HOW TO ENTER TIME
USER GUIDE

Overview

Welcome to Lifeworks' *How to Enter Time* user guide. These instructions will assist employees with verifying their support tasks, approving their time, and submitting it to the responsible party or participant for approval.

Instructions for Entering Time During Your Visit

1. To begin, log in to Cashe' Electronic Visit Verification (EVV) by entering your user name and password.
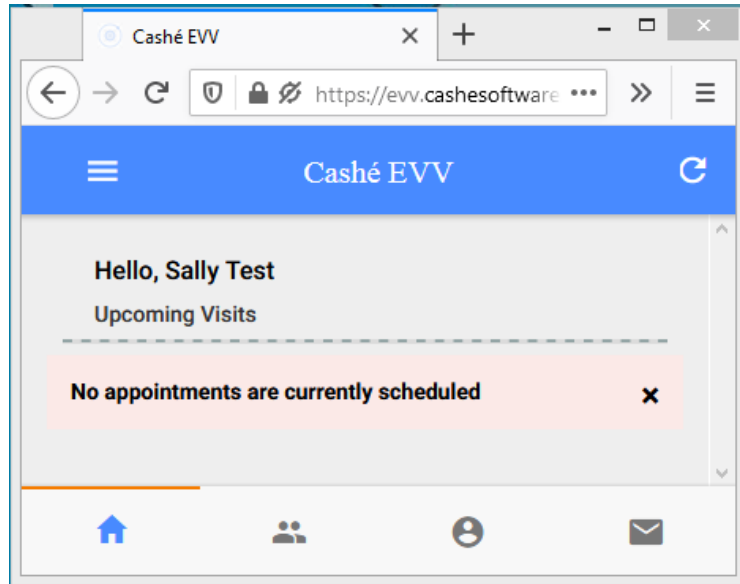
2. Next, click on the 👥 icon located at the bottom of the dashboard page to start the visit. (The phrase, "No appointments are currently scheduled" will appear in the pink textbox.)

3. Then, select on the participant you will support during this visit by clicking on the green, "Start Visit" button. (The phrase, "No upcoming appointments" will appear in the box.)
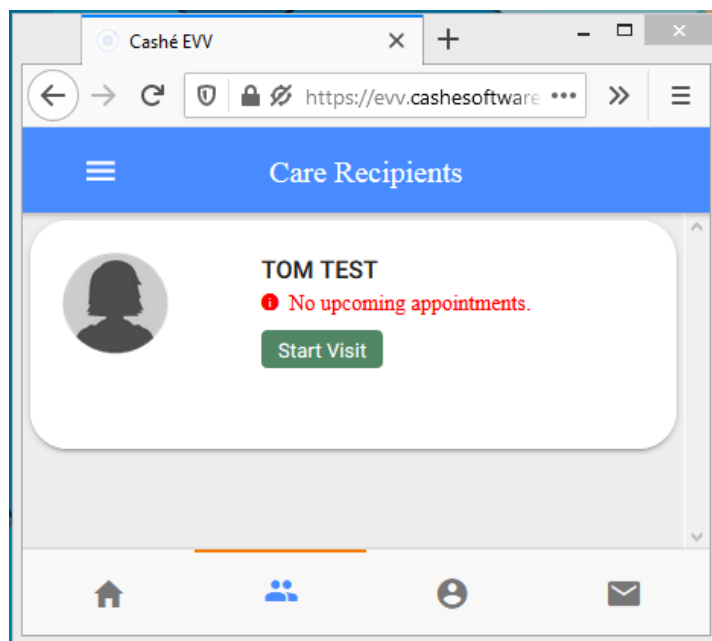
4. In the "Select Job" box, select the service you will provide by clicking on the circle to the left of the text. Then, click on the blue "OK" text displayed in the right-hand corner of the "Select Job" box.
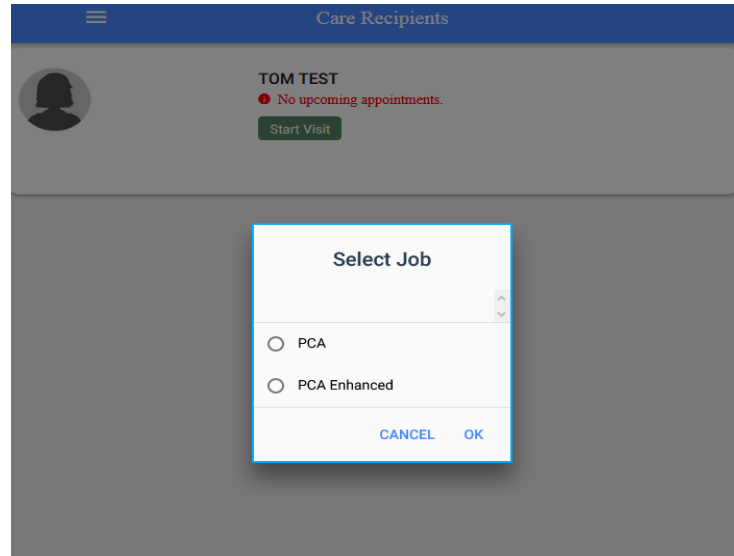
5. Provide the supports you have been assigned.

Instructions for Submitting Time After Your Visit

After you have completed your visit, return to the dashboard to submit the details of time and supports you provided.

1. Return to the dashboard to submit the details of your visit. Click on the red "Stop" button for the participant you supported. (The phrase, "No upcoming appointments" will appear.)

2. In the "Do you want to end this visit" box, click on the blue "YES" text displayed in the right-hand corner.
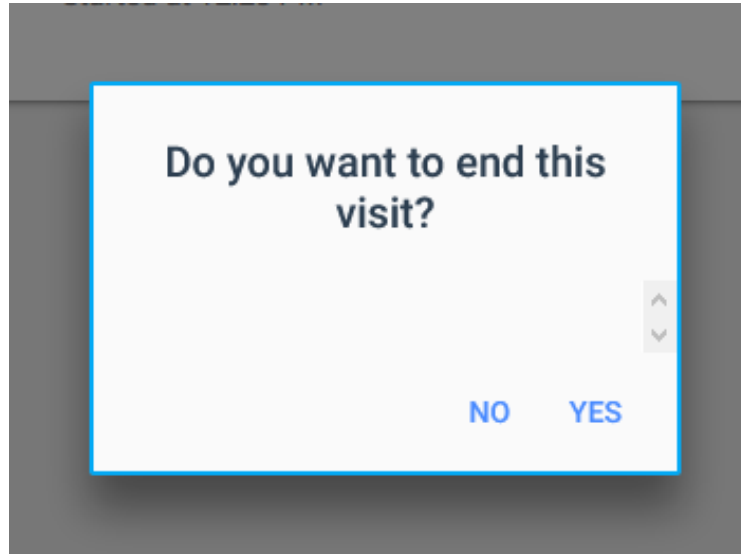
3. Review the list of support tasks by scrolling through the "Activities" section. Click on the tasks that you did not perform, leaving only the boxes checked of the tasks you completed.

4. In the "Notes" section, type details about visit that you would like to share with the responsible party or participant.

NOTES

Enter notes

5. Once completed, click on the "Sign and Submit" button.

Sign and Submit

6. Use your touch screen or your mouse to sign your name inside of the blue text box. If you make a mistake, you can clear your signature by clicking on the "Clear Signature" text displayed at the bottom of the blue box.
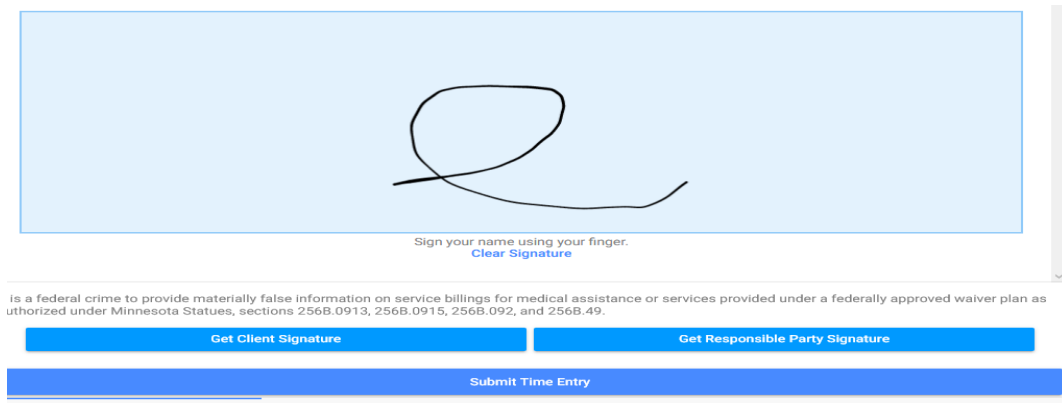
Sign your name using your finger.
Clear Signature

7. Click on the "Submit Time Entry" button.

Submit Time Entry

Option for Support Manager Approving Time

You may choose to have the responsible party or participant approve your visit while you are signed into the timekeeping system.

1. Depending on who is responsible for approving your time, click on the blue, "Get Client Signature" or "Get Responsible Party Signature."

2. Hand your device to the responsible party or participant to enter their signature and their pin number. Afterwards, they will click the "Submit Time Entry" button.

Congrats! You have successfully completed submitting your time.