

Gid Inisyasyon Rapid

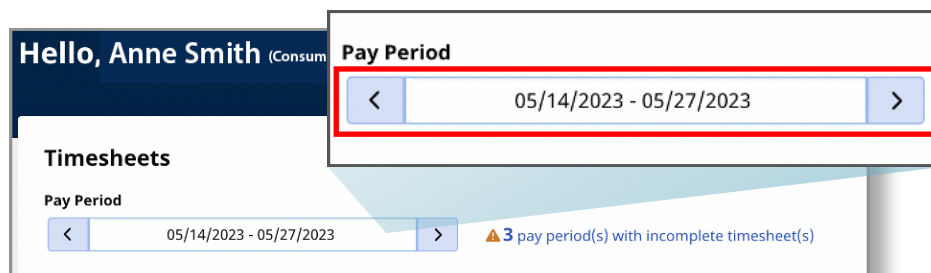
Pou Kreye yon Orè Travay PTO

Pou kreye yon orè travay PTO, tanpri swiv etap sa yo:

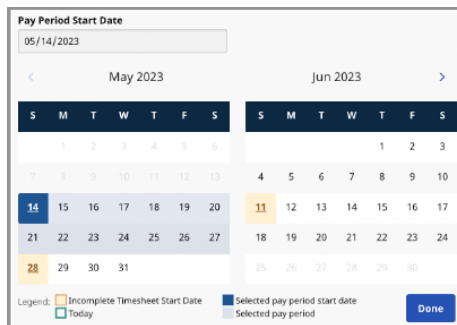
1 Etap 1 - Jwenn yon Orè pou Ranje

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 w ap wè Gid Inisyasyon Rapid “Gade yon Paj Kontwòl Tan” an.

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Etap 2 - Ajoute Orè Travay

Nan kwen anwo adwat ekran an, klike sou bouton **Add Shift** (Ajoute Orè Travay) la.

ENPÒTAN:

Avan ou kreye yon orè travay PTO, ou dwe verifye balans PTO PCA a. **Pòtay EVV a PAP di ou si yon PCA gen ase PTO pou kouvri orè travay la, enfòmasyon sa rete nan yon lòt sistèm.**

The screenshot displays a web interface for a timesheet. At the top, it shows the user's name 'John Brown (PCA# 150512)' and the timesheet ID '11486029'. Below this, the 'Pay Period' is set to '06/04/2023 - 06/17/2023'. A table lists shifts with columns for Date, Start Time, End Time, PTO, Location, Shift Status, and Action. A modal window is open over the table, showing a download icon, 'Approve All Shifts', and 'Add Shift' buttons. The 'Add Shift' button is highlighted with a red box. The table shows a shift on Friday, 06/09/2023, from 12:00 PM to 05:00 PM, marked as PTO, with a status of 'regular' and a duration of '5h 00m'. Other shifts are listed for various dates, including a shift on Saturday, 06/10/2023, from 04:00 PM to 11:59 PM, marked as Home, with a status of '8h 00m'.

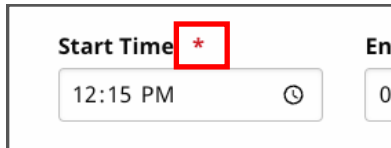
Date	Start Time	End Time	PTO	Location	Shift Status	Action
Sun, 06/04/2023						
Mon, 06/05/2023						
Tue, 06/06/2023	11:00 AM	11:59 PM		Start: Community End: Community		Approve Deny ...
Wed, 06/07/2023	11:36 AM	02:51 PM		Start: Community End: Community		Approve Deny ...
Thu, 06/08/2023						
Fri, 06/09/2023	12:00 PM	05:00 PM	PTO	regular	5h 00m	Approved Deny ...
Sat, 06/10/2023	04:00 PM	11:59 PM		Start: Home End: Home	8h 00m	Approved Deny ...
Sun, 06/11/2023						
Mon, 06/12/2023						
Tue, 06/13/2023						
Wed, 06/14/2023						

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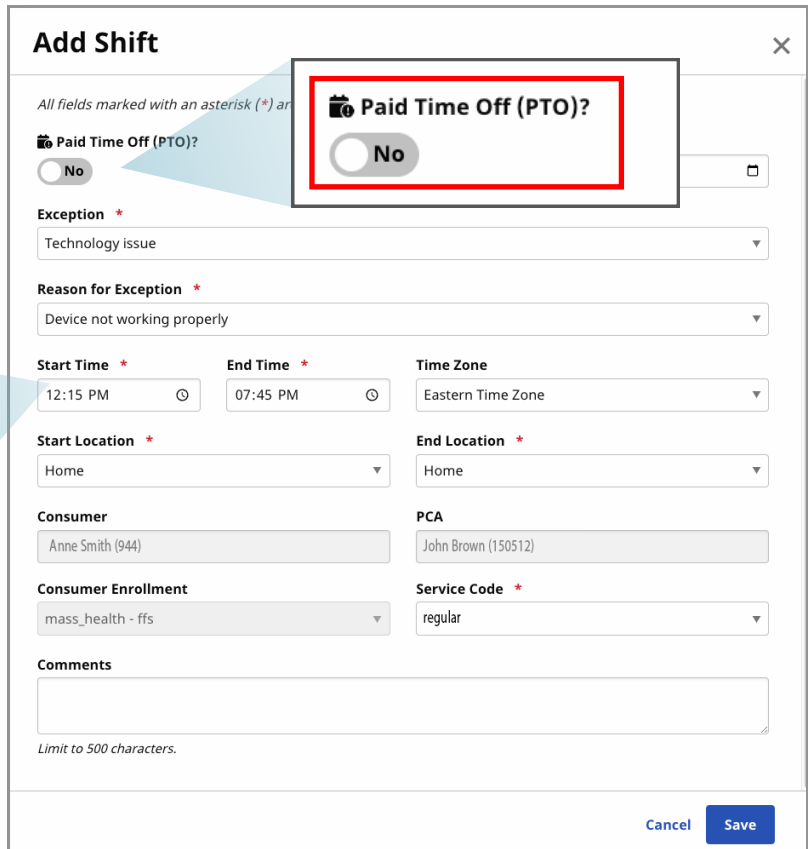
Etap 3 - Klike sou PTO Switch (Bouton PTO)

Klike sou bouton Tan Konje Peye (PTO) a pou li montre **Yes** (Wi).

Remak: Chan ki obligatwa yo gen yon asterisk wouj sou kote yo.



Start Time *
12:15 PM



Add Shift

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

Paid Time Off (PTO)?
 No

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)

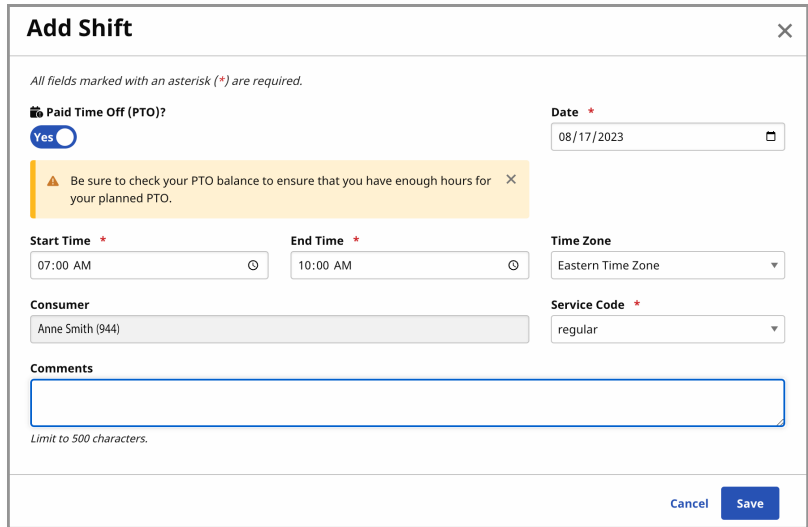
Consumer Enrollment mass_health - ffs **Service Code *** regular

Comments
Limit to 500 characters.

Cancel Save

4 Etap 4 - Ranpli Espas Obligatwa yo

Chwazi oswa ranpli tout enfòmasyon nesèsè yo nan espas obligatwa yo.



The screenshot shows the 'Add Shift' form with the following fields and values:

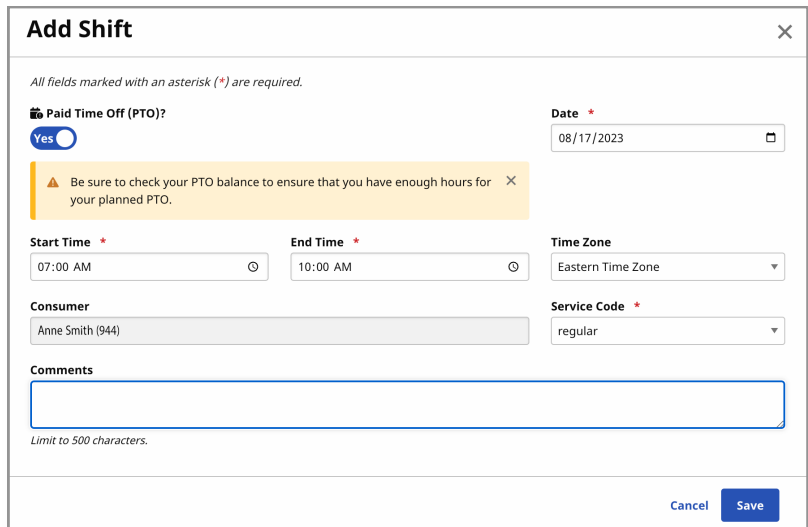
- Paid Time Off (PTO)?**: Yes (selected)
- Date ***: 08/17/2023
- Start Time ***: 07:00 AM
- End Time ***: 10:00 AM
- Time Zone**: Eastern Time Zone
- Consumer**: Anne Smith (944)
- Service Code ***: regular
- Comments**: (empty text box)

A warning message is displayed: "Be sure to check your PTO balance to ensure that you have enough hours for your planned PTO."

5 Etap 5 - Klike Save (Anrejistre)

Lè ou fin ranpli espas obligatwa yo, chwazi **Save** (Anrejistre).

Remak: Ou dwe kreye yon orè travay PTO pou chak jou yon PCA pran yon PTO. Paregzanp, si yon PCA pran senk jou konje, ou dwe kreye senk orè travay PTO.



This screenshot is identical to the one in Step 4, but the 'Save' button at the bottom right is highlighted in blue, indicating it is the next step in the process.

Ou kapab kreye yon orè travay PTO nan Pòtay EVV a kounye a.