

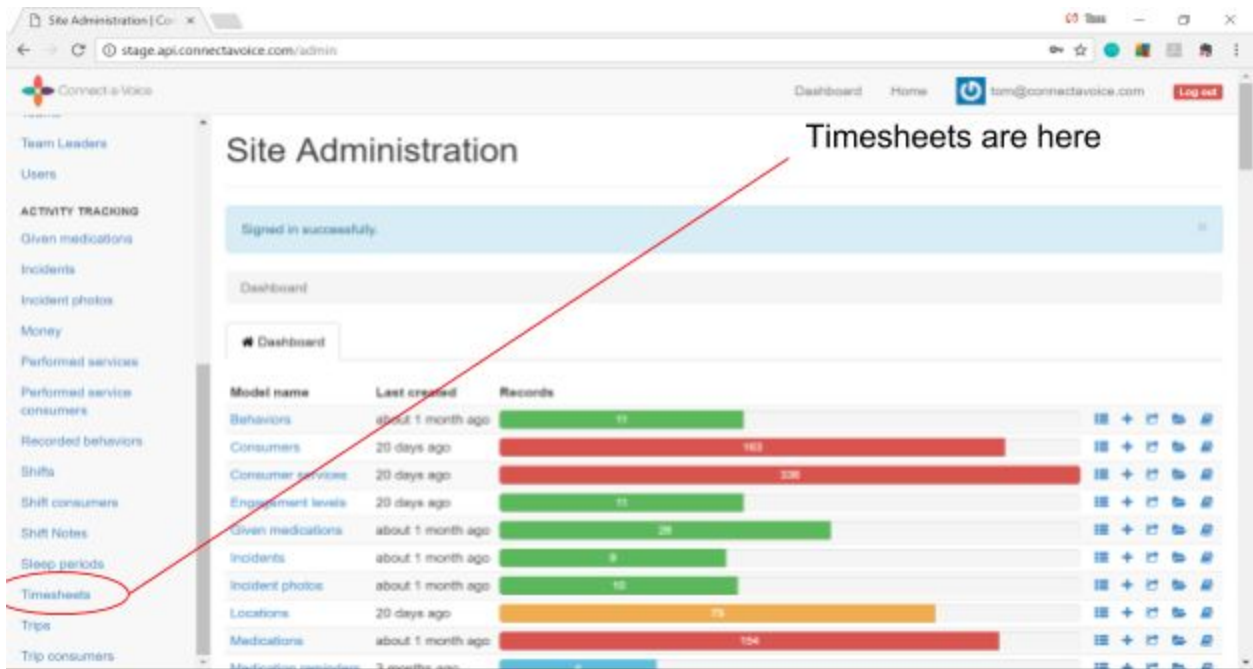
Managing and Approving Timesheets

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.

The screenshot shows the 'List of Timesheets' page in a web browser. The page title is 'List of Timesheets'. Below the title, there are navigation options: 'List', '+ Add new', 'Import', and 'History'. A red annotation 'Use filter Start Time Between dates to select Time sheets' points to a filter input field. Another red annotation 'Add Filter' points to an 'Add filter' button. The filter input field is circled in red and contains the text 'Between and'. Below the filter input, there is a 'Filter' button and a 'Refresh' button. To the right of the filter input, there are buttons for 'Approve selected' and 'Export selected'. The main content area displays a table of timesheets with columns: Staff, Time, Consumer, Engagement level, Approved, and # of Hours. The table contains several rows of data, including entries for Sally Jones and Good Hands Staff.

Staff	Time	Consumer	Engagement level	Approved	# of Hours
Sally Jones	01/05/2018 12:00am - 12:00am	Aaron Bright	Awake Services	-	12.5
Sally Jones	01/04/2018 1:01pm - 11:00pm	Aaron Bright	Awake Services	-	11.0
Good Hands Staff	12/21/2017 11:00am - 11:00am	Chester Tester	Awake Services	-	0.0
Good Hands Staff	12/21/2017 11:00am - 11:00am	Mike Riverside	Awake Services	-	0.0
Sally Jones	12/19/2017 6:28pm - 9:00pm	Aaron Bright	Awake Services	-	2.5
Sally Jones	12/19/2017 2:58pm - 3:30pm	Aaron Bright	Awake Services	-	0.5

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.

A close-up of the 'Add filter' dropdown menu. The menu is open, showing three options: 'Id', 'Start Time', and 'End Time'. The 'Start Time' option is highlighted.



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

Dashboard / Timesheets

List + Add new Import History Add filter Selected items

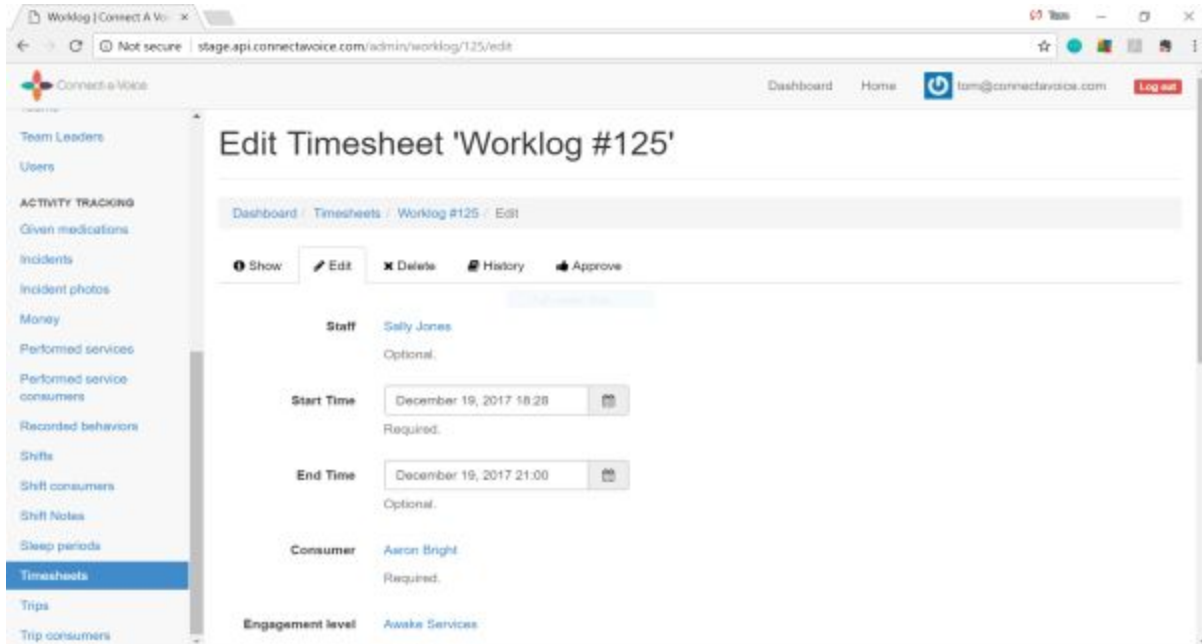
Start Time Between and December 19, 2017 00:00 January 08, 2018 18:32

Filter Refresh Approve selected Export selected

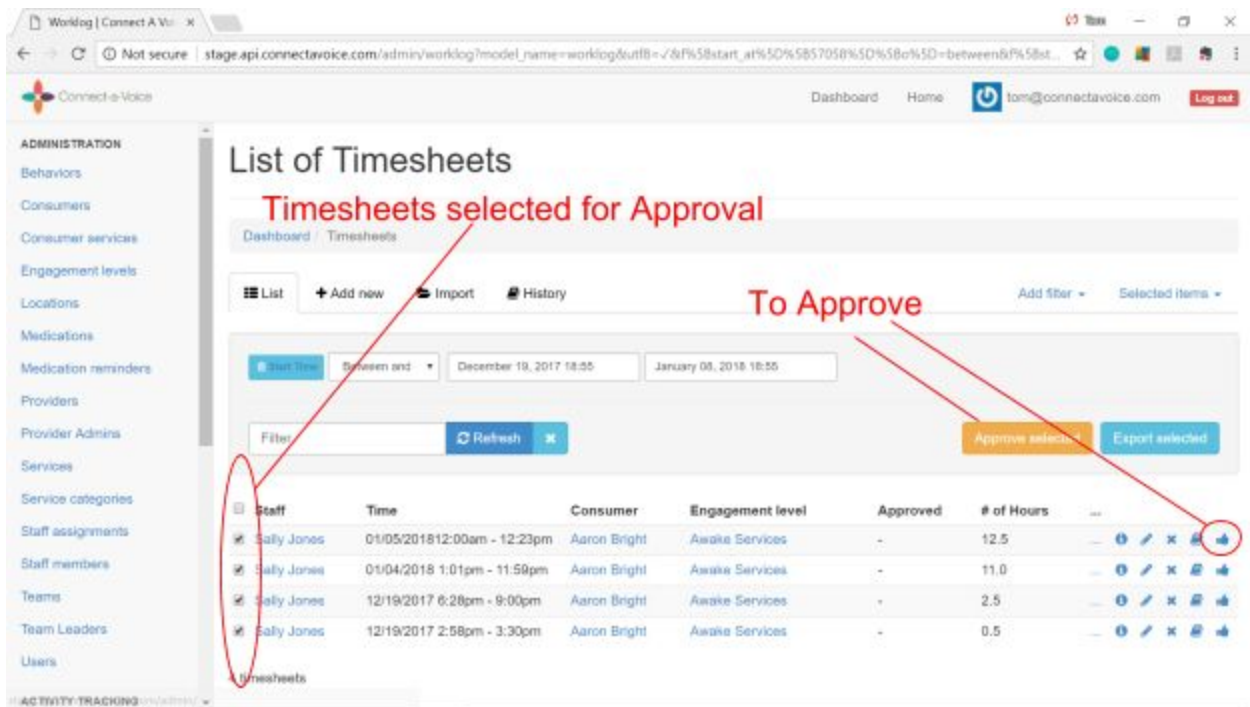
Staff	Time	Consumer	Engagement level	Approved	# of Hours	...
Sally Jones	01/05/2018 12:00am - 12:23pm	Aaron Bright	Awake Services	-	12.5	ⓘ ✎ ✕ ⚙️ 👍
Sally Jones	01/04/2018 1:01pm - 11:59pm	Aaron Bright	Awake Services	-	11.0	ⓘ ✎ ✕ ⚙️ 👍
Sally Jones	12/19/2017 6:28pm - 9:00pm	Aaron Bright	Awake Services	-	2.5	ⓘ ✎ ✕ ⚙️ 👍
Sally Jones	12/19/2017 2:58pm - 3:30pm	Aaron Bright	Awake Services	-	0.5	ⓘ ✎ ✕ ⚙️ 👍

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.



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.



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.