

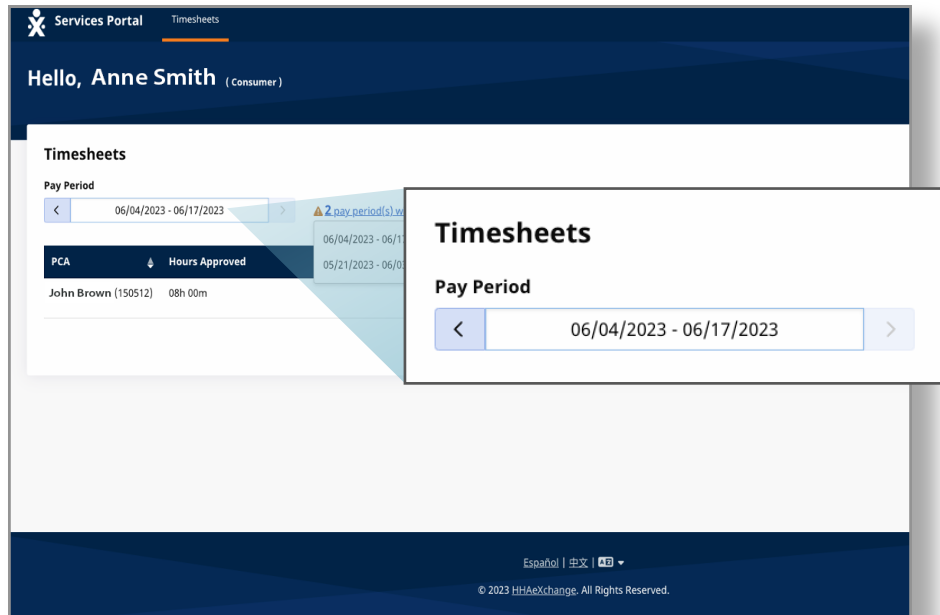
# Gid Inisyasyon Rapid

## Pou Jwenn yon Paj Kontwòl Tan

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

### 1 Etap 1 - Gade Paj Kontwòl Tan

Aprè ou konekte, ou pral wè paj kontwòl tan pou Peryòd Pewòl aktyèl la.



## 2 Etap 2 - Verifye Mesaj Estati a

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.**

The screenshot shows the 'Services Portal' interface for 'Timesheets'. The user is identified as 'Hello, Anne Smith (Consumer)'. The page displays a table of timesheets with columns for 'Pay Period', 'PCA', 'Hours Approved', and 'Status'. A warning message is shown: '2 pay period(s) with incomplete timesheet(s)'. The warning points to two rows in the table:

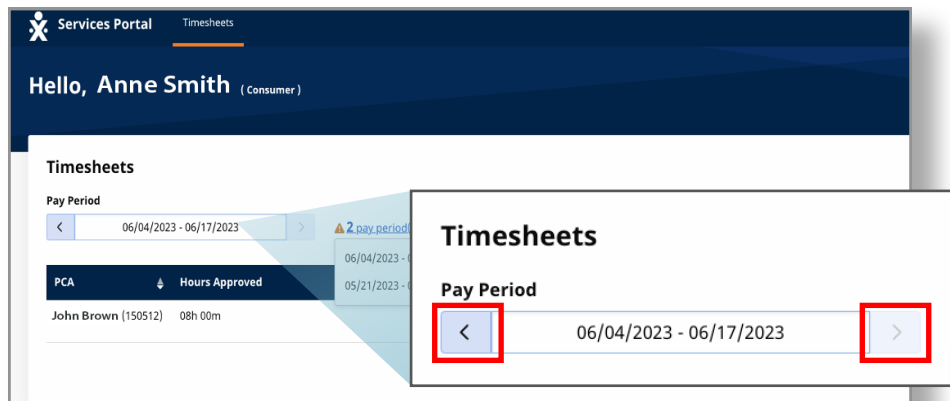
Pay Period	PCA	Hours Approved	Status
06/04/2023 - 06/17/2023			Not Approved
05/21/2023 - 06/03/2023			Not Approved

The warning message also includes a link to view the incomplete timesheets: '2 pay period(s) with incomplete timesheet(s)'. The footer of the page indicates 'Español | 中文 | 中文' and '© 2023 HH&Xchange. All Rights Reserved.'

### 3 Etap 3 - Kalandriye Pewòl

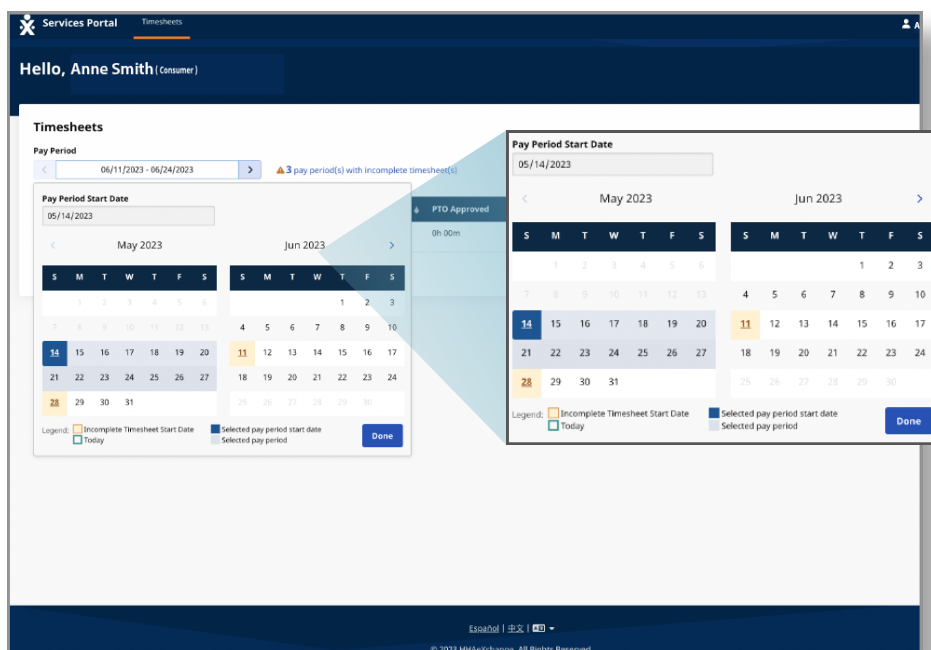
Si ou pa kapab wè paj kontwòl tan wap chèche a, klike sou dat nan **Pay Period** (Peryòd Pewòl).

**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.



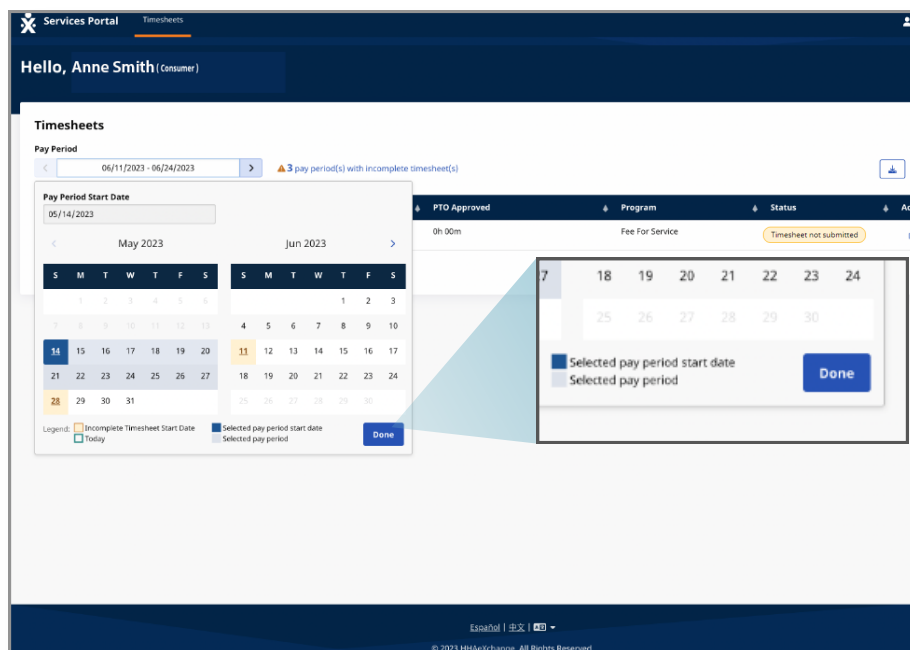
### 4 Etap 4 - Antre Peryòd Pewòl

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



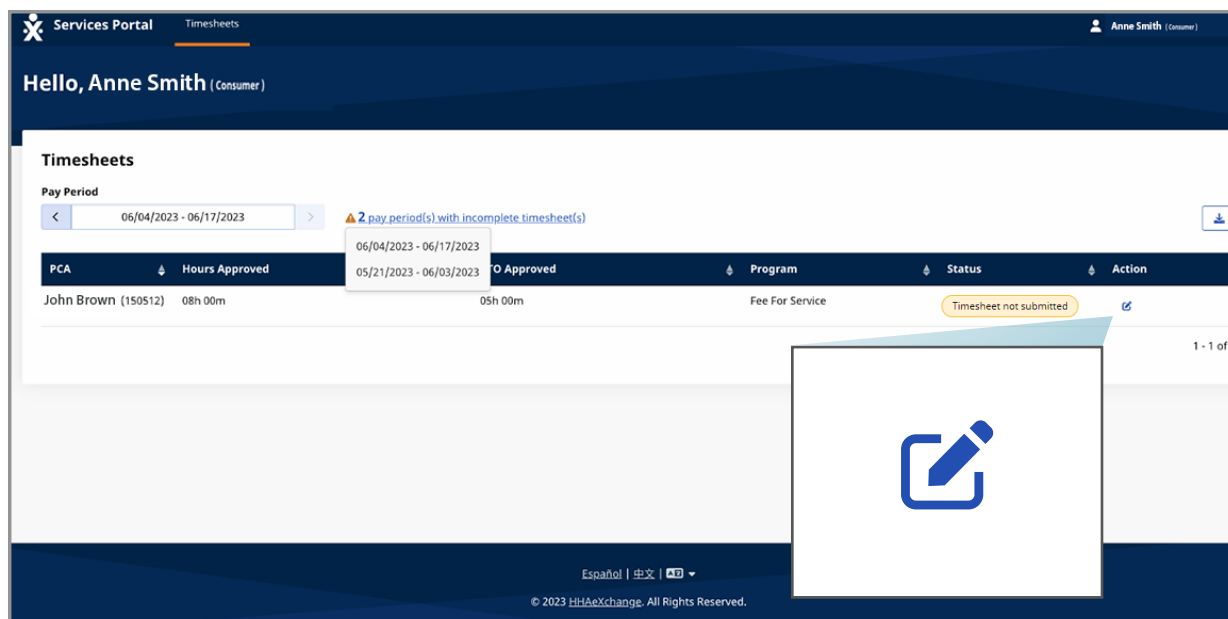
## 5 Etap 5 - Gade Opsyon Peryòd Pewòl yo

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.



## 6 Etap 6 - Klike sou Bouton Edit (Modifye) a

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



## 7 Etap 7 - Jwenn Paj Kontwòl Tan ou

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”.

Pay Period: 10/08/2023 - 10/21/2023 Download Approve All Shifts

Date	Start Time	End Time	PTO	Location	Service Code	EVV Compliant	Shift Duration	Daily Approved Time	Shift Status	Action
Sun, 10/08/2023	10:00 AM	06:00 PM	PTO					8h 00m	Approved Deny	...
Mon, 10/09/2023										
Tue, 10/10/2023										
Wed, 10/11/2023										
Thu, 10/12/2023										
Fri, 10/13/2023	11:25 AM	01:45 PM		Start: Community End: Community	regular	<input checked="" type="checkbox"/> <input type="checkbox"/>	2h 20m	2h 30m	✓ Approve Deny	...
Sat, 10/14/2023										
Sun, 10/15/2023										
Mon, 10/16/2023	10:04 PM	11:59 PM		Start: Community End: Community	regular	<input checked="" type="checkbox"/> <input type="checkbox"/>	1h 55m	2h 00m	✓ Approve Deny	...
Tue, 10/17/2023	12:00 AM	01:38 AM		Start: Community	regular	<input checked="" type="checkbox"/>	1h 38m	0h 00m	Approve ✓ Deny <input type="checkbox"/>	...

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