

快速入门指南

创建手动班次

PCA 每次访视时都必须使用 EVV 移动应用打卡上下班。

但有时消费者或 PCA 需要使用 EVV 门户创建“手动班次”。

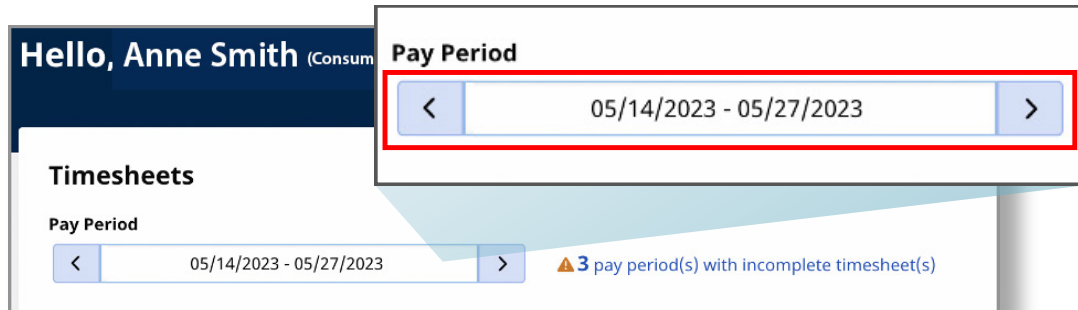
例如, 如果 PCA 手机没电, 无法使用 EVV 移动应用打卡上下班, 就需要创建手动班次。

不要频繁创建手动班次。如果消费者在单个付款期内创建两个或两个以上的手动班次, 个人护理管理 (PCM) 机构将为其提供技能培训。

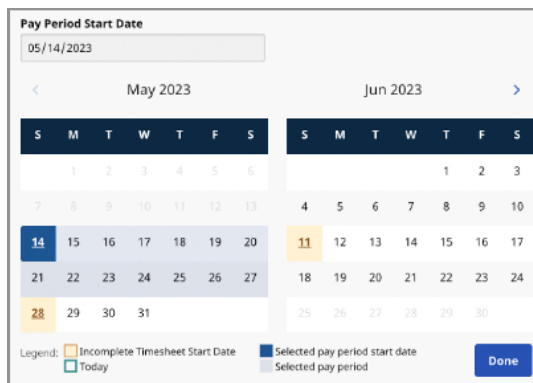
1 步骤 1 - 查找要添加班次的付款期

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。

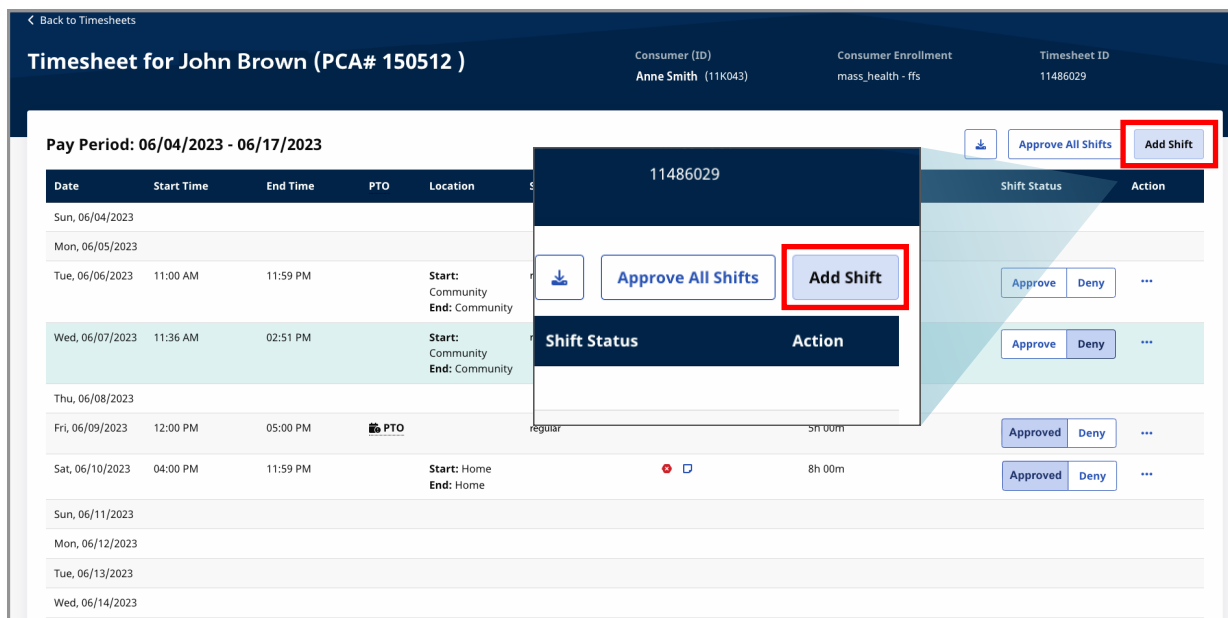
3. 单击日历底部的 Done (完成) 按钮。
4. 您也可以单击左右箭头快速浏览不同付款期。
请注意, 只能浏览最近两个付款期。
5. 单击 Action (操作) 栏下的 Edit (编辑)  图标。
6. 然后, 您就可以查看所选付款期内的日期。

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

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步骤 2 - 添加班次

在屏幕右上角, 单击 **Add Shift** (添加班次) 按钮。



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步骤 3 - 填写必填字段

在弹出的 **Add Shift** (添加班次) 窗口中, 填写所有必填字段。

注意: 必填字段以红色星号表示。

Start Location *
Home

Consumer
Anne Smith (944)

Add Shift

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

Paid Time Off (PTO)? No **Date *** 06/13/2023

Exception * Technology issue

Reason for Exception * Device not working properly

Start Time * 12:15 PM **End Time *** 07:45 PM **Time Zone** Eastern Time Zone

Start Location * Home **End Location *** Home

Consumer Anne Smith (944) **PCA** John Brown (150512)

Consumer Enrollment mass_health - ffs **Service Code *** regular

Comments
Limit to 500 characters.

Cancel Save

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步骤 4 - 输入日期

键入 PCA 工作的班次日期。您可以手动键入日期，也可以单击日历并从中选择日期。

注意：您只能创建过去完成的手动班次。不能为将来创建手动班次。PTO 班次创建说明可查阅 TempusUnlimited.org/EVV-support

Add Shift

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

Paid Time Off (PTO)? No **Date *** 06/13/2023

Exception * Technology issue

Reason Device

Start Time 12:15 **Date *** 06/13/2023

Start Location * Home **End Location *** Home

Consumer Anne Smith (944) **PCA** John Brown (150512)

Consumer Enrollment mass_health - ffs **Service Code *** regular

Comments

Limit to 500 characters.

Cancel Save

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步骤 5 - 选择例外情况

PCA 应使用 EVV 应用准确反映打卡上下班时间。只有在必要时才可创建手动班次。EVV 系统会要求您选择创建手动班次的原因。

选择 **Exception** (例外情况) 下拉箭头, 选择手动输入班次的原因类别。

Add Shift

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

Paid Time Off (PTO)? No **Date *** 06/13/2023

Exception * Technology issue

Reason for Exception * Device not working properly

Exception * Technology issue

Home Home

Consumer Anne Smith (944) **PCA** John Brown (150512)

Consumer Enrollment mass_health - ffs **Service Code *** regular

Comments

Limit to 500 characters.

Cancel Save

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步骤 6 - 选择原因

选择 **Reason for Exception** (例外原因) 下拉箭头, 选择手动输入班次的具体原因。

Add Shift

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

Paid Time Off (PTO)? No **Date *** 06/13/2023

Exception * Technology issue

Reason for Exception * Device not working properly

Start Time * 12:15 PM **End Time *** 07:45 PM **Time Zone** Eastern Time Zone

Reason for Exception * Device not working properly

Consumer Enrollment mass_health - ffs **Service Code *** regular

Comments

Limit to 500 characters.

Cancel Save

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步骤 7 - 开始和结束时间

选择您的 PCA 工作班次的 **Start Time** (开始时间) 和 **End Time** (结束时间)。

您可以手动键入时间, 也可以使用单击日期时弹出的窗口。

The image shows a web form titled "Add Shift" with a close button (X) in the top right corner. Below the title, a note states: "All fields marked with an asterisk (*) are required." The form contains several fields:

- Paid Time Off (PTO)?**: A toggle switch set to "No".
- Date ***: A date input field showing "06/13/2023".
- Exception ***: A dropdown menu with "Technology issue" selected.
- Reason for Exception ***: A dropdown menu with "Device not working properly" selected.
- Start Time ***: A time input field showing "12:15 PM".
- End Time ***: A time input field showing "07:45 PM".
- Time Zone**: A dropdown menu with "Eastern Time Zone" selected.
- Start Location ***: A dropdown menu.
- End Location ***: A dropdown menu.
- Comments**: A text area with a note "Limit to 500 characters." and a "Cancel" button.

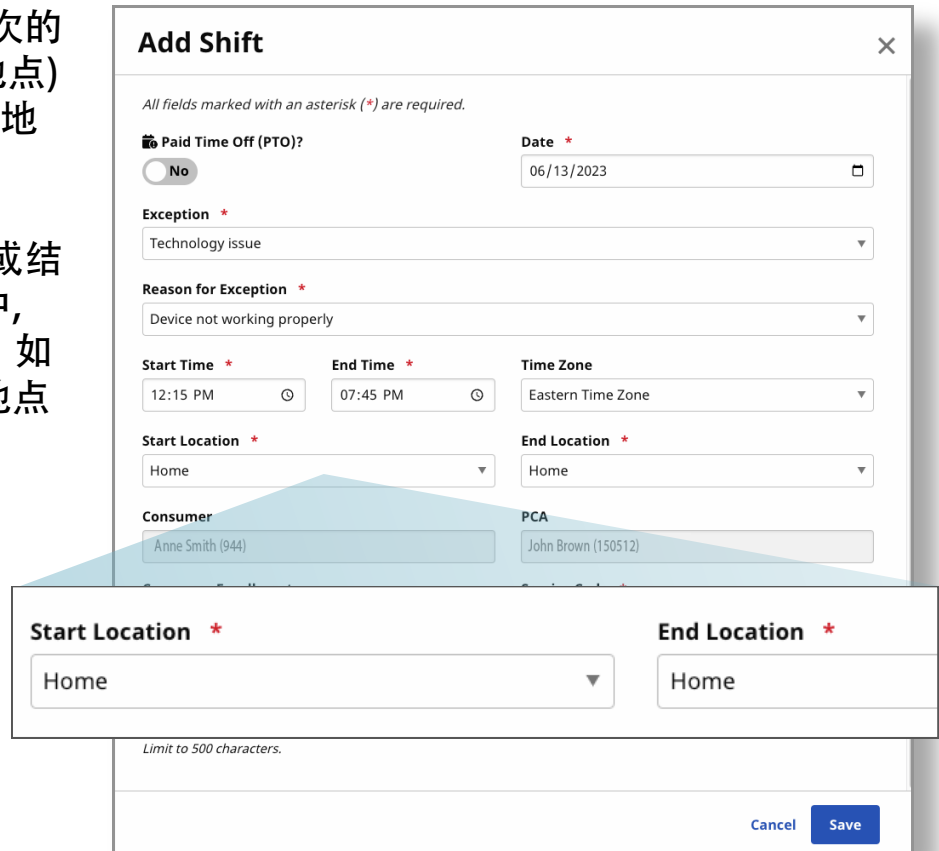
A light blue callout box is overlaid on the "Start Time" and "End Time" fields, showing a time selection interface with two input boxes: "Start Time *" containing "12:15 PM" and "End Time *" containing "07:45 PM". Each box has a clock icon to its right.

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步骤 8 - 开始和结束地点

选择您的 PCA 工作班次的 **Start Location** (开始地点) 和 **End Location** (结束地点)。

注意：如果 PCA 开始或结束班次的地点为您家中，请选择 **Home** (家中)。如果开始或结束班次的地点为其他地方，请选择 **Community** (社区)。



The screenshot shows a web form titled "Add Shift" with a close button (X) in the top right corner. Below the title, a note states: "All fields marked with an asterisk (*) are required." The form contains several fields:

- Paid Time Off (PTO)?**: A radio button set with "No" selected.
- Date ***: A date input field showing "06/13/2023".
- Exception ***: A dropdown menu with "Technology issue" selected.
- Reason for Exception ***: A dropdown menu with "Device not working properly" selected.
- Start Time ***: A time input field showing "12:15 PM".
- End Time ***: A time input field showing "07:45 PM".
- Time Zone**: A dropdown menu with "Eastern Time Zone" selected.
- Start Location ***: A dropdown menu with "Home" selected.
- End Location ***: A dropdown menu with "Home" selected.
- Consumer**: A text input field with "Anne Smith (944)".
- PCA**: A text input field with "John Brown (150512)".

A callout box is overlaid on the "Start Location" and "End Location" fields, showing a magnified view of the dropdown menus. The "Start Location" dropdown is set to "Home" and the "End Location" dropdown is also set to "Home". Below the callout box, there is a text input field with the placeholder "Limit to 500 characters." and two buttons: "Cancel" and "Save".

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步骤 9 - 输入备注 (可选)

可选：您可以输入有关该班次的 **Comment** (备注)。

注意：PCA 和 Tempus 财务中介 (FI) 将看到您的备注。

The image shows a screenshot of a web application form titled "Add Shift". The form contains several fields, some of which are required (marked with an asterisk). A callout box highlights the "Comments" field, which is a text input area with a character limit of 500. The form fields include:

- Paid Time Off (PTO)?**: A toggle switch set to "No".
- Date ***: A date input field showing "06/13/2023".
- Exception ***: A dropdown menu with "Technology issue" selected.
- Reason for Exception ***: A dropdown menu with "Device not working properly" selected.
- Start Time ***: A time input field showing "12:15 PM".
- End Time ***: A time input field showing "07:45 PM".
- Time Zone**: A dropdown menu with "Eastern Time Zone" selected.
- End Location ***: A dropdown menu with "Home" selected.
- PCA**: A text input field showing "John Brown (150512)".
- Service Code ***: A dropdown menu with "regular" selected.
- Comments**: A text input field with a character limit of 500.

At the bottom right of the form, there are "Cancel" and "Save" buttons.

10 步骤 10 - 保存手动班次

输入所有正确信息后, 单击 **Save** (保存) 按钮。

Add Shift [X]

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

Paid Time Off (PTO)? No **Date *** 06/13/2023

Exception * Technology issue

Reason for Exception * Device not working properly

Start Time * 12:15 PM **End Time *** 07:45 PM **Time Zone** Eastern Time Zone

Start Location * Home **End Location *** Home

Consumer Anne Smith (944) **PCA** John Brown (150512)

Consumer Enrollment mass_health - ffs

Comments

Limit to 500 characters.

Cancel **Save**

Cancel **Save**

通过上述步骤, 您现在可以使用 EVV 门户创建手动班次。