Gid Inisyasyon Rapid Pou Jwenn yon Paj Kontwòl Tan

Pou jwenn yon paj kontwòl tan, tanpri swiv etap sa yo:

| 1 Etap | 1 - Gade Paj Kontwòl Tan |
|------------|---|
| Apre ou ko | onekte, ou pral wè paj kontwòl tan pou Peryòd Pewòl aktyèl la. |
| | Timesheets Pay Period Image: Colspan="2">Obj04/2023 - 06/17/2023 Image: Colspan="2">Obj04/2023 - 06/17/2023 Image: Colspan="2">Image: Colspan="2">Timesheets Image: Colspan="2">Pox Image: Colspan="2">Image: Colspan="2">Pox Image: Colspan="2">Image: Colspan="2" Image: Colspa="2" Image: Colspan="2" Image: Colspan="2" Image: Colsp |
| | Español 호文 / 집) + © 2023 <u>HHAeXchange</u> . All Rights Reserved. |

Etap 2 - Verifye Mesaj Estati a

2

Si ou travay ak plis pase yon PCA oswa Konsomatè-patwon, ou pral wè yon paj kontwòl tan pou chak PCA oswa Konsomatè-patwon.

Mesaj estati a fè ou konnen si gen paj kontwòl tan ki pa konplete. Paj kontwòl tan ki pa konplete yo nesesite aksyon nan men Konsomatè a avan li kapab resevwa peman nan men Tempus FI.

| Timesheets | | |
|---|---|---|
| < 06/04/2023 · 06/17/2023 PCA Hours Approved John Brown (150512) 08h 00m | ▲ 2 pay period(s) with incomplete timesheet(s) 06/04/2023 - 06/17/2023 05/21/2023 - 06/03/2023 05h 00m | A 2 pay period(s) with incomplete timesheet(s) 06/04/2023 - 06/17/2023 05/21/2023 - 06/03/2023 O Approved 05h 00m |

3 Etap 3 - Kalandriye Pewòl

Si ou pa kapab wè paj kontwòl tan wap chèche a, klike sou dat nan **Pay Period** (Peryòd Pewòl).

Endis: Pou yon fason pi rapid, klike sou flèch agoch oswa adwat yo pou pakouri Peryòd Pewòl yo. Tanpri note, lèw klike sou flèch agoch oswa adwat yo, sa limite pou de Peryòd Pewòl.

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

Etap 4 - Antre Peryòd Pewòl

4

Tape Peryòd Pewòl ou vle jwenn nan oswa klike sou dat nan kalanriye a.

| | Separate Separate PTO Approved Separate May 2023 Jun 2023 Jun 2023 Jun 2023 May 2023 Separate Separat Separate Separate |
|---|--|
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| M T W T F S M T W T F S M T W T F S M T W T F S M T W T F S M T W T F S M T W T F S M T W T F S M T W T F S M T W T F S M T W T F S G T N S S M T W T S S M T W T S | s M T W T W T F S M T W T F S I <thi< th=""> <thi< th=""> <thi< th=""></thi<></thi<></thi<> |
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| 29 30 31 25 36 37 31 27 38 27 38 end Description Timesheet Start Date Selected pay period start date Done Today Selected pay period Selected pay period Done | 21 22 23 24 25 26 27 18 19 20 21 22 23 24 28 29 30 31 25 26 27 28 29 30 |
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Etap 5 - Gade Opsyon Peryòd Pewòl yo

5

6

Gen opsyon pou jwenn sa wap chèche a selon **today** (Jodia), **Start Date** (Dat Kòmanse) ak lòt ankò. Klike sou **Done** (Fini). Ekran paj kontwòl tan an parèt ak dat ou te seleksyone yo.



Etap 6 - Klike sou Bouton Edit (Modifye) a

Apre, klike sou bouton Edit (Modifye) a (li sanble ak yon kreyon nan yon bwat).

| limesheets | | | | |
|-----------------------------|---|------------------|-------------------|------------|
| Pay Period | | | | |
| < 06/04/2023 - 06/17/2023 > | 2 pay period(s) with incomplete timesheet(s) | | | * |
| PCA 🌢 Hours Approved | 06/04/2023 - 06/17/2023 05/21/2023 - 06/03/2023 O Approved | ≜ Program | ♦ Status | ♦ Action |
| John Brown (150512) 08h 00m | 05h 00m | Fee For Service | Timesheet not sub | mitted Ø |
| | | | | 1 - 1 of 1 |
| | | | | |
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| | | | | |
| | | | | |

Etap 7 - Jwenn Paj Kontwòl Tan ou

7

Ou pral wè chak jou nan Peryòd Pewòl ou te seleksyone a.

Lè yon Konsomatè kreye yon orè travay manyèl, orè travay la pral parèt ak yon estati "Apwouve".

| ate | Start Time | End Time | РТО | Location | Service Code | EVV Compliant | Shift Duration | Daily Approved Time | Shift Status | Action |
|-----------------|------------|----------|-----------------|--|--------------|------------------|-------------------|------------------------|----------------|--------|
| un, 10/08/2023 | 10:00 AM | 06:00 PM | E PTO | | Approv | ed | Deny | 8h 00m | Approved Deny | |
| lon, 10/09/2023 | | | | | | | - | | | |
| ue, 10/10/2023 | | | | | | | | | | |
| Wed, 10/11/2023 | | | | | | | | | | |
| Thu, 10/12/2023 | | | | | | | | | | |
| ri, 10/13/2023 | 11:25 AM | 01:45 PM | | Start: Community End: Community | regular | 0 | 2h 20m | 2h 30m | ✓ Approve Deny |] |
| at, 10/14/2023 | | | | | | | | | | |
| Sun, 10/15/2023 | | | | | | | | | | |
| Mon, 10/16/2023 | 10:04 PM | 11:59 PM | | Start: Community End: 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 | |

Ou kapab jwenn yon paj kontwòl tan nan Pòtay EVV a.