



EVV CAREGIVER CHEAT SHEET

HOW TO "LIVE" CLOCK IN / OUT

Clock In:

- Select Multiple People Tab – **Choose Client**
- Start Visit (right corner)– **Click**
- Prompt states *"You have worked _____ hours this week"* - Click OK
(A week is Sunday through Saturday of the current week)
- Select Job – Click **Select** – **Click on your job code**
- Service Start Location – Choose **Care Recipient's Home OR Community** – **Start Visit**

Clock Out:

- Stop Visit – **Click**
- **If CFSS - Uncheck activities you did not provide**
Do you want to end this visit?
- Service Stop Location - Choose **Care Recipient's Home OR Community** – **Stop Visit**
- **Click Sign and Submit** – Sign your name (required) - **Submit Time Entry**
Pop Up states *"Thank you! Your signature was accepted, and your visit details have been submitted for processing."*
- **Click OK**

I FORGOT TO CLOCK OUT. HOW DO I EDIT MY SHIFT / TIMESHEET?

Click Stop Visit

Do you want to end this visit?

- **If CFSS - Uncheck the activities you did not provide**
- Service Stop Location - Choose **Care Recipient's Home OR Community** – **Stop Visit**
- Scroll to **Service Time** then **Edit Time** on right side– **Click**

Time In & Time Out

- **Click Calendar to change date** –Choose correct date (both calendar dates should match)
- **Click Time In** – Formatted: **Hour – Minute – AM / PM** - select the correct time
- **If CFSS - Uncheck the activities you did not provide**
- **Click Time Out** – Formatted: **Hour – Minute – AM / PM** - select the correct time
- **Click Save**
- **Changes Updated – OK**
- **Click Sign and Submit** – Sign your name (required) - **Submit Time Entry**
Pop Up states *"Thank you! Your signature was accepted, and your visit details have been submitted for processing."*
- **Click OK**

I FORGOT TO RECORD MY SHIFT/TIMESHEET. HOW DO I CREATE A MANUAL ENRTY?

Clock In:

- Select Multiple People Tab – **Choose Client**
- Start Visit (right corner)– **Click**
- Prompt states *“You have worked _____ hours this week”* - Click OK
- Select Job – Click **Select** – **Click on your job code**
- Service Start Location – Choose **Care Recipient’s Home OR Community-**
- **Start Visit-** *Then stop the visit right away*

Clock Out:

- Stop Visit – **Click**
Do you want to end this visit? –
- **If CFSS - Uncheck the activities you did not provide**
- Service Stop Location - Choose **Care Recipient’s Home OR Community – Stop Visit**
- Scroll to **Service Time** then **Edit Time** on right side– **Click**

Time In & Time Out –

- **Click Calendar to change date** –Choose correct date (both calendar dates should match)
- **Click Time In** – Formatted: **Hour – Minute – AM / PM** - select correct time
- **Click Time Out** – Formatted: **Hour – Minute – AM / PM** - select correct time
- **Click Save** - Changes Updated – **OK**
- **Click Sign and Submit** – Sign your name (required) - **Submit Time Entry**
Pop Up states *“Thank you! Your signature was accepted, and your visit details have been submitted for processing.”*

TIMESHEET ERRORS

Home Screen – Notice of Incomplete Timesheets – **View** –

2 records show for 1 entry – **Click Incomplete Visit Record (2nd notification)** –

Click Complete it Now – To make corrections – **Click Edit Time** - change date (must match) & time – **Save** – Changes Updated - **OK** - **Sign & Submit**

Pop Up – *“Your signature was accepted, and your visit details have been submitted for processing”* – **OK** – Finished

DELETE TIMESHEET

You will not be able to delete timesheets. When a timesheet needs to be deleted call or send an email to your FMS Specialist with dates and times you want removed.

HOW MANY HOURS HAVE I WORKED THIS WEEK?

Click on Single Person Tab – Scroll to bottom of page.

Hours Worked calculate for the Current Week Pay Period = Sunday through Saturday.

HOW CAN I CHECK MY PAST HOURS / WEEKS WORKED?

Click on Single Person Tab – Scroll to rectangle box towards bottom of page on left side.

Click on the current week date, will drop down with previous week dates.

Your hours for each week worked will fill the circle.

CHANGE LANGUAGE SETTING

Click on 3 Lines - **Top Left**– **Language** – **Select Language** click choice