

# Gid Inisyasyon Rapid

## Pou Krewe yon Orè Travay Manyèl

PCA yo oblije siyen antre ak soti pou chak vizit nan Aplikasyon Mobil EVV a. Toutfwa, gen moman kote yon Konsomatè oswa PCA gen pou krewe yon “orè travay manyèl” nan Pòtay EVV a.

Paregzanp, yon orè travay manyèl nesesè si telefòn yon PCA dichaj, epi yo paka siyen antre oswa soti nan Aplikasyon Mobil EVV a.

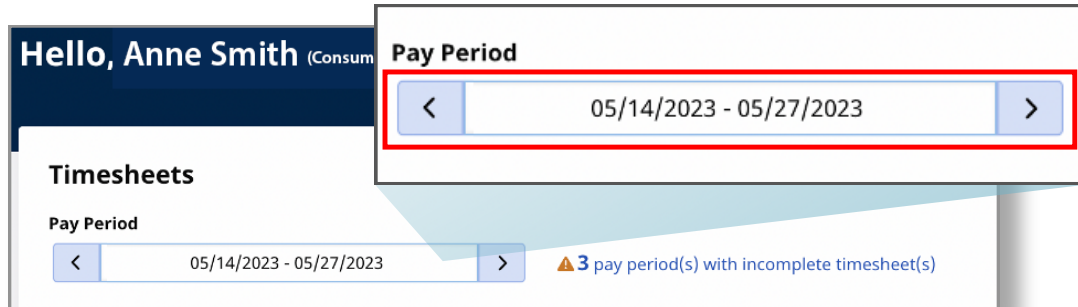
Orè Travay Manyèl yo pa dwe fèt two souvan. Konsomatè ki krewe de orè travay manyèl oswa plis pa Pewòl ap resevwa fòmasyon pou konpetans anplis nan men Ajans Jesyon Swen Pèsonèl (PCM) yo.

# 1

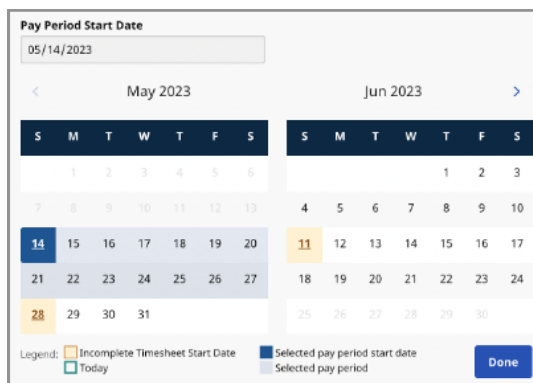
## Etap 1 - Jwenn Peryòd Pewòl Kote ou Vle Ajoute Orè Travay Manyèl la

Paj kontwòl tan ap 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 wap 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](https://TempusUnlimited.org/EVV-support) epi wap wè **Gid Inisyasyon Rapid “Gade yon Paj Kontwòl Tan”** an.

## 2 Etap 2 - Ajoute Orè Travay

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

The screenshot displays a 'Timesheet for John Brown (PCA# 150512)' interface. At the top, it shows the consumer ID 'Anne Smith (11K043)', enrollment 'mass\_health - ffs', and timesheet ID '11486029'. The pay period is '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 in the modal is highlighted with a red box. The table shows a shift on Tue, 06/06/2023 from 11:00 AM to 11:59 PM at 'Community' location, with a status of '11486029' and an 'Add Shift' button highlighted in red. Other shifts include a PTO day on Fri, 06/09/2023 and a shift on Sat, 06/10/2023 from 04:00 PM to 11:59 PM at 'Home' location.

| 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<br>End: Community | 11486029     | Approve All Shifts<br>Add Shift |
| Wed, 06/07/2023 | 11:36 AM   | 02:51 PM |     | Start: Community<br>End: Community |              | Approve Deny ...                |
| Thu, 06/08/2023 |            |          |     |                                    |              |                                 |
| Fri, 06/09/2023 | 12:00 PM   | 05:00 PM | PTO | regular                            | 8h 00m       | Approved Deny ...               |
| Sat, 06/10/2023 | 04:00 PM   | 11:59 PM |     | Start: Home<br>End: Home           |              | Approved Deny ...               |
| Sun, 06/11/2023 |            |          |     |                                    |              |                                 |
| Mon, 06/12/2023 |            |          |     |                                    |              |                                 |
| Tue, 06/13/2023 |            |          |     |                                    |              |                                 |
| Wed, 06/14/2023 |            |          |     |                                    |              |                                 |

### 3

## Etap 3 - Ranpli Espas Obligatwa yo

Ranpli tout espas obligatwa yo nan fenèt ki ouvri pou **Add Shift** (Ajoute Orè Travay) la.

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

|                         |
|-------------------------|
| <b>Start Location *</b> |
| Home                    |
| <b>Consumer</b>         |
| Anne Smith (944)        |

### Add Shift

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

**Paid Time Off (PTO)?**  No **Date \*** 06/13/2023

**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 - Antre Dat la

Tape **dat** orè travay **PCA a te reyalize a**. Ou kapab tape dat la oswa klike sou **calendar** (kalandriye) pou w chwazi dat la nan yon kalandriye.

**Remak:** Ou kapab sèlman kreye orè travay manyèl ki te fèt nan pase. Ou pa kapab kreye orè travay manyèl pou lavni. Konsiy pou kreye yon orè travay PTO disponib

[TempusUnlimited.org/EEV-support](https://TempusUnlimited.org/EEV-support)

**Add Shift** [X]

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

**Paid Time Off (PTO)?**  No **Date \*** 06/13/2023

**Exception \*** Technology issue

**Reason** **Date \*** 06/13/2023

**Device** **Start Time** 12:15

**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

# 5

## Etap 5 - Chwazi Eksepsyon an

PCA yo dwe itilize Aplikasyon EVV yo pou reflete lè siyen antre ak soti yo egzat. Kreye yon orè travay manyèl ta dwe fèt sèlman lè sa nesèsè. Sistèm EVV a pral mande ou pou w chwazi yon rezon pou orè travay manyèl la.

Chwazi flèch meni dewoulan **Exception** (Eksepsyon) an epi chwazi yon kategori pou rezon ki fè orè travay la ap antre manyèlman.

### Add Shift

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

**Paid Time Off (PTO)?**  No **Date \*** 06/13/2023

**Exception \*** Technology issue

**Reason for Exception \*** Device not working properly

**Exception \*** Technology issue

Home Home

**Consumer** Anne Smith (944) **PCA** John Brown (150512)

**Consumer Enrollment** mass\_health - ffs **Service Code \*** regular

**Comments**

Limit to 500 characters.

Cancel Save

# 6

## Etap 6 - Chwazi Rezon an

Chwazi flèch meni dewoulan **Reason for Exception** (Rezon pou Eksepsyon) an epi chwazi yon rezon ki fè orè travay la ap antre manyèlman.

### Add Shift

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

**Paid Time Off (PTO)?**  No **Date \*** 06/13/2023

**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

**Star** **Reason for Exception \*** Device not working properly

**Ho**

**Con:** Anne Smith (944) John Brown (130512)

**Consumer Enrollment** mass\_health - ffs **Service Code \*** regular

**Comments**

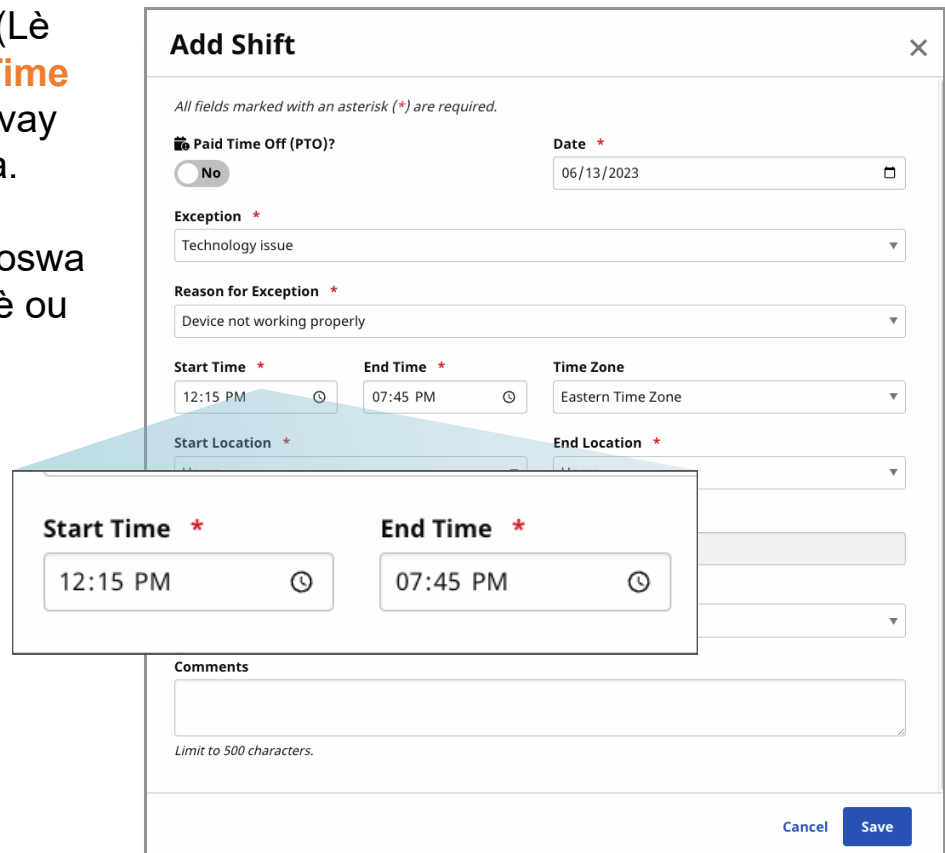
Limit to 500 characters.

Cancel Save

## 7 Etap 7 - Lè Kòmanse ak Lè Fini

Chwazi **Start Time** (Lè Kòmanse) ak **End Time** (Lè Fini) nan orè travay PCA ou te reyalize a.

Ou kapab tape lè a oswa itilize fenèt ki ouvri lè ou klike sou dat la.



The screenshot shows a web form titled "Add Shift" with a close button (X) in the top right corner. Below the title, a note states: "All fields marked with an asterisk (\*) are required." The form contains several fields:

- Paid Time Off (PTO)?**: A radio button labeled "No" is selected.
- Date \***: A date input field containing "06/13/2023".
- Exception \***: A dropdown menu with "Technology issue" selected.
- Reason for Exception \***: A dropdown menu with "Device not working properly" selected.
- Start Time \***: A time input field containing "12:15 PM".
- End Time \***: A time input field containing "07:45 PM".
- Time Zone**: A dropdown menu with "Eastern Time Zone" selected.
- Start Location \***: A dropdown menu.
- End Location \***: A dropdown menu.
- Comments**: A text area with a note "Limit to 500 characters." below it.

A callout box highlights the "Start Time" and "End Time" fields, showing a time selection interface with a clock icon and the current time values: "12:15 PM" and "07:45 PM". At the bottom right of the form, there are "Cancel" and "Save" buttons.



## 8

## Etap 8 - Espas Kòmanse ak Espas Fini

Chwazi **Start Location** (Espas Kòmanse) ak **End Location** (Espas Fini) pou orè travay PCA ou te reyalize a.

**Remak:** Si PCA ou a te kòmanse travay pandan yon orè Lakay ou, chwazi **Home** (Lakay). Si yo te kòmanse oswa fini yon orè travay nenpòt lòt kote, chwazi **Community** (Kominote).

### Add Shift ✕

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

**Paid Time Off (PTO)?**

No

**Date \***

06/13/2023

**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 ff

**Service Code \***

regular

Cancel Save

**Start Location \*** Home **End Location \*** Home

## 9

## Etap 9 - Antre yon Kòmantè (Opsyonèl)

Opsyonèl: Ou kapab tape yon **Comment** (Kòmantè) sou orè travay la, si ou vle.

**Remak:** Kòmantè w la pral vizib pou PCA ak Entèmedyè Fiscal Tempus (FI) ou.

**Comments**

*Limit to 500 characters.*

### Add Shift

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

**Paid Time Off (PTO)?** **Date \***

No 06/13/2023

**Exception \***

Technology issue

**Reason for Exception \***

Device not working properly

**Start Time \*** **End Time \*** **Time Zone**

12:15 PM 07:45 PM Eastern Time Zone

**End Location \***

Home

**PCA**

John Brown (150512)

**Service Code \***

regular

**Comments**

*Limit to 500 characters.*

[Cancel](#) [Save](#)

## 10 Etap 10 - Anrejistre Orè Travay Manyèl ou

Aprè ou fin antre tout enfòmasyon kòrèk yo, klike sou bouton **Save** (Anrejistre) a.

The screenshot shows a web form titled "Add Shift" with a close button (X) in the top right corner. Below the title, a note states: "All fields marked with an asterisk (\*) are required." The form contains several sections:

- Paid Time Off (PTO)?**: A radio button labeled "No" is selected.
- Date \***: A date input field showing "06/13/2023".
- Exception \***: A dropdown menu with "Technology issue" selected.
- Reason for Exception \***: A dropdown menu with "Device not working properly" selected.
- Start Time \***: A time input field showing "12:15 PM".
- End Time \***: A time input field showing "07:45 PM".
- Time Zone**: A dropdown menu with "Eastern Time Zone" selected.
- Start Location \***: A dropdown menu with "Home" selected.
- End Location \***: A dropdown menu with "Home" selected.
- Consumer**: A text input field containing "Anne Smith (944)".
- PCA**: A text input field containing "John Brown (150512)".
- Consumer Enrollment**: A dropdown menu with "mass\_health - ffs" selected.
- Comments**: A text area with a note "Limit to 500 characters." below it.

At the bottom of the form, there are two buttons: "Cancel" and "Save". A red rectangular box highlights the "Save" button. A blue callout box points to this "Save" button from the text on the left.

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