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About the Electronic Timesheets

The Electronic Timesheets in an online portal for Consumers, Representatives and Employees can respectively enter and view relevant timesheet information.

Electronic Timesheets Agreement

In order to use the Electronic Timesheets Submission, a Consumer, their Representative and their Employee must sign an Electronic Timesheets Agreement which states that they both have valid e-mail addresses, and agree to use the electronic timesheets submission interface as a method of submitting time.

Terms

- **Service Code:** Service Code is the category for which the staffing hours will come from.
 - Example: *Caregiver Relief, Paid Parent, and Staffing*
- **Consumer:** The individual receiving services
- **Representative:** The person who is providing the oversight for the program, this could also be the consumer's guardian, parent, step-parent or any other designated person. The Representative is responsible for reviewing and signing off on timesheets after an employee works.

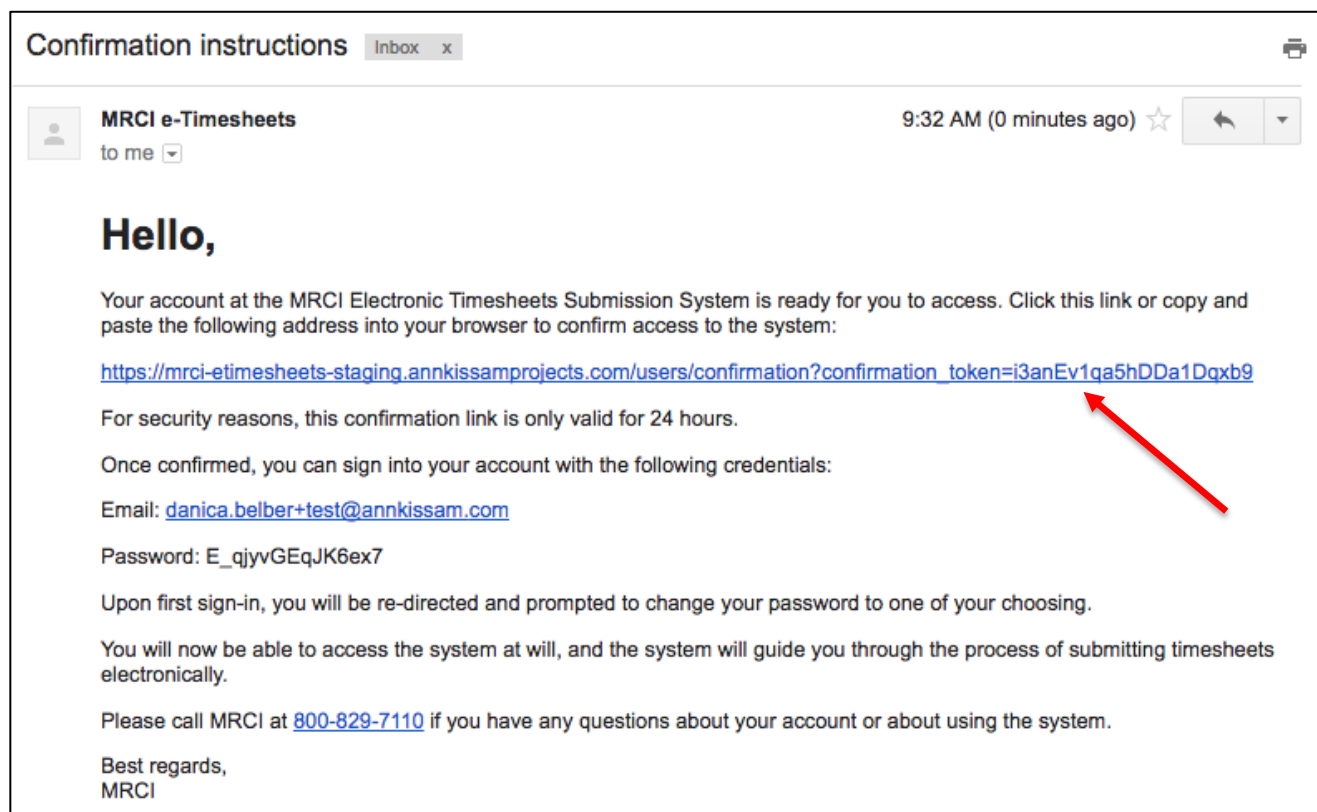
Timesheet Error

Below a list of errors that may occur with electronic timesheets.

- **Overlapping Time Span:** if you enter overlapping shifts within the same timesheet.
 - For example, if you enter a shift of 8am - 1pm and then 12pm - 4pm on the same day. 12PM to 1PM is overlapping, so the timesheet will receive this error.
- **Greater than 12 hours on a single day:** This error will appear if a Consumer receives more than 12 hours of service in a single day.
- **Future Date Submitted:** This error will appear if a Staff attempts to submit a timesheet with dates of service that fall after the submission date. For example, if the timesheet is submitted on June 1st, 2015, and the timesheet includes a shift worked on June 3rd, this error will be generated.
- **Invalid Span:** This error will appear if a user enters a shift where the start time is after the end time, or where the start time equals the end time. For example, if you attempt to enter a shift from 4pm-11am on the same date of service.
- **Missing Start Time:** This error will trigger if a shift is entered with no start time.
- **Missing End Time:** This error will trigger if a shift is entered with no end time.
- **Timesheet does not have a program selected:** This error will appear if the Employee entered the timesheet and the Consumer is enrolled in multiple programs. The Consumer must select the applicable program for the pay period.

Getting Started

1. A MRCI staff will create a user login for the Consumer, Employee and Representative.
2. The Consumer, Employee and Representative will each receive an e-mail alerting them that their account has been set up, and instructions for activating this account. Each user will click a one-time login link, and then use the provided email address and one-time password to first log into the system.



- Each user will be prompted to accept the Terms of Service and set up a new password for their account.


Electronic timesheets user


Terms of Service

USE OF USER ID AND PASSWORD:

1. If you register and/or set up an account on the Electronic Timesheets System Interface, you will be solely responsible for maintaining the confidentiality of your Registration Information. You may not authorize others to use your Registration Information. You may not sub-license, transfer, sell or assign your Registration Information and/or this Agreement to any third party. Any attempt to do so will be null and void and shall be considered a material breach of this Agreement.
2. You are solely responsible for all usage or activity on your account including, but not limited to, use of the account by any person who uses your Registration Information, with or without authorization, or who has access to any computer on which your account resides or is accessible.
3. If you have reason to believe that your account is no longer secure (for example, in the event of a loss, theft or unauthorized disclosure or use of your Personal Identifiable Information stored on the Electronic Timesheets System Interface), you must promptly change the affected Registration Information by using the appropriate update mechanism on the Electronic Timesheets System Interface, if available, or notify MRCI.

Please set your password for your account here.

 **New Password**

 **Confirm Password**

have read and accept the above terms of service.

Submit

- Once each user accepts the Terms of Service and creates a password, they may start using the system.

Entering a Timesheet

This process is use when entering a new timesheet. See below for how to add a new timesheet as a Consumer, an Employee or a Representative. For information on how to approve an existing timesheet, see [page 8](#). For information on how to edit an existing timesheet, see [page 10](#).

Entering a Timesheet as an Employee:

1. Login to the system. Select the appropriate payroll schedule range for the timesheet you will be entering. Click "Create New Timesheet."

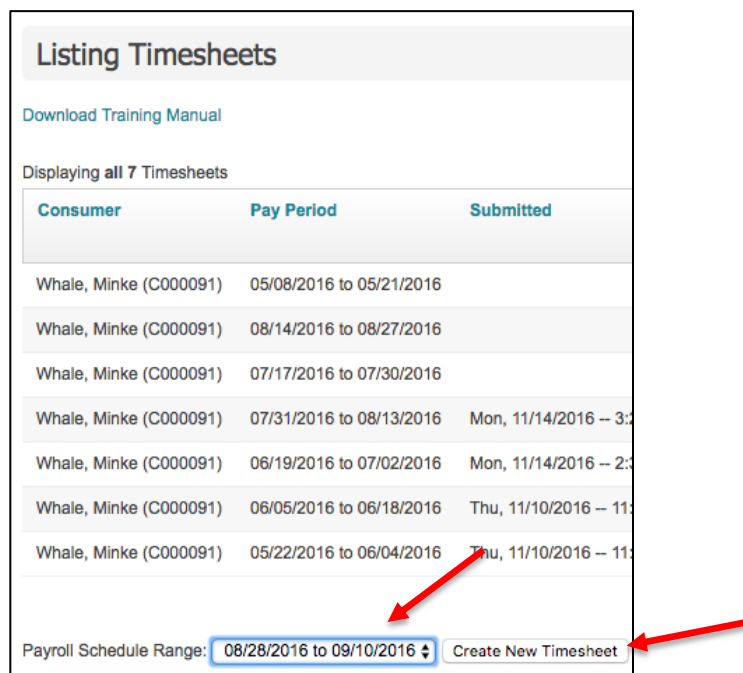
Listing Timesheets

[Download Training Manual](#)

Displaying all 7 Timesheets


Consumer	Pay Period	Submitted
Whale, Minke (C000091)	05/08/2016 to 05/21/2016	
Whale, Minke (C000091)	08/14/2016 to 08/27/2016	
Whale, Minke (C000091)	07/17/2016 to 07/30/2016	
Whale, Minke (C000091)	07/31/2016 to 08/13/2016	Mon, 11/14/2016 -- 3:30
Whale, Minke (C000091)	06/19/2016 to 07/02/2016	Mon, 11/14/2016 -- 2:30
Whale, Minke (C000091)	06/05/2016 to 06/18/2016	Thu, 11/10/2016 -- 11:30
Whale, Minke (C000091)	05/22/2016 to 06/04/2016	Thu, 11/10/2016 -- 11:30

Payroll Schedule Range:



- Select the specific Consumer for the timesheet you are creating.

Creating New Timesheet

 **BASIC INFORMATION**

Time in and time out should be entered as hours and minutes in any of the following forms:

- Hour and minutes, separated by a colon or period; for example 12:30pm, 9:15am, or 1.45pm
- You can leave off the minute if the time is on the hour; for example 10a or 9p
- You can enter AM/PM info either as capitalized or lowercase, and you can also just enter A or P; for example AM, PM, am, pm, A, P, a, or p
- Each shift you worked must have both an in time and an out time
- Overnight shifts must be entered as two separate shifts, one for each day
- Select the service provided during each shift from the drop down of services to the right of your in and out time. Timesheets with shifts missing service codes will not be submitted.

Consumer

- Enter in the times the staff worked for each day. Staff will need to indicate if the shift is AM (A) or PM (P). Select the service provided during this shift from the service code dropdown.

WEEK 1									
	Start 1	End 1	Svc Code 1	Start 2	End 2	Svc Code 2	Start 3	End 3	Svc Code 3
Sun. 07/03									
Mon. 07/04	8a	9a	person	1p	2p	person			
Tue. 07/05									
Wed. 07/06	8a	9a	person						
Thu. 07/07									
Fri. 07/08	8a	9a	person	11a	2p	person	8p	9p	person
Sat. 07/09									

- After you have entered all your time for the pay period, click "Create Timesheet."

WEEK 2									
	Start 1	End 1	Svc Code 1	Start 2	End 2	Svc Code 2	Start 3	End 3	Svc Code 3
Sun. 07/10			↓			↓			↓
Mon. 07/11	6a	9a	person ↓			↓			↓
Tue. 07/12			↓			↓			↓
Wed. 07/13	6a	9a	person ↓	2p	4p	person ↓			↓
Thu. 07/14			↓			↓			↓
Fri. 07/15			↓			↓			↓
Sat. 07/16	1p	5p	person ↓			↓			↓

Create Timesheet

5. You will then be taken to a “Showing Timesheet” page. You must check the box confirming the timesheet is correct, and click “Approve Timesheet.”
 - a. If you need to edit the timesheet, see “Editing a Timesheet” on [page 10](#) of this manual.
 - b. You are able to add comments that will be visible to the Consumer and Representative.
 - c. Please enter a phone number that you can be reached at by MRCI for questions if needed. This phone number will be saved for future timesheets.

Please enter a phone number at which you can be reached by a MRCI staff member in the event that there are

Phone Number:

Comments

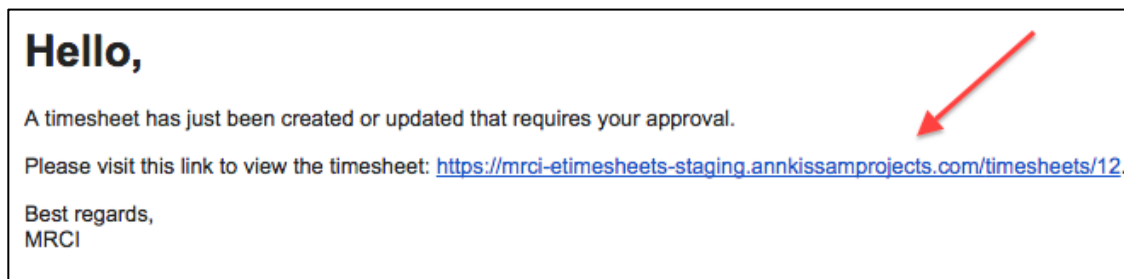
I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in that all of this information may be subject to investigation and that any false or dishonest information contained reporting of findings to the investigation unit of the Department of Human Services.

Approve Timesheet **Deny Timesheet**

6. The timesheet will now appear in your timesheet index as “Waiting for Consumer or Representative Approval.”
7. The Consumer or Representative will get an email alerting them to review the timesheet.
 - a. Once the Consumer or Representative approves the timesheet, the timesheet will be submitted for review and processing.
 - b. If the Consumer or Representative edits the timesheet, it will be sent back to you to approve again.

Approving Timesheets as an Employee:

1. When a Consumer or Representative creates or edits a timesheet, you will receive an e-mail prompting you to login to approve the timesheet. You can click a link in the e-mail to be taken directly to the timesheet.



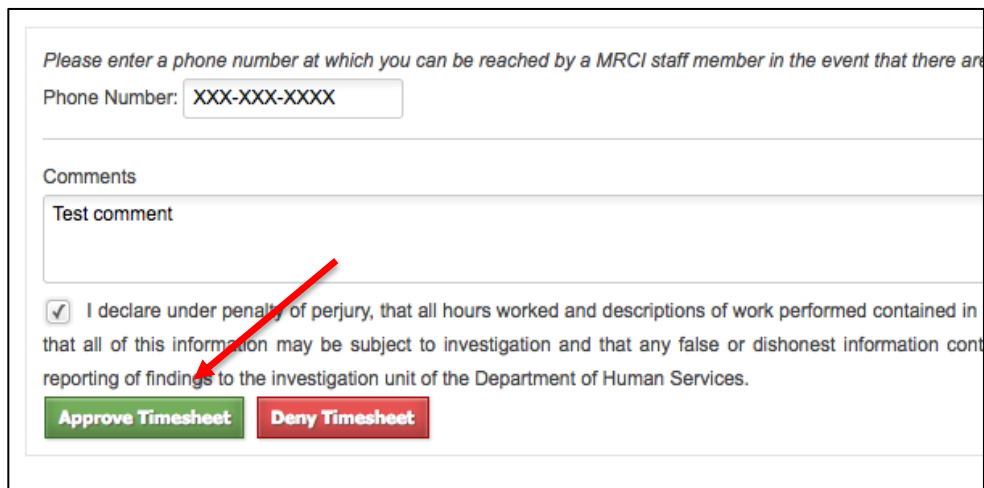
2. Review the timesheet and make sure it is correct.
 - a. You can do this by scrolling down and looking at the “Listing Timesheet Line Items” section.

Listing Timesheet Line Items						
Consumer	Employee	Service	Hours	Start Date and Time	End Date and Time	
Whale, Minke (C000091)	Whale, Humpback (XXX-XX-5145)	Personal assistance personal assistance	1:00	Mon, 08/01/2016 -- 8:00 AM	Mon, 08/01/2016 -- 9:00 AM	Show
Whale, Minke (C000091)	Whale, Humpback (XXX-XX-5145)	Personal assistance personal assistance	1:00	Mon, 08/01/2016 -- 2:00 PM	Mon, 08/01/2016 -- 3:00 PM	Show
Whale, Minke (C000091)	Whale, Humpback (XXX-XX-5145)	Personal assistance personal assistance	1:00	Mon, 08/01/2016 -- 7:00 PM	Mon, 08/01/2016 -- 8:00 PM	Show
Whale, Minke (C000091)	Whale, Humpback (XXX-XX-5145)	Personal assistance personal assistance	1:00	Wed, 08/03/2016 -- 8:00 AM	Wed, 08/03/2016 -- 9:00 AM	Show
Whale, Minke (C000091)	Whale, Humpback (XXX-XX-5145)	Personal assistance personal assistance	1:00	Fri, 08/05/2016 -- 8:00 AM	Fri, 08/05/2016 -- 9:00 AM	Show
Whale, Minke (C000091)	Whale, Humpback (XXX-XX-5145)	Personal assistance personal assistance	1:00	Mon, 08/08/2016 -- 8:00 AM	Mon, 08/08/2016 -- 9:00 AM	Show
Whale, Minke (C000091)	Whale, Humpback (XXX-XX-5145)	Personal assistance personal assistance	1:00	Wed, 08/10/2016 -- 8:00 AM	Wed, 08/10/2016 -- 9:00 AM	Show

- b. You can also review the weekly totals box on the left hand side of the page.

TS Totals			
Service	Wk1	Wk2	Total
Total	5:00	2:00	7:00

3. If the timesheet is correct, check the box signifying your signature, and click “Approve Timesheet.” You can leave any comments at this time. If you have not yet entered a phone number, you may enter it now.



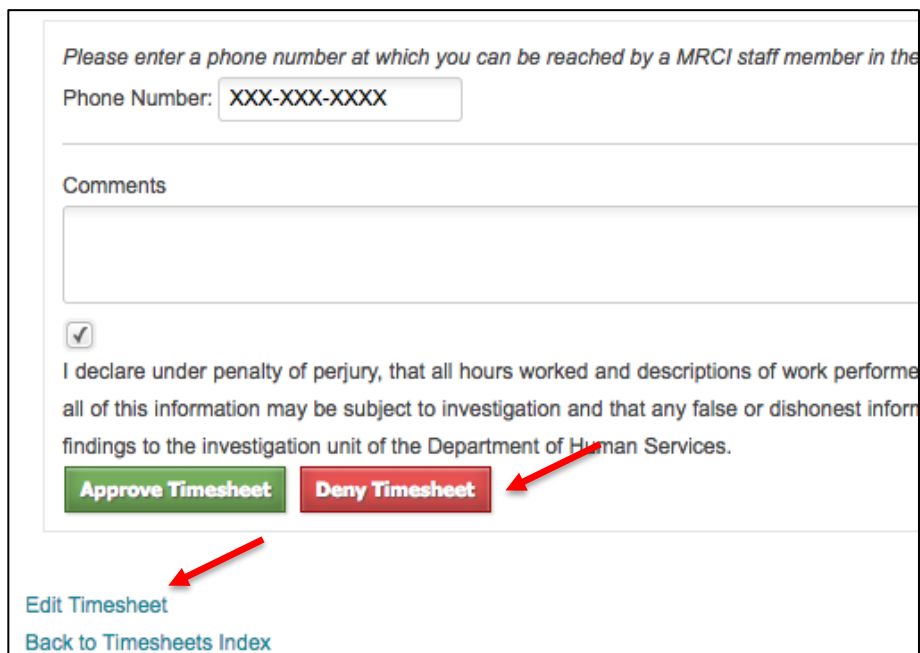
Please enter a phone number at which you can be reached by a MRCI staff member in the event that there are

Phone Number:

Comments

I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in that all of this information may be subject to investigation and that any false or dishonest information contained herein is being reported to the investigation unit of the Department of Human Services.

4. If the timesheet is incorrect, you can either click “Deny timesheet” or you can click “Edit Timesheet.” To learn how to edit a timesheet see [page 10](#).



Please enter a phone number at which you can be reached by a MRCI staff member in the

Phone Number:

Comments

I declare under penalty of perjury, that all hours worked and descriptions of work performed all of this information may be subject to investigation and that any false or dishonest information contained herein is being reported to the investigation unit of the Department of Human Services.

[Edit Timesheet](#)

[Back to Timesheets Index](#)

5. If the Consumer or Representative has already approved the timesheet it will go into a status of ‘Submitted’ and will be sent to MRCI Payroll staff for processing. If the Consumer or Representative still needs to approve the timesheet, it will go into a status of “Waiting for Consumer Approval,” and the Consumer or Representative will receive an e-mail notification alerting them that there is a timesheet awaiting their approval.

Editing a Timesheet

You may need to edit a timesheet for a few reasons, such as if you create the timesheet and immediately realize you entered a shift time incorrectly, or if you are prompted to approve a timesheet and notice an error. You can also continually update the timesheet throughout the pay period, if you would like to keep track of time worked as it happens. Each time an edited is done or a timesheet is approved, an e-mail will be sent to the other party alerting them that a timesheet is awaiting their approval.

1. Click “Show” from the timesheet index to go to the timesheet’s show page (you also have the option to edit a timesheet immediately after creation, before you even accept it).

Displaying all 8 Timesheets				
Consumer	Pay Period	Submitted	Status	Total Hours
Whale, Minke (C000091)	11/06/2016 to 11/19/2016		New	3:00 Show
Whale, Minke (C000091)	05/08/2016 to 05/21/2016		Denied By Consumer	2:00 Show

2. Click “Edit Timesheet.”

Please enter a phone number at which you can be reached by a MRCI staff member in the

Phone Number:

Comments

I declare under penalty of perjury, that all hours worked and descriptions of work performed all of this information may be subject to investigation and that any false or dishonest information findings to the investigation unit of the Department of Human Services.

[Edit Timesheet](#)

[Back to Timesheets Index](#)

3. From here, you can add or delete a shift, adjust start and end times, or even change the Consumer/Employee on the timesheet if you accidentally created the TS for the wrong user. You may also leave a comment explaining your changes, which will be visible when the Employee, Consumer or Representative is prompted to approve the timesheet.

Comments The Employee forgot to enter a shift worked on Sunday, 11/06/16

WEEK 1

	Start 1	End 1	Svc Code 1	Start 2	End 2	Svc Code 2	Start 3	End 3	Svc Code 3
Sun. 11/06	8a	9a	person ▾	2p	3p	person ▾			▾
Mon. 11/07	8a	9a	person ▾			▾			▾

- Click "Update Timesheet."

Fri. 11/18	6a	11a	person ▾	1p	7p	person ▾			▾
Sat. 11/19	9a	11a	person ▾			▾			▾

[Update Timesheet](#)

- Once the timesheet is accurate, check the box signifying your signature and click "Approve Timesheet."
- An e-mail will immediately be sent alerting the other party that a timesheet is awaiting their approval.

Resetting Your Password

- Go to the login page for the Electronic Timesheets website.
- Click "Forgot Your Password?"

Log in

Email

Password

Remember me

[Forgot your password?](#)

- Enter your e-mail address that is registered with the Electronic Timesheets Submission System, and then click "Send me reset password instructions."




Forgot your password?

Please enter below your email address that is registered with this system:

[Log in](#)

- You will receive an e-mail within a few minutes prompting you to set up a new password. Click the link in the e-mail.

Reset password instructions Inbox x

 **eTimesheets@annkissam.com** 9:18 AM (0 minutes ago) ☆  

to me ▾

Hello,

You have requested to change your password in the system. You can do this by clicking on the link below.

[Change my password](#) ←

Please log into the system and change your password. For security reasons, this link is only valid for 6 hours.

If you are not able to log into the system in the next 6 hours, you will need to request a new password reset link.

- Enter your new password and confirm it. Then click “Change My Password.”

Change your password

New password

Confirm new password

←

[Sign in](#)
[Didn't receive confirmation instructions?](#)

Viewing Historical Timesheets

- Consumers, Employees and Representatives can view their old timesheets and the timesheet’s corresponding statuses.
- To do so, simply login and view your timesheet index. No timesheets will be deleted from this index.
- For an Employee or Representative with multiple Consumers, you will be able to see all timesheets pertaining to all of your Consumers. Likewise for a Consumer with multiple Employees, you will be able to see all of your timesheets pertaining to all of your Employees.