

INSTRUCTIONS FOR THE LIFEWORKS ONLINE PORTAL

1. Go to **lifeworks.org**
2. Click on **Login**

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> Our Mission

Serving our community and people with disabilities as we live and work together

> Upcoming Events

23 Christmas Holiday – Lifeworks
DEC Locations Closed

26 Christmas Holiday – Lifeworks
DEC Locations Closed

[Help Me Get Started →](#)

CONTACT US

For more information about the Lifeworks online portal please contact us at 651-454-2732

2965 Lone Oak Drive, Suite 160, Eagan, MN 55121 | p: 651-454-2732 f: 651-454-3174 | lifeworks.org

This information can be made available in an alternate format upon request. Our TTY phone number is 651-365-3736.

USER NAME AND PASSWORD

1. Enter your **User Name** (e-mail address). Your user name is your e-mail address
2. Enter your **Password**. Your password was created by you at registration

Lifeworks
A nonprofit serving people with disabilities

Sign In

User Name:

Password:

Sign In

New user or forgot password?
Click here to register new user or reset your password.
Click here for registration instructions.

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ACCESS TIME ENTRY SCREEN

1. This page is used for address changes
2. Select **Time Entry** to begin the process of logging into time cards

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Home | My Information | Time Entry | Reports | Log Out

Select Client

Client Information

Street 1	<input type="text"/>	Home Phone	<input type="text"/>
Street 2	<input type="text"/>	Cellular	<input type="text"/>
City	<input type="text"/>	Home Fax	<input type="text"/>
State	<input type="text"/>		
Zip/Postal Code	<input type="text"/>		

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TIME CARD ACCESS BY CLIENT AND DATE

1. Select **Client** by clicking the drop-down arrow (choose a client)
2. Enter **Date** that you would like to enter time for. A calendar pop up will appear when clicking in the space provided
3. Click **Go to Time Card**

Time Entry

Thank you for using Lifeworks web portal to submit your payroll.
Next timesheets are due by 8:00 pm on: **06/01/2015 (Monday)**

Would you like to enter time for a different date/individual?

Time you will be entering is supporting: (Please choose a client) ▾

What date would you like to begin entering for?

[Go to Time Card](#)

- For technical assistance, please call (651) 454-2732. Monday - Friday, 9:00 AM to 5:00 PM.
- CS Time Card Instructions
- PCA Time Card Instructions

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CHOOSING CLIENT, EMPLOYEE, AND BUDGET TASK

1. Client name will appear on top of the time card and under **Client Name**
2. Choose the correct employee by using the drop-down arrow under **Employee Name**
3. Choose the correct budget task by using the drop-down arrow under **Budget Task**

Note: employee rate and effective date will be automatically populated.

Return to Launch Page Previous Week Next Week **1** of Time Entered

Please select an employee name and task to begin.

Client Name: Employee Name: **2**

Budget Task: **3**

	Sun 6/7/2015	Mon 6/8/2015	Tues 6/9/2015	Wed 6/10/2015	Thurs 6/11/2015	Fri 6/12/2015	Sat 6/13/2015
Time In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="button" value="Clear"/>	<input type="button" value="Clear"/>	<input type="button" value="Clear"/>	<input type="button" value="Clear"/>	<input type="button" value="Clear"/>	<input type="button" value="Clear"/>	<input type="button" value="Clear"/>

ENTERING TIME

1. Enter time worked for employee, plus correct a.m./p.m., under the correct days of the week
2. Clicking on drop-down arrows will allow you to select correct time and a.m./p.m.
3. If employee works more than one shift during a day, enter each shift separately. See example below.
4. Mistakes may be cleared with the **Clear** button located beneath each days column, then calculate and save.

Please select an employee name and task to begin.

Client Name: Employee Name:
 Budget Task:

	Effective Date		Rate		Sun		Mon		Tues		Wed		Thurs		Fri		Sat	
	04/01/2015		\$15.79		5/24/2015		5/25/2015		5/26/2015		5/27/2015		5/28/2015		5/29/2015		5/30/2015	
Time In	1:00	pm							10:00	am								
Time Out	2:00	pm							2:00	pm								
Time In	4:00	pm																
Time Out	8:00	pm																
Time In																		
Time Out																		
Time In																		
Time Out																		
	Clear		Clear		Clear		Clear		Clear		Clear		Clear		Clear		Clear	

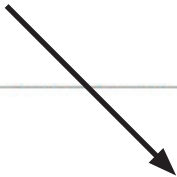
4

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CALCULATING AND SAVING TIME CARD

1. Scroll down to reveal the bottom of the time card
2. When finished entering time, click **Calculate and Save** to save the time card and see how much money is remaining for job task

Note: If client has been admitted to care facility or hospital during week, indicate the name and dates in the space provided prior to saving time card. Record location if services were performed outside the state of Minnesota



Task	Begin Bal	Qty Saved	End Bal
Personal Support - 245D (S5135) (20081-36)	3002.75	0.00	3002.75
Respite In Home - 245D (S5150) (20081-37)	230.25	0.00	230.25

Calculate & Save

Confirm & Submit

2

COMPLETING TIME ENTRY AND REPORT OF TIME ENTERED

After clicking **Calculate and Save**, you will be returned to the top of the screen where a message will indicate that the time has been successfully saved.

Report of Time Entered shows all hours entered for the pay period. If item is in red, users need to click **Confirm and Submit**.

Note: If an error has been made (budget out of money, future dates selected, missing activities, etc.) user will receive a message in red indicating the error. Time will not be saved. Correct error and click **Calculate and Save** again.

Return to Launch Page Previous Week Next Week Report of Time Entered ←

Please select an employee name and task to begin.

Client Name: Employee Name: Budget Task:

	Sun 6/7/2015	Mon 6/8/2015	Tues 6/9/2015	Wed 6/10/2015	Thurs 6/11/2015	Fri 6/12/2015	Sat 6/13/2015
Time In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SUBMITTING TIME TO LIFEWORKS

1. Return to the bottom of the timecard to submit time cards
2. Support manager will check **Acknowledgment and Required Approval**. Checking this box is their electronic signature approving the time card.
3. After electronically signing the time card, click **Confirm & Submit** to send time to Lifeworks for payment

Note: You must click confirm & submit for each week entered for employee

Once Time is successfully submitted, user will receive a message in red indicating success

Calculate & Save Confirm & Submit

2 **Acknowledgment and Required Approval:** After the support staff has documented his/her time, the support manager must review the completed timesheet for accuracy, enter hours accordingly online, and submit electronically. This submission verifies the above time is accurate, including the time actually worked by employee up through the last work date shown on this submission, and that hours were not worked while the client was in the hospital or care facility. All hours were pre-authorized by support manager. It is a federal crime to provide false information for billing Medical Assistance.

[Click here to contact your Lifeworks coordinator](#)