

Gid Inisyasyon Rapid

Pou Soumèt yon Paj Kontwòl Tan pou Tretman

Konsomatè yo pral soumèt paj kontwòl tan yo apre yo fin revize epi apwouve tout orè travay yo. Gade Gid Inisyasyon Rapid “Ranje yon Orè Travay”, “Apwouve yon Orè Travay” ak “Refize yon Orè Travay” pou plis detay sou jan pou ranje, apwouve ak refize yon orè travay.

Soumèt yon Paj Kontwòl Tan vle di yo voye li bay Entèmedyè Fiskal Tempus (FI) pou tretman. Tempus FI pa kapab peye PCA yo tout tan paj kontwòl tan an poko soumèt.

Paj Kontwòl Tan yo dwe soumèt bay Tempus pou pi ta nan **Lendi a 4:00p.m.** apre Peryòd Pewòl la fini.



Tanpri tann jiska fen Peryòd Pewòl la pou soumèt paj kontwòl tan an epi asire li pare pou soumèt.

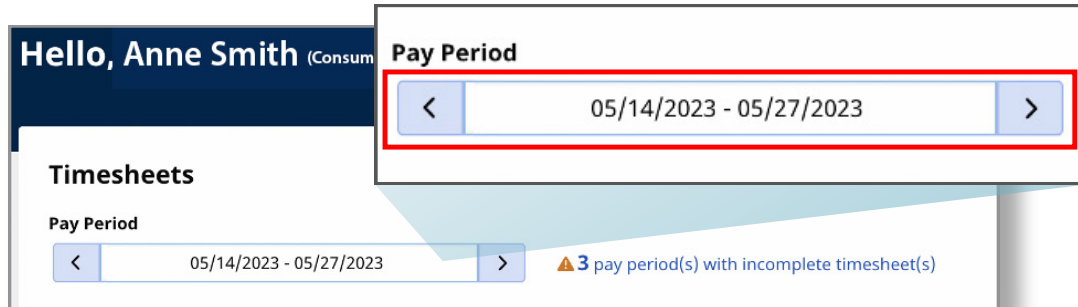
Remak: Si yon paj kontwòl tan soumèt pa aksidan, Konsomatè a dwe rele Tempus FI, Sipò EVV pou asistans.

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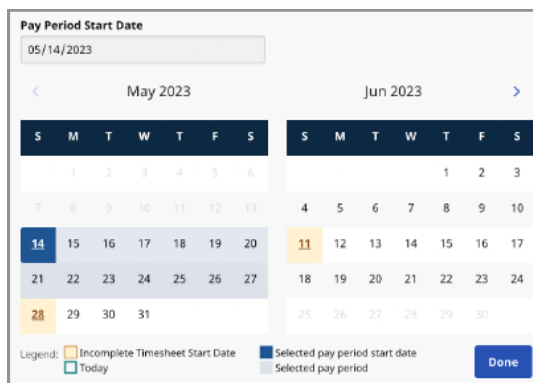
Etap 1 - Jwenn yon Orè Travay pou Trete

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

2 Etap 2 - Kreye yon Orè Travay Manyèl (Opsyonèl)

Si sa nesèsè. kreye yon orè travay manyèl. Ou kapab aprann plis sou sa lè w gade nan **Gid Inisyasyon Rapid “Kreye yon Orè Travay Manyèl”** la.

Timesheet for John Brown (PCA# 150512)

Consumer (ID) Anne Smith (11K043) Consumer Enrollment mass_health - ffs Timesheet ID 11486029

Pay Period: 06/04/2023 - 06/17/2023

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	regular	0h 00m [Approve] [Deny] ...
Wed, 06/07/2023	11:36 AM	02:51 PM		Start: Community End: Community	regular	0h 00m [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						

3 Etap 3 - Revize Paj Kontwòl Tan ou

Revize paj kontwòl tan an ak atansyon. Asire ou te apwouve oswa refize **chak** orè travay ki nan lis pou Peryòd Pewòl la.

Services Portal Timesheets

Timesheet for John Brown (PCA# 150512)

Consumer (ID) Anne Smith (948) Consumer Enrollment mass_health - ffs Timesheet ID 11486029

Pay Period: 06/04/2023 - 06/17/2023

Date	Start Time	End Time	PTO	Daily Approved Time	Shift Status	Action
Sun, 06/04/2023						
Mon, 06/05/2023						
Tue, 06/06/2023	11:11 AM	11:59 PM		0h 00m		[Approve] [Deny] ...
Wed, 06/07/2023	11:36 AM	02:51 PM		0h 00m		[Approve] [Deny] ...
Thu, 06/08/2023						
Fri, 06/09/2023	12:00 PM	05:00 PM	PTO	5h 00m	Approved	[Deny] ...
Sat, 06/10/2023	04:00 PM	11:59 PM		8h 00m	Approved	[Deny] ...
Sun, 06/11/2023						
Mon, 06/12/2023						
Tue, 06/13/2023						
Wed, 06/14/2023						
Thu, 06/15/2023						
Fri, 06/16/2023						
Sat, 06/17/2023						

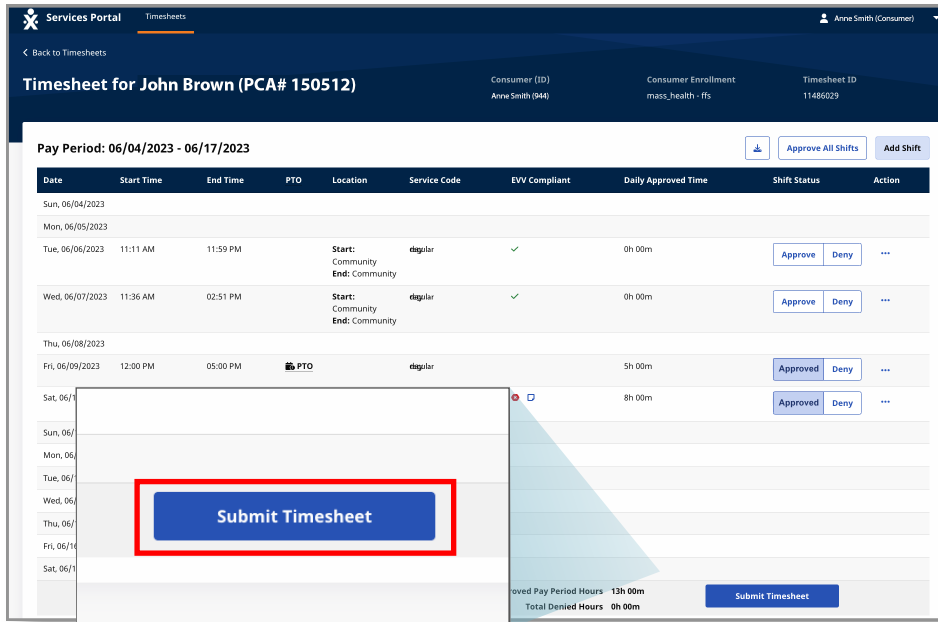
Total Approved Pay Period Hours 13h 00m
Total Denied Hours 0h 00m

Submit Timesheet

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Etap 4 - Soumèt Paj Kontwòl Tan ou

Aprè ou fin konfime paj kontwòl tan an pare pou voye bay Tempus FI pou tretman, klike sou **Submit Timesheet** (Soumèt Paj Kontwòl Tan) nan kwen anba adwat paj la.



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Etap 5 - Konfime Soumisyon Paj Kontwòl Tan

Fenèt **Konfime Soumisyon Paj Kontwòl Tan** an pral parèt. Klike sou bwat pou tcheke a pou konfime ou dakò.

Aprè, klike sou bouton **Confirm Timesheet Submission** (Konfime Soumisyon Paj Kontwòl Tan) anba fenèt la. Paj Kontwòl Tan an soumèt bay Tempus FI pou tretman.

Time Period: 06/04/2023 - 06/17/2023

Date	Start Time	End Time	PTO	Location	Service Code	EVV Compliant	Daily Approved Time	Shift Status	Action
in, 06/04/2023									
on, 06/05/2023									
ie, 06/06/2023	11:11 AM	11:11 AM						Approve Deny ...	
ed, 06/07/2023	11:36 AM	02:00 PM						Approve Deny ...	
u, 06/08/2023								Approved Deny ...	
i, 06/09/2023	12:00 PM	05:00 PM						Approved Deny ...	
it, 06/10/2023	04:00 PM	11:00 PM							
in, 06/11/2023									
on, 06/12/2023									
ie, 06/13/2023									
ed, 06/14/2023									
u, 06/15/2023									
i, 06/16/2023									

Confirm Timesheet Submission

Comments

Limit to 500 characters.

I swear and verify under penalty of law that all hours worked and descriptions of work performed contained in the submitted shifts are true and correct with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services. I understand that it is a crime to provide false information on billing documentation for Medical Assistance payment.

Cancel **Confirm Timesheet Submission**

Ou kapab soumèt yon paj kontwòl tan pou tretman nan Pòtay EVV a kounye a.w.