



How to Enter Time Sheets

Description

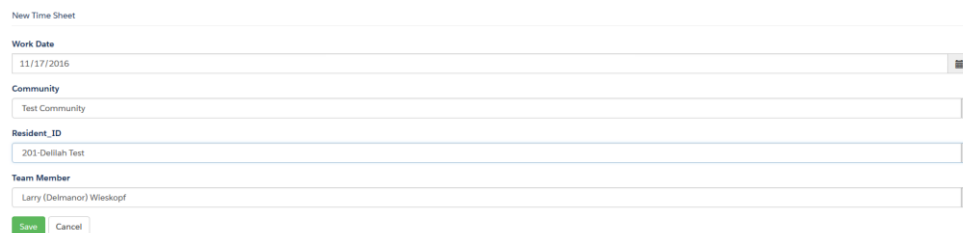
Use this function to record time on care items for residents

The system will:

-  Record a time sheet entry
-  Send it to the approver for approval

Step by Step

- 1 Navigate to the Time Sheets tab
- 2 Click **New**
- 3 Specify a **Work Date** by clicking on the calendar icon to the right
- 4 Your **Community** will fill in automatically
- 5 Select the **Resident** for whom you are entering the time sheet entry
- 6 The **Team Member** will fill in automatically with your name
- 7 Click **Save**



The screenshot shows a web form titled "New Time Sheet". It contains several input fields: "Work Date" with the value "11/17/2016" and a calendar icon; "Community" with the value "Test Community"; "Resident_ID" with the value "201-Deilah Test"; and "Team Member" with the value "Larry (DeImanor) Wiskopf". At the bottom of the form are two buttons: "Save" (green) and "Cancel" (grey).

- 8 Select a **Task**
- 9 Enter **Time in Minutes**
- 10 Enter any **Notes**
- 11 To add additional time sheet lines for this resident, click **Add Time Entry** at the bottom
- 12 When all time sheet entries for this resident are entered, click **Save Time Sheet Detail**

Assessment – Enter Time Sheets

Visit History Edit New Cancel

Resident: JACQUA BENTON Resident's Community: 2056 Barabois Community

Lines to approve: 0 Case Worker: JACQUA BENTON

Total Time: 0 Work Date: 11/17/2016

Edit New Cancel

Visit Detail Save Visit Detail Cancel

Task	Time in Minutes	Notes
Assistance with feeding	20	
CLOTHING	18	

Add Time Entry

Save Visit Detail Cancel