

Gid Inisyasyon Rapid

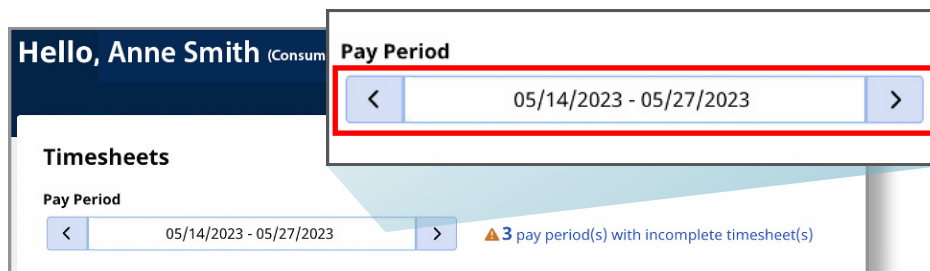
Pou Apwouve yon Orè Travay Long oswa Kout

“Pou apwouve yon orè travay long oswa kout, tanpri swiv etap apre yo:

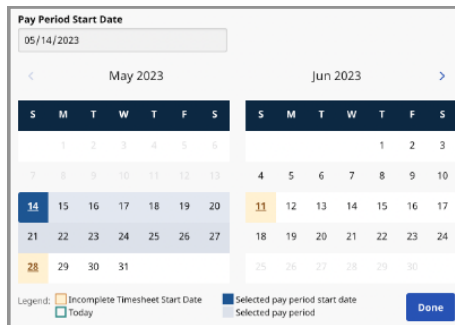
1 Etap 1 - Jwenn yon Orè pou Apwouve

Paj kontwòl tan an montre kòmansman nan Peryòd Pewòl aktyèl la. Si ou bezwen wè yon peryòd diferan, ou kapab jwenn paj kontwòl tan ou vle a lè w swiv konsiy ki anba a:

1. Klike sou **dat** nan bwat Peryòd Pewòl la pou wè yon kalandriye epi jwenn peryòd ou vle a.



2. Lè kalandriye a parèt, chwazi **dat** Peryòd Pewòl w ap chèche a.



Remak: “Lejann” ki anba bwat la di ou kisa chak dat kolore vle di.

3. Klike sou bouton **Done** (Fini) ki anba kalandriye a.
4. Pou yon fason pi rapid, klike sou flèch agoch oswa adwat yo pou pakouri Peryòd Pewòl yo.
Remake sa limite pou de Peryòd Pewòl.
5. Klike sou ikòn **Edit** (Modifye) a nan kolòn Action (Aksyon) an.
6. Ou kapab wè jou ki nan Peryòd Pewòl ki seleksyone a.

Si ou bezwen èd detaye, vizite TempusUnlimited.org/EVV-support epi wap wè **Gid Inisyasyon Rapid “Gade yon Paj Kontwòl Tan”** an.

2

Etap 2 - Ouvri Paj Kontwòl Tan an

Ouvri paj kontwòl tan an epi chèche triyang jòn abriko a pou wè epi apwouve nenpòt orè travay long oswa kout.

Remak: Yon orè travay long oswa kout se yon erè frekan. Sonje, orè travay la kapab toujou ranje avan ou apwouve li. Sèlman klike sou pwen sa yo pou ranje orè travay la avanw ou apwouve li.

Services Portal Timesheets

Arindam Consumer (Consumer)

Timesheet for Arindam PCA (PCA# 0)

Consumer (ID): Arindam Consumer (448772)

Consumer Enrollment: mass_health - fs

Timesheet ID: 14351622

Pay Period: 09/03/2023 - 09/16/2023

Date	Start Time	End Time	PTO	Location	Service Code	EVV Compliant	Shift Duration	Daily Approved Time	Shift Status	Action
Sun, 09/03/2023	07:00 AM	07:02 AM		Start: Home End: Home	regular		0h 02m	0h 15m		<input type="button" value="Approve"/> <input type="button" value="Deny"/> ...
Mon, 09/04/2023										
Tue, 09/05/2023										
Wed, 09/06/2023										
Thu, 09/07/2023										
Fri, 09/08/2023										
Sat, 09/09/2023										
Sun, 09/10/2023										
Mon, 09/11/2023										
Tue, 09/12/2023										
Wed, 09/13/2023	10:48 AM	10:48 AM		Start: Home End: Home	regular		0h 00m	0h 00m		<input type="button" value="Approve"/> <input type="button" value="Deny"/> ...
Thu, 09/14/2023										
Fri, 09/15/2023										
Sat, 09/16/2023										

Total Approved Pay Period Hours: 0h 15m

Total Denied Hours: 0h 00m

3 Etap 3 - Klike Approve (Apwouwe)

Pou apwouwe orè travay la, klike sou bouton **Approve** (Apwouwe) a.

Services Portal Timesheets

Timesheet for Arindam PCA (PCA# 0)

Consumer (ID) Arindam Consumer (448372) Consumer Enrollment mess_health - ifs Timesheet ID 14351622

Pay Period: 09/03/2023 - 09/16/2023

Date	Start Time	End Time	PTO	Location	Service Code	EVV Compliant	Shift Duration	Daily Approved Time	Shift Status	Action
Sun, 09/03/2023	07:30 AM	07:02 AM		Start: Home End: Home	regular		0h 02m	0h 15m	<input checked="" type="checkbox"/>	<input type="button" value="Approve"/> <input type="button" value="Deny"/> <input type="button" value="More"/>
Mon, 09/04/2023										
Tue, 09/05/2023										
Wed, 09/06/2023										
Thu, 09/07/2023										
Fri, 09/08/2023										
Sat, 09/09/2023										
Sun, 09/10/2023										
Mon, 09/11/2023										
Tue, 09/12/2023										
Wed, 09/13/2023	10:48 AM	10:48 AM		Start: Home End: Home	regular		0h 00m	0h 00m	<input checked="" type="checkbox"/>	<input type="button" value="Approve"/> <input type="button" value="Deny"/> <input type="button" value="More"/>
Thu, 09/14/2023										
Fri, 09/15/2023										
Sat, 09/16/2023										

Total Approved Pay Period Hours 0h 15m
Total Denied Hours 0h 00m

4 Etap 4 - Apwouwe Mesaj Orè Travay

Yon rapèl pral parèt sou ekran an pou mande ou si ou sèten ou vle apwouwe yon orè travay kout (mwens pase 15 minit) oswa long (plis pase 24èdtan).

Klike sou bouton **Confirm Approval** (Konfime Apwobasyon) a.

Approve Shift

This shift is less than 15 minutes. Are you sure you want to approve?

OSWA:

Approve Shift

This shift is greater than 24 hours. Are you sure you want to approve?

5 Etap 5 - Orè Travay la Apwouve

Orè Travay la Apwouve kounye a.

The screenshot displays a user interface for managing timesheet entries. A table lists a single entry for 'regular' work, showing a status of '✓' and 'D', and time values of '0h 00m' for both approved and denied hours. The 'Approve' and 'Deny' buttons are highlighted with a red box. Below the table, a summary section shows 'Total Approved Pay Period Hours' as '0h 15m' and 'Total Denied Hours' as '0h 00m', with a 'Submit Timesheet' button. The footer includes the text '© 2023 HixExchange. All Rights Reserved.'

Ou kapab apwouve yon orè travay long oswa kout kounyea nan Platfòm EVV a.