

Quick Start Guide

Adding a Timesheet

If the PCA or Consumer/Surrogate logs into the portal but does not see a 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.

The screenshot shows the 'Services Portal' interface. At the top, there's a 'Timesheets' tab. Below it, an announcement banner states: '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.' Below the announcement, the user is greeted as 'Hello, Michael Pca (PCA)'. The main section is titled 'Timesheets' and features a 'Pay Period' dropdown menu set to '04/27/2025 - 05/10/2025'. To the right of this menu is a red box containing a warning icon and the text '3 pay period(s) with incomplete timesheet(s)'. Further right are a 'Search' button and an 'Add Timesheet' button, which is highlighted with a red box. Below these elements is a table with columns: 'Consumer', 'Hours Approved', 'PTO Approved', 'Program', 'Timesheet Status', and 'Action'. The table currently shows 'No Records'. At the bottom of the page, there are language options (Español, 中文, 日本語) and a version/commit string 'UCP 25.04.01.00 SD'. Red arrows point from the 'Add Timesheet' button in the screenshot to a larger, standalone 'Add Timesheet' button shown below.

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

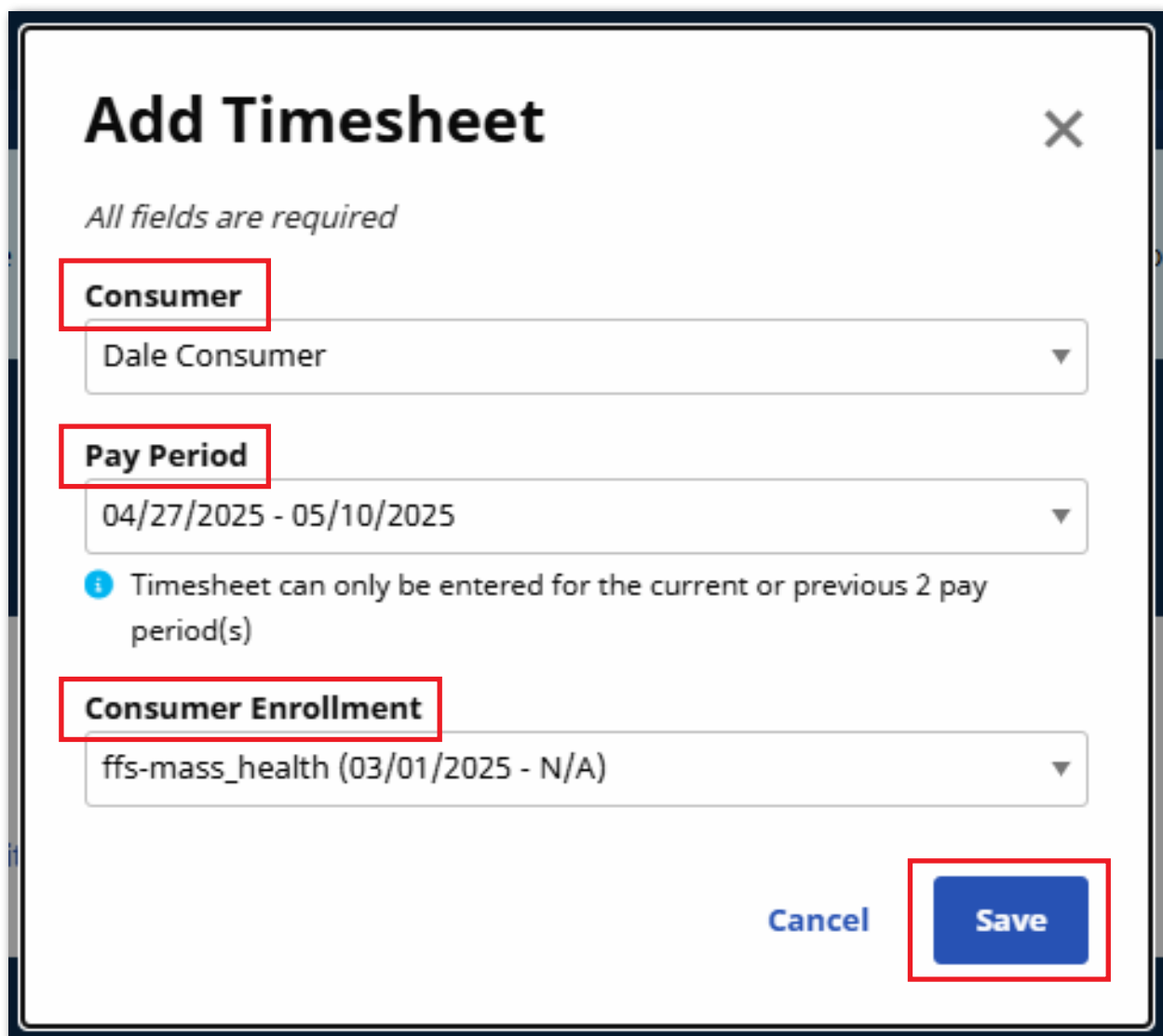
Add Timesheet

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** the 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 ▼

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

Consumer Enrollment

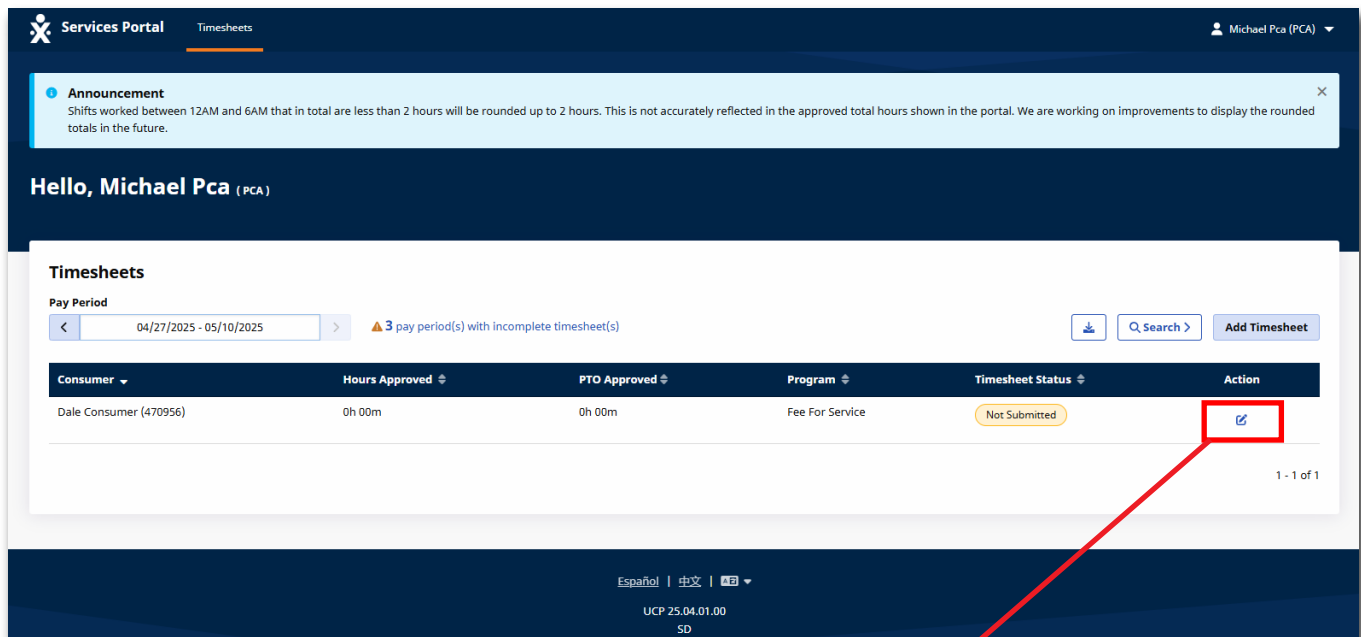
ffs-mass_health (03/01/2025 - N/A) ▼

Cancel **Save**

3 Step 3 - Add a Shift

The new timesheet will appear under the correct pay period.

To add a shift click on the **edit button**  under the **Action** column.



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)

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



Edit button

You can now create a Timesheet.

View the **Create a Manual Shift guide for help with adding shifts.**