How to Log Past Timesheets

Connect·a·Voice

This user guide is written to address how a Staff can log their time for past periods. If a staff forgot to log their time at a given location, then they can follow this user guide to log for previous periods.
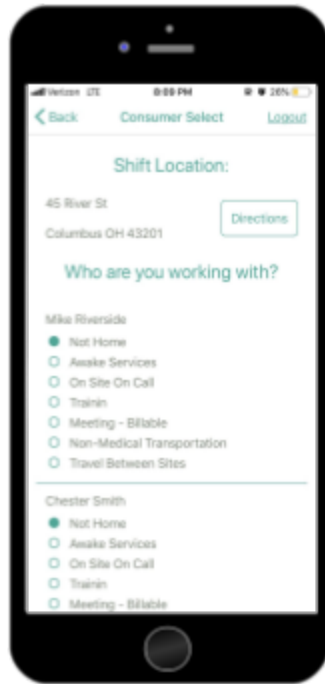
Step 1: Log into Connect a Voice

Log into the Connect a Voice app like normal

Make sure you have the correct Staff Assignments and login credentials before proceeding.
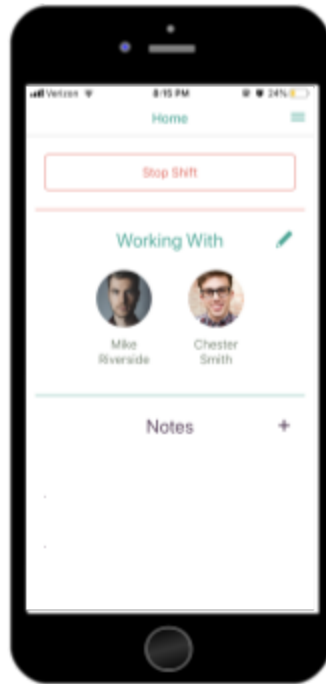
Step 2: Select Location & Consumers

Once logged in, select the location you would like to log time for.

Select an Engagement Level for the Consumers you would like to log time for.

Don't worry about specific engagement levels just yet. These can be edited later.

When you have them selected, you can tap "Start Shift"

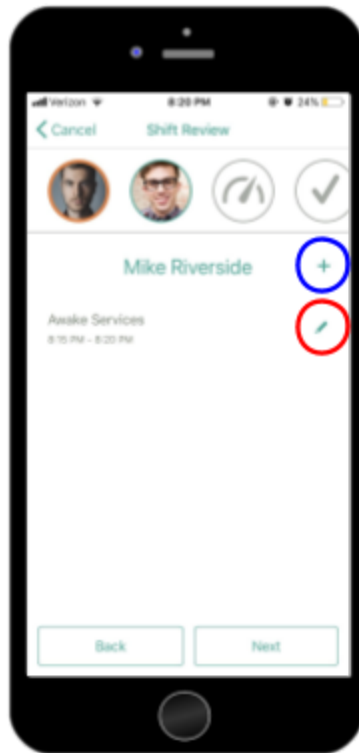# Step 3: Log any Services and tap "Stop Shift"

Once you have started your shift, you will see the images of consumers and their names.

If you need to log services, you can do that now.

When you are ready to submit your time, you can tap the "Stop Shift" button up top.
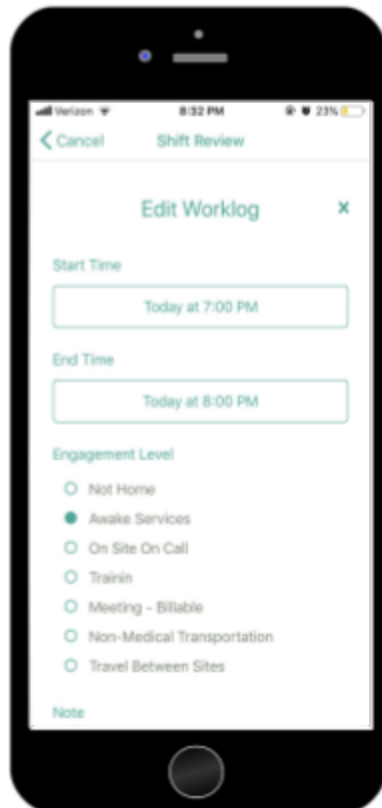
Step 4: Add or Edit your Time

After tapping "Stop Shift" you will see the Shift Review screen.

Here you will see your timesheets for each consumer.

You can edit the existing timesheet by tapping the pencil icon (located in the red circle) or you can add a new timesheet by tapping the "+" button (located in the blue circle).

Step 5: Enter in the New Time and/or Engagement Level

Enter in the Start Time and End Time of your shift.

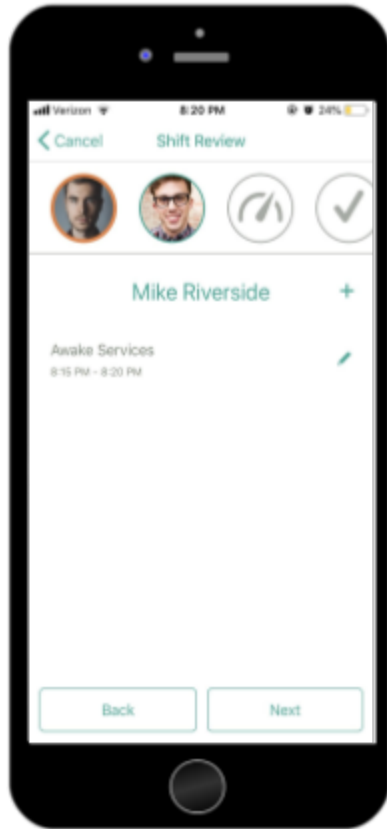These times can be from the past but they **cannot be in the future**.

Select the Engagement Level for this timesheet.

Leave a note for this timesheet. Talk to your manager about what should be included in these notes.

If you would like to delete the Timesheet, simply tap the X in the top right.
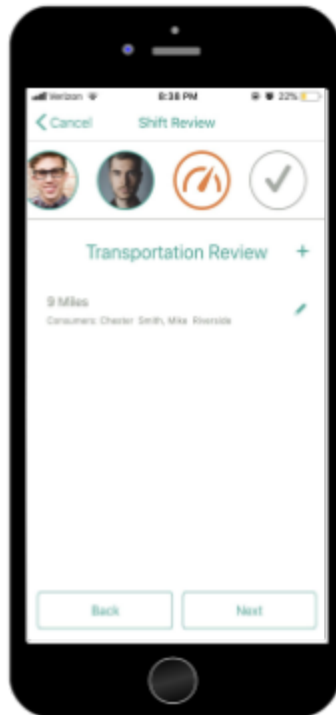
Tap "Submit"

Step 6: Do the same for any other Consumers

Make sure all the times for that Consumer are entered and look correct.

Tap the "Next" button at the bottom of the screen to move onto the next Consumer to do the same for them.
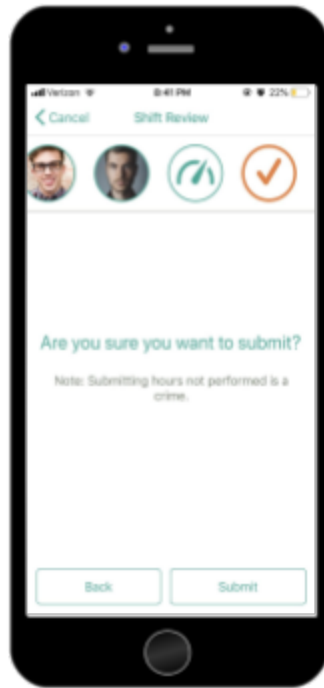
Step 7: Add in Transportation if Applicable

If you have transportation miles that you need to log, you can add them by tapping the "+" icon or by tapping the Edit icon just like in the previous screens.

Follow the prompts and fill out the information accurately.

When everything looks good, tap the "Next Button".

Step 8: Submit Your Time & Transportation

Once everything looks good, tap the Submit button.

Make sure your hours are accurate. Submitting hours not performed is a crime.

Once submitted, make sure you notify your manager that your time has been submitted late and for them to look out for it.

Once submitted, you will be redirected back to the beginning of the app.