快速入门指南

审核并批准所有班次后,消费者可提交时间表。有关调整、批准和拒绝班次的 详情,请参阅"调整班次"、""批准班次"和"拒绝班次"快速入门指南。

提交时间表后,其将发送到 Tempus 财务中介 (FI) 进行处理。提交时间表前, Tempus 财务中介 (FI) 无法向 PCA 付款。

时间表必须在付款期结束后的星期一 4:00 p.m. 前提交到 Tempus。

请在付款期结束后再提交时间表,并确保时间表已准备就绪。

注意:如果误提交时间表,消费者必须致电 Tempus Fl、EVV 支持部门寻求帮助。

步骤 1 - 查找要处理的班次

1

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 - 05/27/2023	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													
			May	2023						Jun	2023			>
s	м	т	w	т	F	5		s	м	т	w	т	F	s
	1	2	3	4	5	6						1	2	3
								4	5	6	7	8	9	10
14	15	16	17	18	19	20		11	12	13	14	15	16	17
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<u>28</u>	29	30	31											
egend	: 🗌 In 🗌 To	comple day	te Time	sheet St	art Date	1	Se Se	lected p lected p	ay peri ay peri	od start od	date		D	one

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

3

可根据需要创建手动班次。您可以参考"创建手动班次"快速入门指南了解 更多信息。

nesheet	for John	Brown (P(CA# 150	512)		Consumer (ID) Anne Smith(11K04	Consumer Enrollmer 3) mass_health - ffs	nt Timesheet ID 11486029
ay Period: 06/04/2023 - 06/17/2023							Approve All Shifts Add Shift	
Date	Start Time	End Time	РТО	Location		11 61 16		Shift Status Action
Sun, 06/04/2023					rove A		Add Shift	
Mon, 06/05/2023								
Tue, 06/06/2023	11:00 AM	11:59 PM		Start: Community End: Community	regular	8 🛛	0h 00m	Approve Deny ···
Wed, 06/07/2023	11:36 AM	02:51 PM		Start: Community End: Community	regular	~	0h 00m	Approve Deny ···
Thu, 06/08/2023								
Fri, 06/09/2023	12:00 PM	05:00 PM	📫 РТО		regular		5h 00m	Approved Deny ····
5at, 06/10/2023	04:00 PM	11:59 PM		Start: Home End: Home		8 🛛	8h 00m	Approved Deny ···
5un, 06/11/2023								
Mon, 06/12/2023								
Tue, 06/13/2023								
Wed, 06/14/2023								

步骤 3 - 审核时间表

仔细审核时间表。确保您已批准或拒绝付款期中列出的每个班次。

imesheet for	r John Brow	n (PCA# 15)	0512)	Consun Anne Sm	ner (ID) iith (944)	Consumer Enrollmen mass_health - ffs	t Timesheet ID 11486029	
Pay Period: 06/0	04/2023 - 06/17/	2023					Approve All Shifts	Add Shift
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Thu, 06/08/2023								_
Fri, 06/09/2023 12:0	00 PM 05:0	орм 💼				5h 00m	Approved Deny	
Sat, 06/10/2023 04:0	00 PM 11:5	9 PM				8h 00m	Approved Deny	
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Mon, 06/12/2023			Approved	Deny	•••			_
Tue, 06/13/2023)				_
Wed, 06/14/2023								_
Thu, 06/15/2023			Approved	Deny	•••			
Fri, 06/16/2023								
Sat, 06/17/2023						r		

确认时间表已准备好发送到 Tempus Fl 进行处理, 随后单击页面右下角的 Submit Timesheet (提交时间表) 按钮。

ck to Timesheets									
nesheet	for John	Brown (PC	A# 150	512)		Consumer (ID) Anne Smith (944)	Consumer Enrollment mass_health - ffs	Timesheet ID 11486029	
							-		
ay Period: (6/04/2023 -	06/17/2023					[🛓 🛛 Approve All Shifts	Add Shift
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un, 06/04/2023									
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Tue, 06/06/2023	11:11 AM	11:59 PM		Start: Community End: Community	dagular	~	0h 00m	Approve Deny	
Wed, 06/07/2023	11:36 AM	02:51 PM		Start: Community End: Community	dagular	~	0h 00m	Approve Deny	
Thu, 06/08/2023									
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Fri, 06/16									
Sat, 06/1									
						oved Pay Period Hou	urs 13h 00m Sub	mit Timesheet	
						Total Denied Hou	irs 0h 00m		

此时会弹出 Confirm Timesheet Submission (确认提交时间表) 窗口。单击复选框确认同意。

然后单击窗口底部的 Confirm Timesheet Submission (确认提交时间表) 按钮。时间表已提交给 Tempus FI 处理。

y Period:	06/04/2023 -	06/17/2023						<u>له</u>	prove All Shifts	Add Si
ate	Start Time	End Time	РТО	Location	Service Code	EVV Compliant	Daily Approved Time	Shift	Status	Action
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on, 06/12/2023	3					Cancel Con	firm Timesheet Submission			
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06/16/2022										

通过上述步骤,您现在可以使用 EVV 门户提交时间表进行处理。