# 快速入门指南

要查找时间表,请按照以下步骤操作:

1 步骤1	- 浏览时间表
登录后, 您	将看到当前付款期的时间表。
	<ul> <li>✓ 06/04/2023 - 06/17/2023</li> <li>✓ 06/04/2023 - 06/17/2023</li> <li>✓ 06/04/2023 - 06/04</li> </ul> Timesheets <ul> <li>Pay Period</li> <li>✓ 06/04/2023 - 06/17/2023</li> <li>✓ 06/04/2023 - 06/17/2023</li> <li>✓ 06/04/2023 - 06/17/2023</li> </ul>
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### 步骤 2 - 查看状态信息

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如果您与多个 PCA 或消费者雇主合作, 您将看到每个 PCA 或消费者雇主的时间表。

Status (状态) 信息会显示是否有未完成的时间表。未完成的时间表需要 消费者采取相应措施后, Tempus Fl 才能付款。

Timesheets Pay Period C 06/04/2023 - 06/17/2023 PCA PCA Hours Approv John Brown (150512) 08h 00m	A 2 pay period(s) with incomplete times     06/04/2023 - 06/17/2023     05/21/2023 - 06/03/2023     05/b 00m     05h 00m	treef(s) a 06/04/2023 - 05/21/2023 -	l <mark>(s) with incomplete timesher</mark> 06/17/2023 06/03/2023 O Approved 05h 00m
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#### 步骤 3 - 付款期日历

3

如果无法看到要查找的时间表,请单击付款期内的日期。

提示: 您也可以单击左右箭头快速浏览不同付款期。请注意, 单击左右 箭头只能浏览最近两个付款期。

Timesheets		
Pay Period < 06/04/2023 - 06/17/2023	> <b><u>A 2</u></b> pay period	Timesheets
PCA 🎍 Hours Approved John Brown (150512) 08h 00m	05/21/2023 - 0	Pay Period

#### **4** 步骤 4 - 输入付款期

#### 输入要查找的 Pay Period (付款期) 或单击日历中的日期。

Properiod Start Date         PTD Approved         May 2023         Jun 2
<
S         M         T         F         S         I         2         3         4         5         6         I         1         2         3           1         2         3         4         5         6         7         8         9         1         2         3         4         5         6         7         8         9         1         2         3         4         5         6         7         8         9         1         1         1         1         1         4         5         6         7         8         9         1         1         1         1         1         4         5         6         7         8         9         1
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10         10         11         12         13         14         15         16         17         18         19         20         11         12         13         14         15         16         17           14         15         16         7         8         9         10         11         12         13         14         15         16         17
28     29     30     31     25     26     27     28     30
Legend: Incomplete Timesheet Start Date Selected pay period start date Done

可按 Today (今天), Start Date (开始日期) 和其他选项查找所需信息。单击 Done (完成)。时间表屏幕将重新显示您选择的日期。

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## 6 步骤 6 - 单击 Edit (编辑) 按钮

然后单击 Edit (编辑) 按钮 (外观类似带有方框的铅笔)。

Timesheets				
Pay Period < 06/04/2023 - 06/17/2023	2 pay period(s) with incomplete timesheet(s) 06/04/2023 - 06/17/2023			*
PCA	05/21/2023 - 06/03/2023 O Approved	<b>≜</b> Program		🖕 Action
John Brown (150512) 08h 00m	05h 00m	Fee For Service	Timesheet not sub	mitted 🕑

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您将看到所选付款期内的日期。

消费者创建手动班次时,该班次将显示为 Approved (已批准) 状态。

Date	Start Time	End Time	РТО	Location	Service Code	EVV Compliant	Shift Duration	Daily Approved Time	Shift Status	Action
Sun, 10/08/2023	10:00 AM	06:00 PM	<b>E</b> PTO		Approv	ed	Deny	8h 00m	Approved Deny	
Mon, 10/09/2023										
Tue, 10/10/2023										
Wed, 10/11/2023										
Thu, 10/12/2023										
Fri, 10/13/2023	11:25 AM	01:45 PM		<b>Start:</b> Community <b>End:</b> Community	regular	• •	2h 20m	2h 30m	Approve Deny	
Sat, 10/14/2023										
Sun, 10/15/2023										
Mon, 10/16/2023	10:04 PM	11:59 PM		<b>Start:</b> Community <b>End:</b> Community	regular	• •	1h 55m	2h 00m	Approve Deny	
Tue, 10/17/2023	12:00 AM	01:38 AM		Start: Community	regular	~	1h 38m	0h 00m	Approve 🗸 Deny 🖸	

通过上述步骤,您现在可以使用 EVV 门户查找时间表。