Quick Start Guide

For Approving Shifts

After PCAs clock in and clock out in the EVV Mobile App, Consumers will review shifts in the EVV Portal. Shifts can be approved at any time before the end of the pay period.

1	Step 1 - Find the Shift to View
TI se th 1.	The timesheet page display starts on the current Pay Period. If you need to be a different period, you can find the timesheet that you want by following e instructions below: Click on the dates in the Pay Period box to see a calendar and find the pariod you want
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2. When the calendar displays, select the **date** of the Pay Period you are looking for.

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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 C icon under the Action column.
- 6. You can then view the days within the selected Pay Period.

Step 2 - Approve Shifts

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You can approve an individual shift by clicking the **Approve** button next to the shift. Or, you can click the **Approve All Shifts** button in the top right to approve all shifts on the timesheet.

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You can now approve shifts using the EVV Portal. If you need help submitting a timesheet, see the "Submitting a Timesheet" Quickstart Guide at <u>TempusUnlimited.org/EVV-support</u>.