

# 快速入门指南

## 调整班次

“调整”班次是指更改班次以修正问题或错误。

例如, 如果您的 PCA 不小心在停止工作两小时后才打卡下班, 您就可以调整班次。

消费者和 PCA 都可以在 EVV 门户中调整班次。但如果消费者已批准需要调整的班次, PCA 应让消费者拒绝该班次。

这时将显示三个点, 可以选择 PCA, Surrogate (代理人) 或 Consumer (消费者), 以调整班次。班次调整后, 消费者需要重新批准班次。

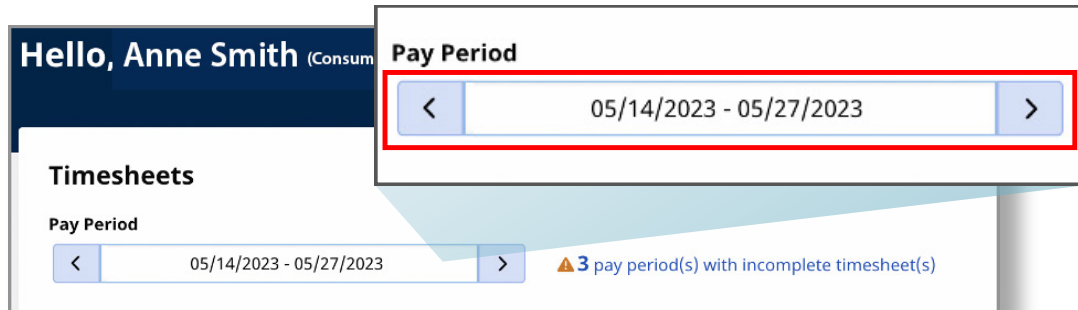
提交班次后, 请联系 Tempus FI 进行调整。

请注意, 不要频繁调整班次。如果消费者在单个付款期内进行两次或两次以上的班次调整, 个人护理管理 (PCM) 机构将为其提供额外的技能培训。

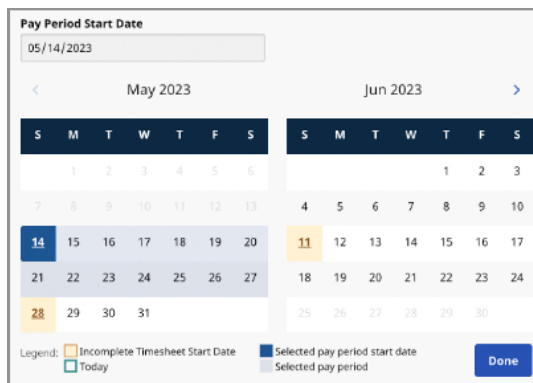
# 1 步骤 1 - 查找要调整的班次

时间表页面显示从当前付款期开始。如需查看其他时间段,可按照以下说明找到所需时间表:


1. 单击 Pay Period (付款期) 框中的日期, 查看日历并找到所需付款期。



2. 在日历视图中, 选择您所查找的付款期的日期。



注意: 方框底部的 Legend (图例) 说明每种彩色日期代表的含义。

3. 单击日历底部的 Done (完成) 按钮。
4. 您也可以单击左右箭头快速浏览不同付款期。  
请注意, 只能浏览最近两个付款期。
5. 单击 Action (操作) 栏下的 Edit (编辑)  图标。
6. 然后, 您就可以查看所选付款期内的日期。

如需进一步帮助, 请访问 [TempusUnlimited.org/EVV-support](https://TempusUnlimited.org/EVV-support) 查看“浏览时间表”快速入门指南。

## 2 步骤 2 - 单击三个点

要调整班次, 请单击 Action (操作) 栏中需要调整的班次旁边的三个点。

The screenshot shows the 'Timesheet for John Brown (PCA# 150512)' interface. The 'Pay Period' is 06/04/2023 - 06/17/2023. The table lists shifts with columns for Date, Start Time, End Time, PTO, Location, Shift Status, and Action. A dropdown menu is open over the 'Action' column, showing 'Approve', 'Deny', and three dots (⋮). The three dots are highlighted with a red box. The table data is as follows:

Date	Start Time	End Time	PTO	Location	Shift Status	Action
Sun, 06/04/2023						
Mon, 06/05/2023						
Tue, 06/06/2023	11:00 AM	11:59 PM		Start: Community End: Community	Approve Deny	⋮
Wed, 06/07/2023	11:36 AM	02:51 PM		Start: Community End: Community	Approve Deny	⋮
Thu, 06/08/2023						
Fri, 06/09/2023	12:00 PM	05:00 PM	PTO	regular	Approved Deny	⋮
Sat, 06/10/2023	04:00 PM	11:59 PM		Start: Home End: Home	Approved Deny	⋮
Sun, 06/11/2023						
Mon, 06/12/2023						
Tue, 06/13/2023						
Wed, 06/14/2023						

## 3 步骤 3 - 调整班次

单击 Adjust Shift (调整班次)。

The screenshot shows the 'Timesheet for John Brown (PCA# 150512)' interface. The 'Pay Period' is 06/04/2023 - 06/17/2023. The table lists shifts with columns for Date, Start Time, End Time, PTO, Location, Shift Status, and Action. A dropdown menu is open over the 'Action' column, showing 'Approve', 'Deny', 'Adjust Shift', and 'View Shift History'. The 'Adjust Shift' option is highlighted with a red box. The table data is as follows:

Date	Start Time	End Time	PTO	Location	Shift Status	Action
Sun, 06/04/2023						
Mon, 06/05/2023						
Tue, 06/06/2023	11:11 AM	11:59 PM			Approve Deny	⋮
Wed, 06/07/2023	12:00 PM	09:00 PM			Approved Deny	⋮
Thu, 06/08/2023						
Fri, 06/09/2023	12:00 PM	05:00 PM	PTO		Approved Deny	⋮
Sat, 06/10/2023	04:00 PM	11:59 PM		Start: Home End: Home	Approved Deny	⋮
Sun, 06/11/2023						
Mon, 06/12/2023						
Tue, 06/13/2023						
Wed, 06/14/2023						

## 4

## 步骤 4 - 选择例外情况和原因

在弹出的 **Adjust Shift** (调整班次) 窗口中, 选择 **Exception** (例外情况) 和 **Reason for Exception** (例外原因)。

**Exception** (例外情况) 字段用于说明调整原因。

**Reason for Exception** (例外原因) 字段用于说明例外情况发生的原因。

注意: 必填字段以红色星号表示

### Adjust Shift

✕

⚠ • Shifts taking place between the hours of 12:00 AM and 6:00 AM cannot be entered. ✕

*All fields marked with an asterisk (\*) are required.*

**☑ Paid Time Off (PTO)?**

No

**Date \***

**Start Time \***

**End Time \***

**Start Location \***

**End Location \***

**Consumer**

**PCA**

**Consumer Enrollment**

**Service Code**

**Exception \***

**Reason for Exception \***

**Comments**

Cancel Save

**Exception \***

- ✓ Select...
- Missed or incorrect check in/check out
- Other modification required
- Technology issue

**Reason for Exception \***

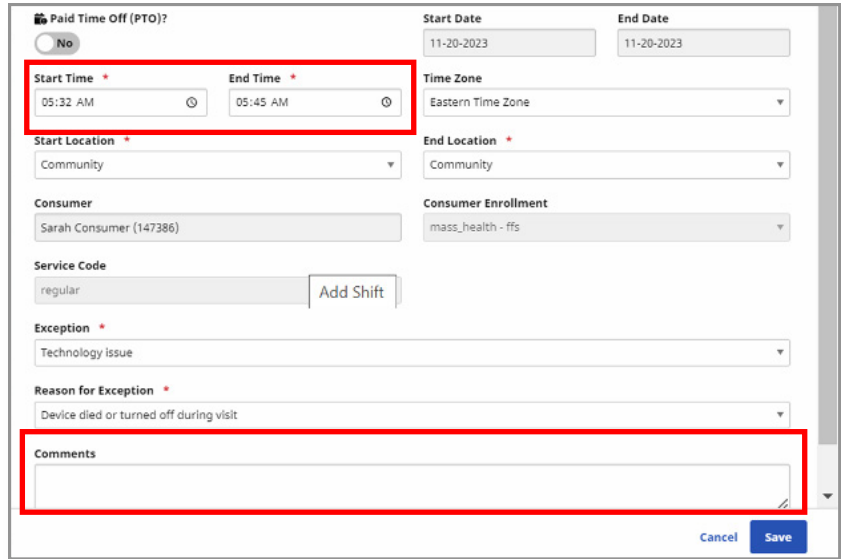
- ✓ Select...
- Checked in/out by accident
- Emergency
- Forgot to check in/out
- New employee
- Other

## 5 步骤 5 - 修正错误

修正班次中的错误信息。  
例如, 可以更改开始或结束时间。

您还可以添加备注, 说明调整班次的原因。

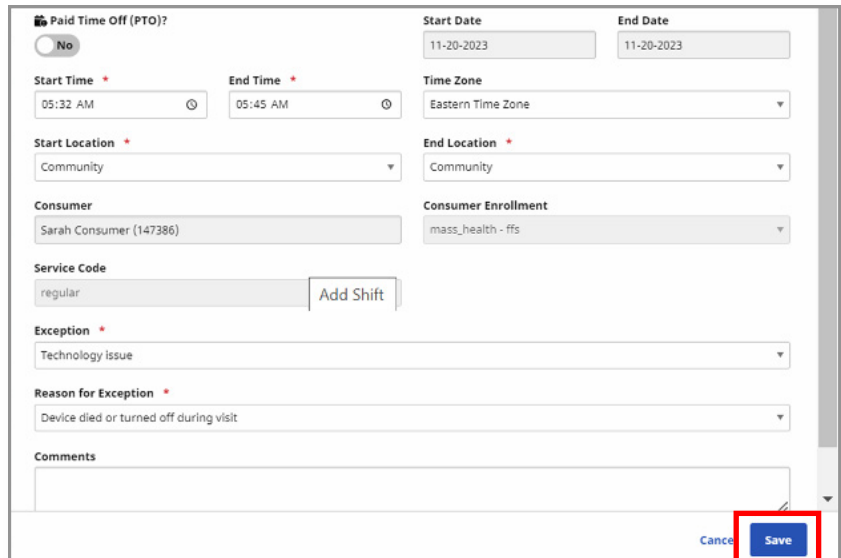
注意: PCA 和 Tempus FI 将看到您的备注。



The screenshot shows a web form titled "Paid Time Off (PTO)". At the top left, there is a toggle switch for "No". The form contains several fields: "Start Time" (05:32 AM), "End Time" (05:45 AM), "Start Location" (Community), "End Location" (Community), "Consumer" (Sarah Consumer (147386)), "Consumer Enrollment" (mass\_health - ffs), "Service Code" (regular), "Exception" (Technology issue), and "Reason for Exception" (Device died or turned off during visit). The "Comments" field is empty. The "Start Date" and "End Date" are both set to 11-20-2023, and the "Time Zone" is Eastern Time Zone. At the bottom right, there are "Cancel" and "Save" buttons. Red boxes highlight the "Start Time" and "End Time" fields, and the "Comments" field.

## 6 步骤 6 - 保存更改

完成必要的更改后, 单击窗口底部的 Save (保存)。



This screenshot is identical to the one in Step 5, showing the "Paid Time Off (PTO)" form. The only difference is that the "Save" button at the bottom right is now highlighted with a red box, indicating the final step of the process.

通过上述步骤, 您现在可以使用 EVV 门户调整班次。