

# 快速入门指南

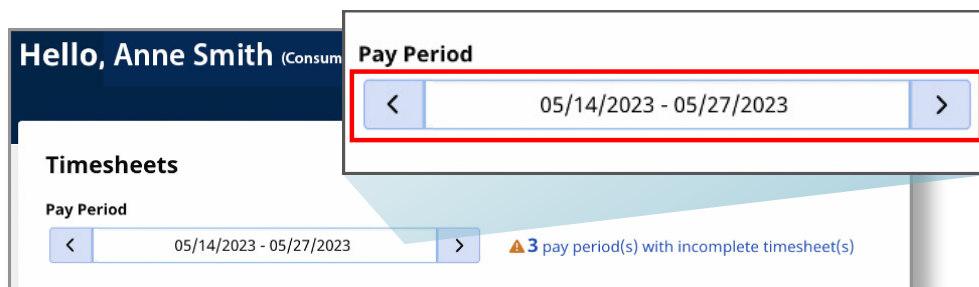
## 拒绝班次

PCA 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。如果创建的班次有误, 消费者可以按照以下说明拒绝班次。

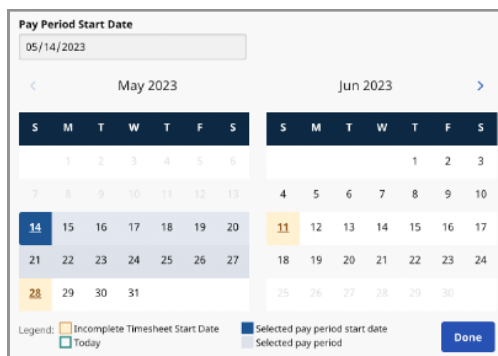
### 1 步骤 1 - 查找要拒绝的班次

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 Deny (拒绝) 按钮

找到需要拒绝的班次, 单击 **Deny** (拒绝) 按钮。

The screenshot shows the 'Timesheet for John Brown (PCA# 150512)' interface. The pay period is 06/04/2023 - 06/17/2023. A table lists shifts with columns for Date, Start Time, End Time, PTO, Location, and Service. A modal window is open over the table, showing 'Approve' and 'Deny' buttons for each shift. The 'Deny' buttons for the shifts on Tue, 06/06/2023 and Wed, 06/07/2023 are highlighted with a red box. The background interface includes a 'Back to Timesheets' link, consumer information (Anne Smith, ID 11K043), enrollment details (mass\_health - ffs), and timesheet ID (11486029). Buttons for 'Approve All Shifts' and 'Add Shift' are also visible.

## 3 步骤 3 - 选择原因

此时会弹出 **Deny Shift** (拒绝班次) 窗口。在弹出的 **Deny Shift** (拒绝班次) 窗口中, 选择**拒绝原因**并键入备注。

注意: PCA 和 Tempus 财务中介 (FI) 将看到您的备注。

The screenshot shows the 'Deny Shift' modal window. It has a title bar with a close button (X). The 'Reason for Denial' section is marked as '\*Required' and contains a dropdown menu with the selected option 'This visit was logged in error'. The 'Notes' section is also marked as '\*Required' and contains a text area with a character limit of 500. At the bottom right, there are 'Cancel' and 'Confirm Denial' buttons. The background shows the same timesheet interface as in the previous screenshot, but dimmed.

# 4

## 步骤 4 - 确认拒绝

单击 **Confirm Denial** (确认拒绝) 按钮。班次已被拒绝。

Timesheet for John Brown (PCA# 150512)

Consumer (ID) Anne Smith (11K043) Consumer Enrollment mass\_health - ifs Timesheet ID 11486029

Pay Period: 06/04/2023

Date	Start Time	End Time	Action
Sun, 06/04/2023			...
Mon, 06/05/2023			...
Tue, 06/06/2023	11:00 AM		...
Wed, 06/07/2023	11:36 AM		...
Thu, 06/08/2023			...
Fri, 06/09/2023	12:00 PM		...
Sat, 06/10/2023	04:00 PM		...
Sun, 06/11/2023			...
Mon, 06/12/2023			...
Tue, 06/13/2023			...
Wed, 06/14/2023			...

### Deny Shift

Reason for Denial \*Required

This visit was logged in error

Notes \*Required

Limit to 500 characters.

Cancel Confirm Denial

通过上述步骤, 您现在可以使用 EVV 门户拒绝班次。