

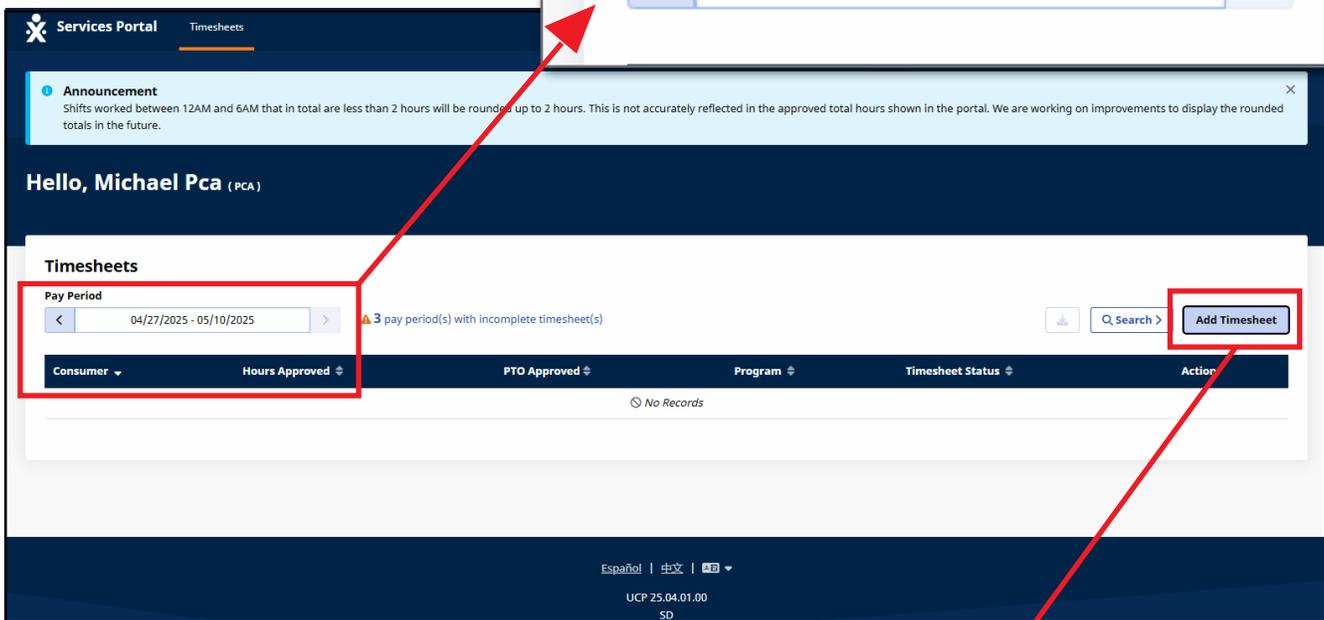
# Quick Start Guide

## Adding a Timesheet

If the PCA or Consumer/Surrogate logs into the portal but doesn't see timesheet or the PCA or Consumer's name, they'll need to create a timesheet manually. Follow the steps below to create a timesheet:

### 1 Step 1 - Click on "Add Timesheet" button

Log into the portal, and choose the correct pay period.



If there are no timesheets listed or the PCA or consumer's name is not visible, click on the **Add Timesheet** button.

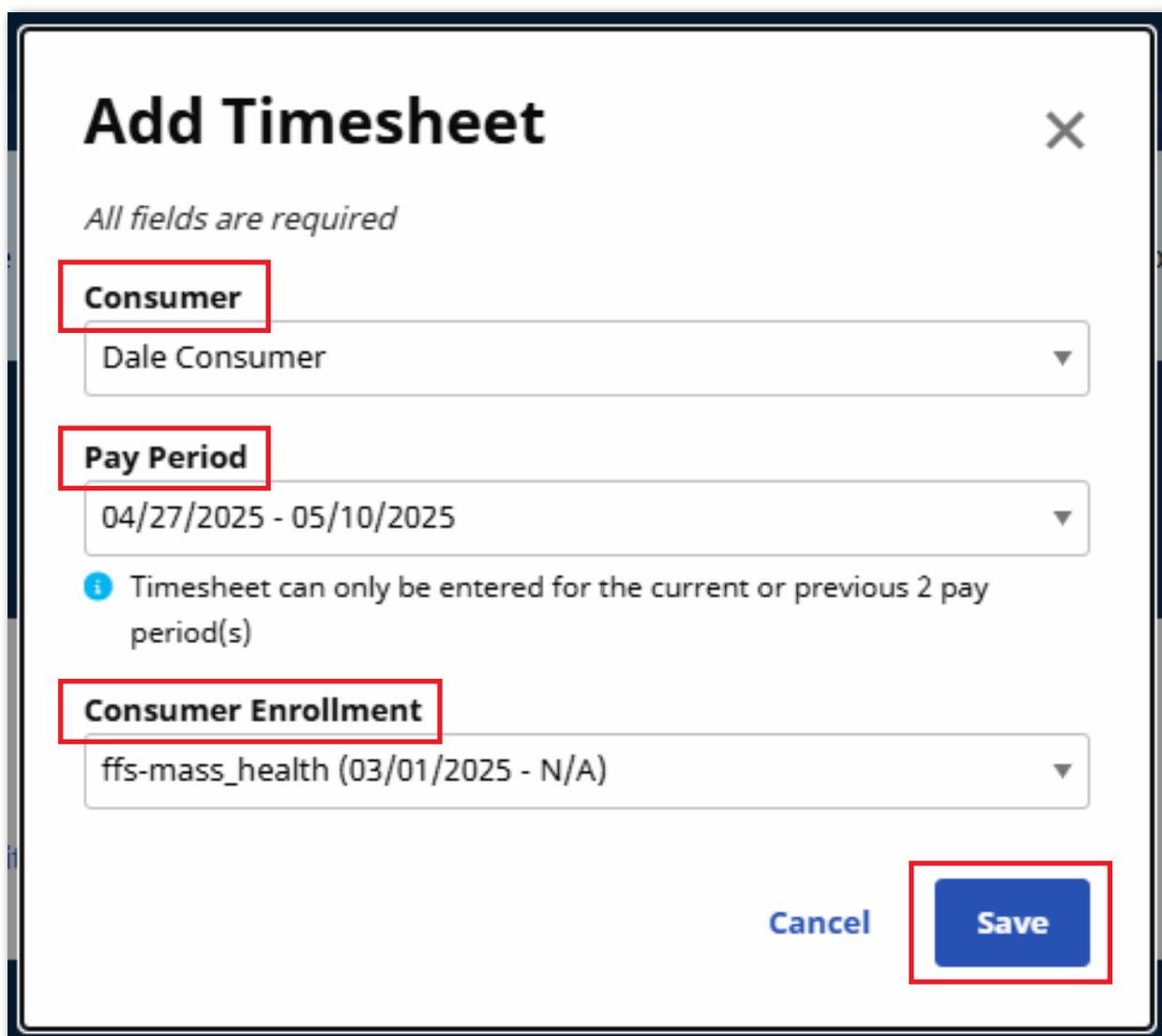
**Add Timesheet**

## 2

## Step 2 - Fill Out Required Fields

Fill out all the required fields on the **Add Timesheet** pop-up window:

1. **Consumer or PCA** depending on who is logged in
2. Select a **Pay Period from** a drop-down menu
3. Choose **Consumer Enrollment** (available only for some users)
4. Click the **Save** button



**Add Timesheet** ×

*All fields are required*

**Consumer**  
Dale Consumer ▼

**Pay Period**  
04/27/2025 - 05/10/2025 ▼

*Timesheet can only be entered for the current or previous 2 pay period(s)*

**Consumer Enrollment**  
ffs-mass\_health (03/01/2025 - N/A) ▼

Cancel **Save**

# i

## Timesheet is Created

The screenshot shows the 'Services Portal' interface for 'Timesheets'. At the top, there is a navigation bar with the user name 'Michael Pca (PCA)'. Below this is an announcement banner. The main content area is titled 'Hello, Michael Pca (PCA)' and 'Timesheets'. It features a 'Pay Period' filter set to '04/27/2025 - 05/10/2025' and a notification that '3 pay period(s) with incomplete timesheet(s)'. A table lists the timesheet entries, with one entry highlighted in red:

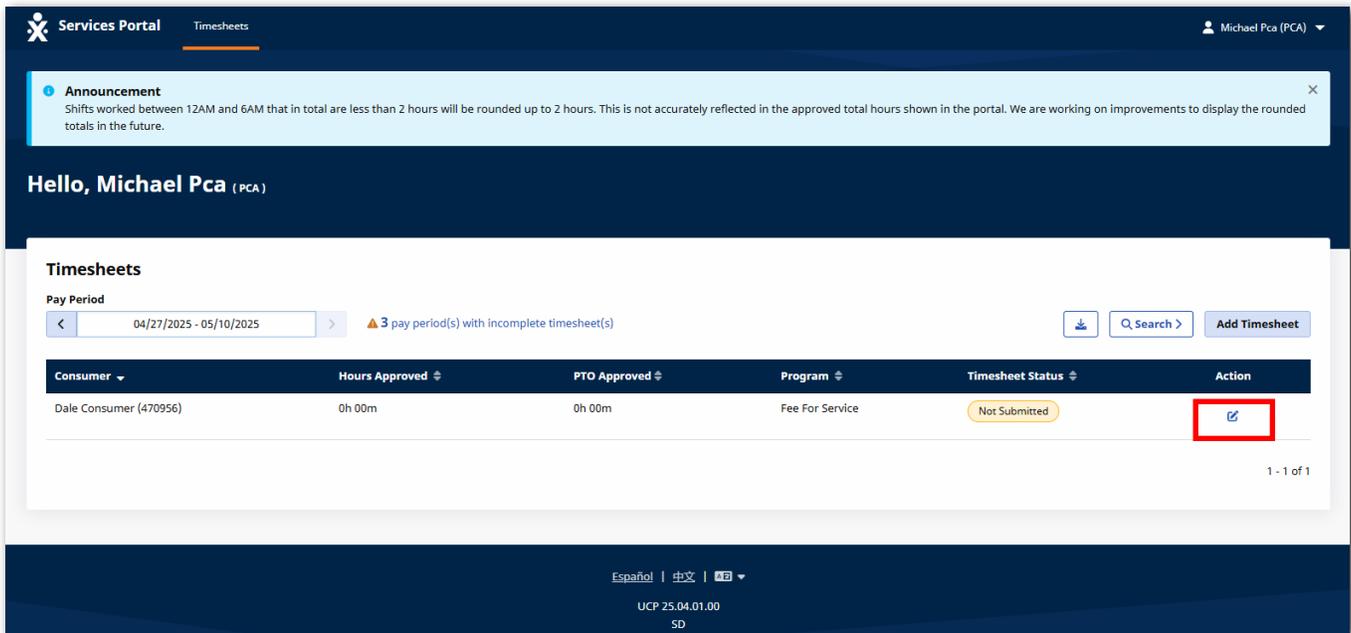
Consumer	Hours Approved	PTO Approved	Program	Timesheet Status	Action
Dale Consumer (470956)	0h 00m	0h 00m	Fee For Service	Not Submitted	

At the bottom of the page, there are language options (Español, 中文) and a version number (UCP 25.04.01.00 SD).

# 3

## Step 3 - Add a Shift

Click on the **edit button**  under the **Action** column to add a shift.



**Services Portal** Timesheets Michael Pca (PCA)

**Announcement**  
Shifts worked between 12AM and 6AM that in total are less than 2 hours will be rounded up to 2 hours. This is not accurately reflected in the approved total hours shown in the portal. We are working on improvements to display the rounded totals in the future.

Hello, Michael Pca (PCA)

**Timesheets**

Pay Period: 04/27/2025 - 05/10/2025 ▲ 3 pay period(s) with incomplete timesheet(s) Search Add Timesheet

Consumer	Hours Approved	PTO Approved	Program	Timesheet Status	Action
Dale Consumer (470956)	0h 00m	0h 00m	Fee For Service	Not Submitted	

1 - 1 of 1

Español | 中文 | 日本語

UCP 25.04.01.00  
SD

**You can now create a Timesheet.**

**View the [Create a Manual Shift](#) guide for help with adding shifts.**