

Quick Start Guide

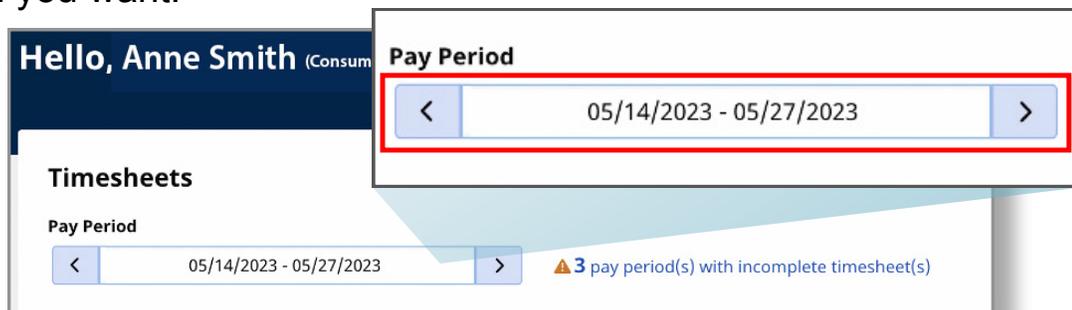
For Approving a Long or Short Shift

To approve a long or short shift, please follow the following steps:

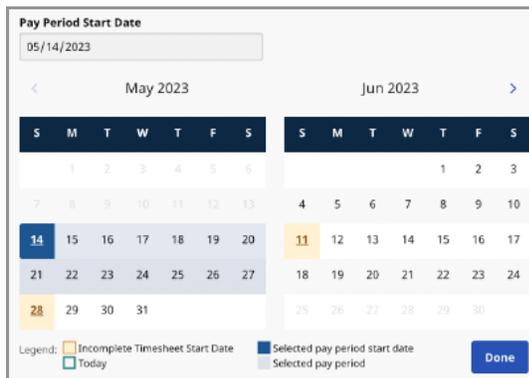
1 Step 1 - Find the Shift to Approve

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. For a faster way, click on the left or right arrows to navigate Pay Periods. Note this is limited to two Pay Periods.
5. Click the **Edit**  icon under the Action column.
6. You can then view the days within the selected Pay Period.

2 Step 2 - Open the Timesheet

Open the timesheet and look for the orange triangle to view and approve any long or short shifts.

Note: A long or short shift is commonly an error. Remember, the shift can always be adjusted before approving. Just click on these dots to adjust the shift before approving.

Services Portal Timesheets Arindam Consumer (Consumer)

Back to Timesheets

Timesheet for Arindam PCA (PCA# 0)

Consumer (ID) Arindam Consumer (448772) Consumer Enrollment mass_health - fs Timesheet ID 14351622

Pay Period: 09/03/2023 - 09/16/2023

Date	Start Time	End Time	PTO	Location	Service Code	EVV Compliant	Shift Duration	Daily Approved Time	Shift Status	Action
Sun, 09/03/2023	07:00 AM	07:02 AM		Start: Home End: Home	regular		0h 02m	0h 15m		Approve Deny ...
Mon, 09/04/2023										
Tue, 09/05/2023										
Wed, 09/06/2023										
Thu, 09/07/2023										
Fri, 09/08/2023										
Sat, 09/09/2023										
Sun, 09/10/2023										
Mon, 09/11/2023										
Tue, 09/12/2023										
Wed, 09/13/2023	10:48 AM	10:48 AM		Start: Home End: Home	regular		0h 00m	0h 00m		Approve Deny ...
Thu, 09/14/2023										
Fri, 09/15/2023										
Sat, 09/16/2023										

Total Approved Pay Period Hours 0h 15m
Total Denied Hours 0h 00m

Submit Timesheet

Back to Timesheets

3 Step 3 - Click Approve

To approve the shift, click on the **Approve** button.

Services Portal Timesheets

Arindam Consumer (Consumer)

Timesheet for Arindam PCA (PCA# 0)

Consumer (ID): Arindam Consumer (448372) | Consumer Enrollment: mess_health - ifs | Timesheet ID: 14351622

Pay Period: 09/03/2023 - 09/16/2023

Date	Start Time	End Time	PTO	Location	Service Code	EVV Compliant	Shift Duration	Daily Approved Time	Shift Status	Action
Sun, 09/03/2023	07:00 AM	07:02 AM		Start: Home End: Home	regular	<input type="checkbox"/>	0h 02m	0h 15m	<input checked="" type="checkbox"/>	<input type="button" value="Approve"/> <input type="button" value="Deny"/> ...
Mon, 09/04/2023										
Tue, 09/05/2023										
Wed, 09/06/2023										
Thu, 09/07/2023										
Fri, 09/08/2023										
Sat, 09/09/2023										
Sun, 09/10/2023										
Mon, 09/11/2023										
Tue, 09/12/2023										
Wed, 09/13/2023	10:48 AM	10:48 AM		Start: Home End: Home	regular	<input checked="" type="checkbox"/>	0h 00m	0h 00m	<input checked="" type="checkbox"/>	<input type="button" value="Approve"/> <input type="button" value="Deny"/> ...
Thu, 09/14/2023										
Fri, 09/15/2023										
Sat, 09/16/2023										

Total Approved Pay Period Hours: 0h 15m
Total Denied Hours: 0h 00m

4 Step 4 - Approve Shift Message

A reminder will pop-up on the screen asking if you are sure that you want to approve a short shift (less than 15 min) or long shift (over 24 hours).

Click the **Confirm Approval** button.

Approve Shift

This shift is less than 15 minutes. Are you sure you want to approve?

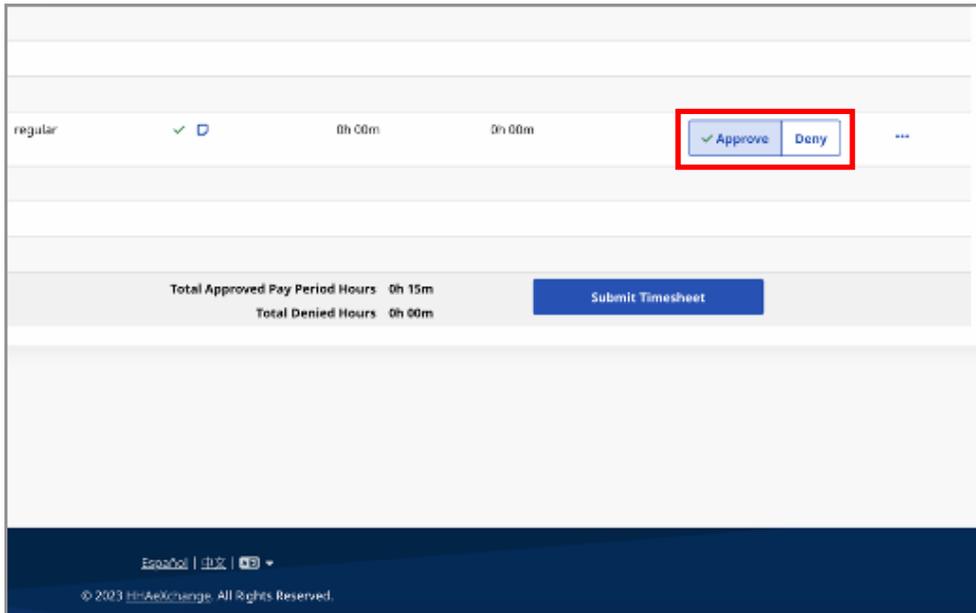
OR:

Approve Shift

This shift is greater than 24 hours. Are you sure you want to approve?

5 Step 5 - Shift is Approved

The shift is now approved.



You can now approve a long or short shift using the EVV Portal.