## 快速入门指南

1

CA 在 EVV 移动应用中打卡上下班后, 消费者将在 EVV 门户中审核 班次。 付款期结束前, 随时可以批准班次。

## 步骤1-查找要批准的班次

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。

Hello, Anne Smith (Consum	Pay Pe	eriod	
	<	05/14/2023 - 05/27/2023	>
Timesheets			
Pay Period			
< 05/14/2023 - 05/27/202	3	> A 3 pay period(s) with incomplete timesheet(s)	

2. 在日历视图中,选择您所查找的付款期的日期。

05/1	4/2023		ace											
			May	2023						Jun :	2023			>
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21	22	23	24	25	26	27		18	19	20	21	22	23	24
<u>28</u>	29	30	31											
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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。
- 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 <u>TempusUnlimited.org/EVV-support</u> 查看 "浏览时间表"快速入门指南。 2

单击班次旁边的 Approve (批准) 按钮,即可批准单个班次。也可以单击右上角的 Approve All Shifts (批准所有班次) 按钮,批准时间表上的所有班次。

Date Start Time End Tim   Sun, 06/06/2023 Time, 06/06/2023   Time, 06/06/2023 11:11 AM   11:15 AM 11:59 PM   Wed, 06/07/2023 12:00 PM   12:00 PM 05:00 PM   Sun, 06/17/2023 12:00 PM   12:00 PM 05:00 PM   Sun, 06/17/2023 12:00 PM   12:00 PM 05:00 PM   Sun, 06/17/2023 12:00 PM   Sun, 06/17/2023 12:00 PM   Sun, 06/17/2023 12:00 PM   Sun, 06/17/2023 12:00 PM   Sun, 06/17/2023 10:00 PM   Sun, 06/17/2023 11:00 PM   Sun, 06/17/2023 10:00 PM <tr< th=""><th>Pay Period: 06/04/2023</th><th>3 - 06/17/202</th><th>Approve All Shifts</th><th>s Add Shift</th><th></th><th>Approve All Shifts Add Shift</th><th></th></tr<>	Pay Period: 06/04/2023	3 - 06/17/202	Approve All Shifts	s Add Shift		Approve All Shifts Add Shift	
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通过上述步骤,您现在可以使用 EVV 门户批准班次。 如果您需要提交时间表方面的帮助, 请参阅 <u>TempusUnlimited.org/EVV-support</u> 上的"提交时间表"快速入门指南。