	Start: Community End: Community	regular	✓	1h 59m
Fri, 08/18/2023	12:00 AM	08:53 AM	Start: Community End: Community	regular	✓	8h 53m
	10:11 AM	11:59 PM	Start: Community End: Community	regular	✓	⚠ 13h 48m
Sat, 08/19/2023	12:00 AM	11:59 PM	Start: Community End: Community	regular	✓	⚠ 23h 59m

You can now view timesheet details using the EVV Portal.