# 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**

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.
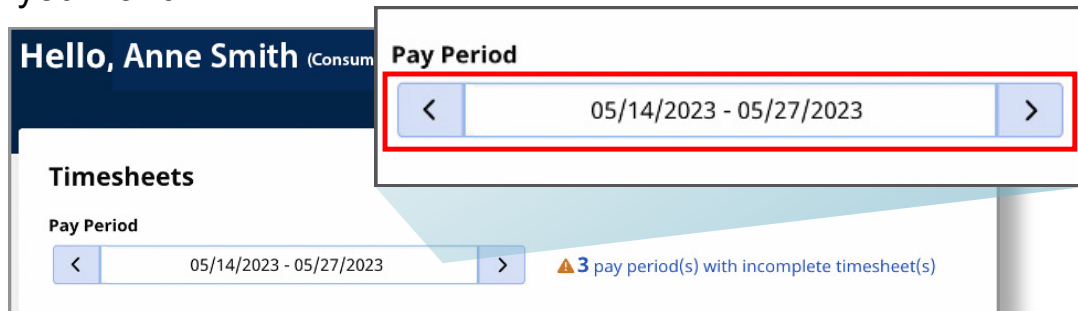
2. When the calendar displays, select the **date** of the Pay Period you are looking for.
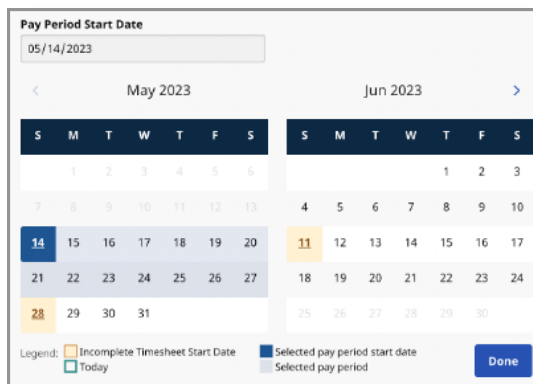
Note: The "Legend" at the bottom of the box tells you what each colored date means.

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.

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.
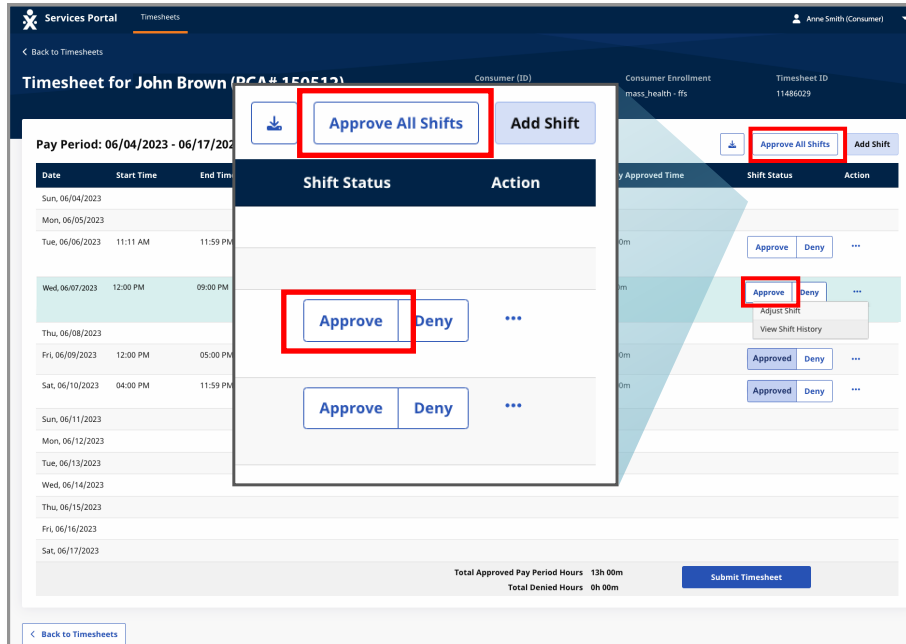
Note for PCAs: Shifts which still need to be approved or denied will have a yellow status bubble of Needs Action on the PCA Portal View.

Needs Action

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