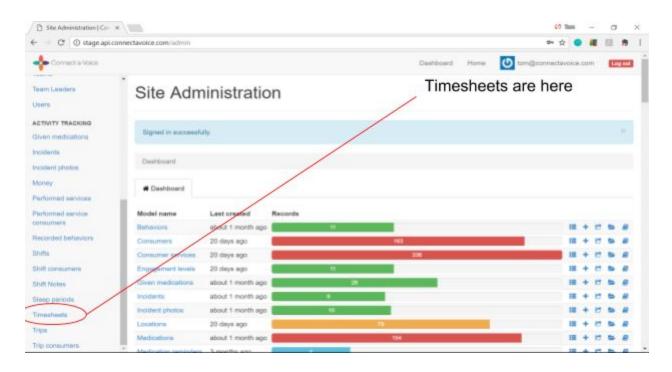
Managing and Approving Timesheets

Connect a Voice 1060 Kingsmill Pkwy, Columbus, OH 43229

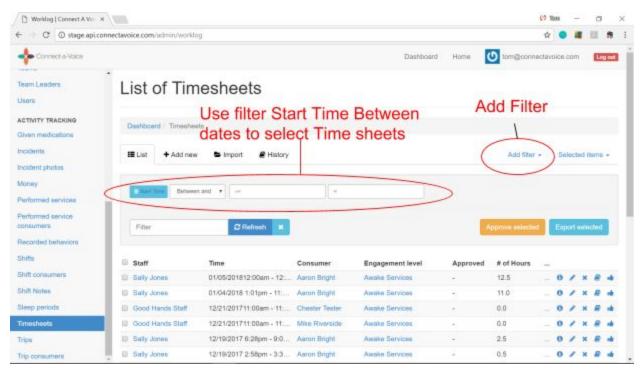


With Connect a Voice's Time Tracking feature a DSP's time is captured at the end of each completed shift. Time records can be reviewed once they have been submitted, and corrected if necessary.

The Timesheet section is located near the bottom of the navigation bar on the Connect a Voice administrative screen.

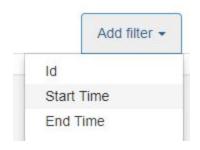


Once selected a list of Timesheets is shown. The list is shown by Staff (DSP), date and time of the shift, and the Consumer served. The first page also shows Engagement level, whether the Timesheet is approved and the number of hours worked.



To limit the number of Timesheets selected - Team Leaders can use the Add Filter feature to specify a filter limit Time Sheets. In the example above the user is limiting the Timesheets selected to between a set of dates.

To set a filter for a timeframe, go to "Add Filter," select "Start Time" then click where it says "Date" and change it to "Between." Select your beginning and end dates to set a timeframe.



End Time	Between and 🔻	_00	80	
	Date			
	Between and			
	Today			

Team Leaders can now review the hours worked, Engagement level, and either approve the records or edit the Timesheets.

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Sleep periods	E Sely Jones	12/19/2017 6:28pm - 9:00pm	Aaron Bright	Awake Services		2.5		0	1		
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Trips	4 timesheets										

To edit a Timesheet, the Team Leader selects the pencil icon for the Timesheet in question and is taken to the edit screen. Their Start Time or End Time can be adjusted. Note: it is good practice to document the change with a Note in the Note field.

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Money	Staff	Sally Jones						- 1
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Recorded behaviore		Required.						
Shifts			-					
Shift consumers	End Time	December 19, 2017 21:00						
Shift Notes		Optional.						
Steep perioda	Consumer	Aaron Bright						
Timesheets		Required.						
Trips								
Trip consumers	Engagement level	Awake Services						

If the Time records are correct, they can be Approved for billing purposes. Team Leaders can either select multiple Timesheet by checking their boxes and click the 'Approve selected' button, or click the 'thumbs up' icon to approve for individual Timesheets. Approved Time records will show with a check in the Approved field.

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Connect & Voice				Das	hboard Home	tom@con	nectavoice.com	Log out
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Deleting Timesheets

If you need to delete a timesheet, you can simply click the X icon on the timesheet.

Staff	Time	Consumer	Engagement level	 Approved 	# of Hours	
Sally Jones	03/20/2018 01:51pm - in pro	Mike Riverside	Awake Services			

The system will ask you to confirm the delete. You can click "Yes I am Sure" to delete the time record.