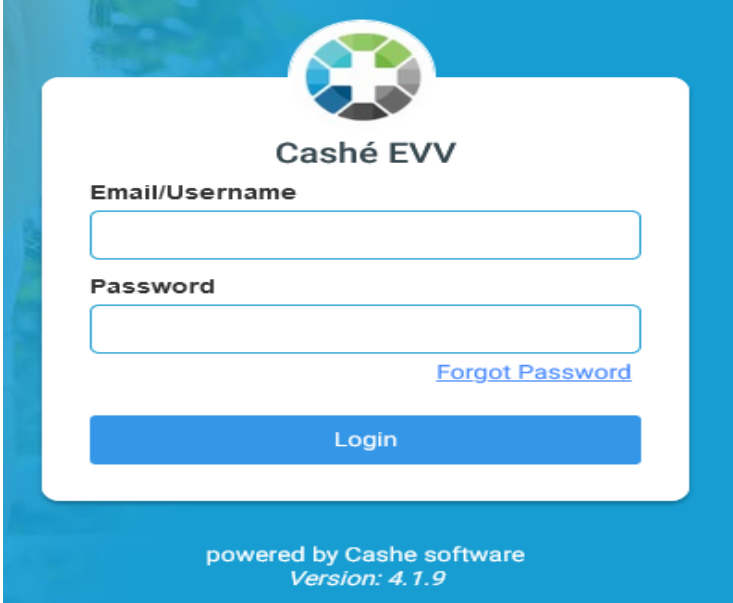# HOW TO APPROVE TIME
USER GUIDE

Overview

Welcome to Lifeworks' *How to Approve Time* user guide. These instructions will assist you with verifying your employee's support tasks, approving their time, and submitting it to Lifeworks Payroll Department. Instructions for approving multiple timecards at once (in bulk) are also included.

Instructions for Verifying and Approving Employee Time

1. To begin, log in to Cashe' Electronic Visit Verification (EVV) by entering your user name and password.

2. Next, select the timecard you would like to view for approval.

Hello, WENDY TEST
❗ **PLEASE APPROVE** Saturday 06/13/2020 Timecard for Sally Test with Tom Test
❗ **PLEASE APPROVE** Saturday 06/13/2020 Timecard for Sally Test with Tom Test
❗ **PLEASE APPROVE** Saturday 06/13/2020 Timecard for Sally Test with Tom Test

3. Scroll down and review entries to ensure correct dates, support tasks, hours, and locations. Be sure to also check for any employee notes.

RECIPIENT OF CARE
TOM TEST

PROVIDED BY
SALLY TEST

DATE OF SERVICE	TOTAL TIME
June 13,2020	0 hr 0 min
SERVICE TYPE	RATIO
PCA Service	1:1

4. Enter any notes you would like to record about the visit.

NOTES

Enter your notes here |

5. Once completed, submit the entries by clicking on the "Approve" button.

It is a federal crime to provide materially false information on service billings for medical assistance or services provided under a federally approved waiver plan as authorized under Minnesota Statues, sections 256B.0913, 256B.0915, 256B.092, and 256B.49.

Approve	Reject

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.
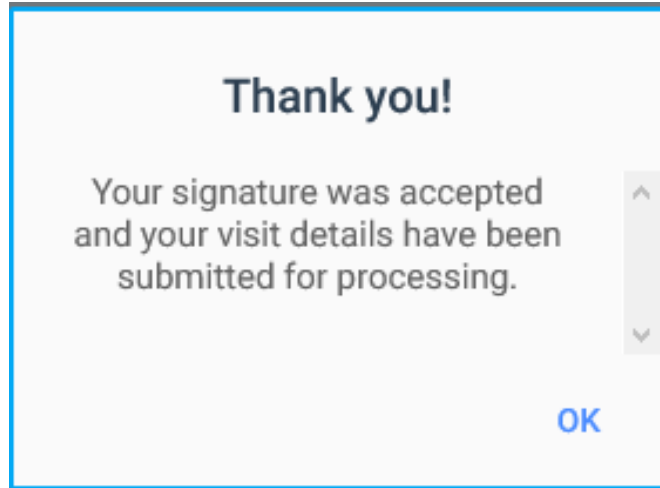
Sign your name using your finger.
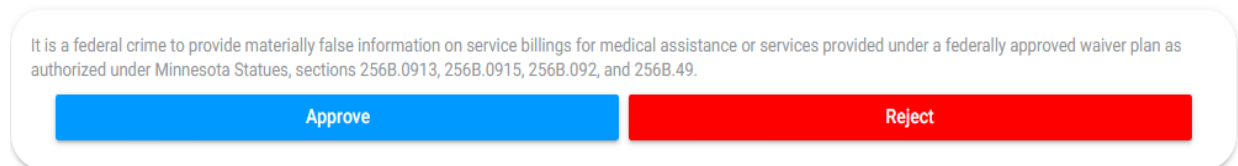**Clear Signature**

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

It is a federal crime to provide materially false information on service billings for medical assistance or services provided under a federally approved waiver plan as authorized under Minnesota Statues, sections 256B.0913, 256B.0915, 256B.092, and 256B.49.
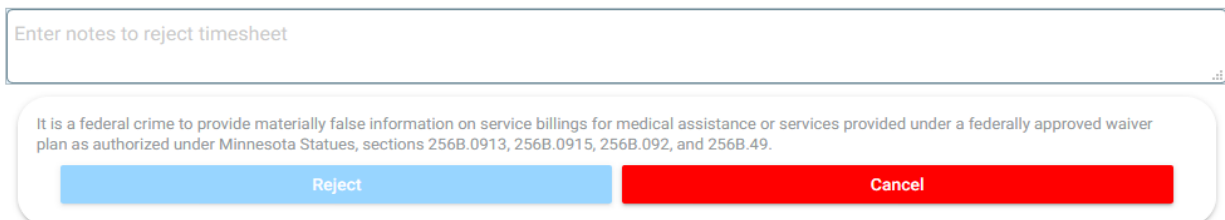
Submit Time Entry

8. Then click the blue "OK" text displayed in the right-hand corner of the "Thank You" box. Congrats! You have successfully completed approving and submitting your employee's time.

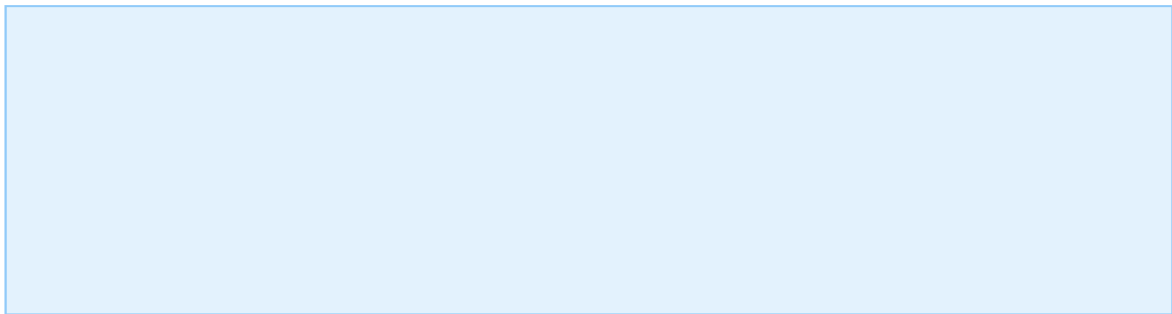9. If you are choosing not to approve the employee's time entries, click the red, "Reject" button.

10. Enter notes in the text field detailing why the visit is rejected. Then click on the blue "Reject" button.

Instructions for Approving Time Using the Employee's Portal

Employee time can also be approved directly through their portal. The employee will hand you their device for your signature, pin, and approval.

1. 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

2. Enter your pin number in the text field.

Enter your own PIN

3. Click on the blue "Submit Time Entry" button.

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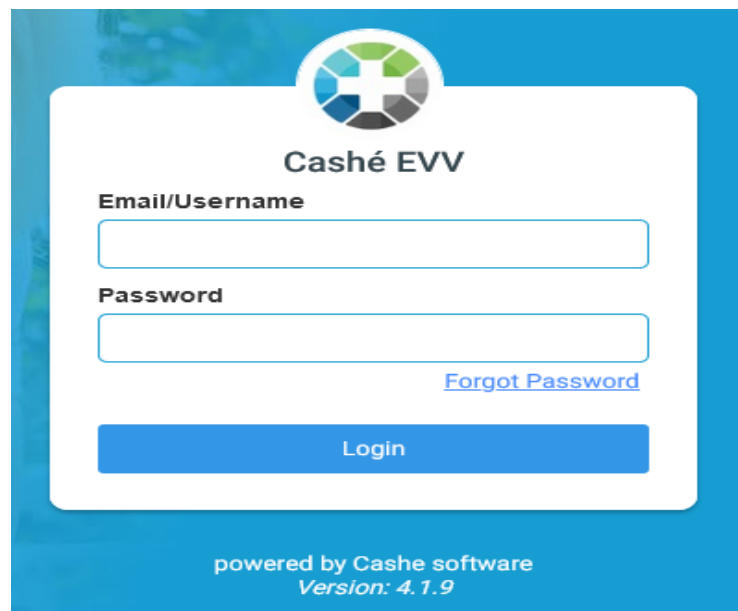
Submit Time Entry

4. Then click the blue "OK" text displayed in the right-hand corner of the "Thank You" box. Congrats! You have successfully completed approving and submitting your employee's time.
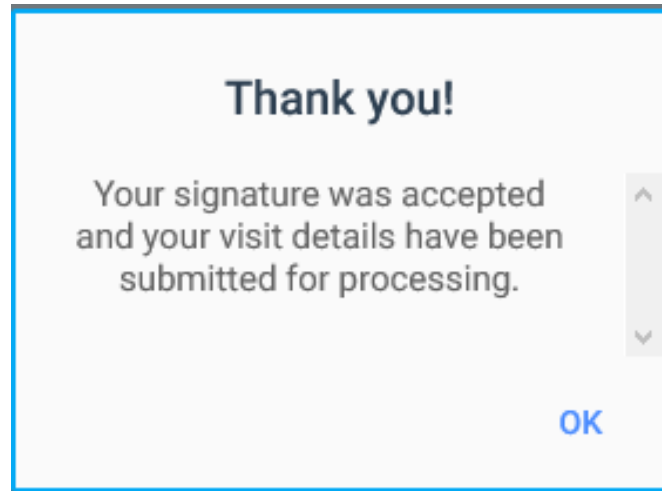
Instructions for Approving Time Entries in Bulk

1. To begin, log in to Cashe' Electronic Visit Verification (EVV) by entering your user name and password.

2. Next, select the view for bulk approvals.

3. Scroll down and review entries to ensure correct dates, support tasks, hours, and locations. Be sure to also check for any employee notes. To expand the details for each shift, click the arrow in the top, right-hand corner. See expanded view on the following page.

Date of service
September 9,2020   View

Caregiver
Sally Test

Client
Tom Test

Time in 02:53 PM	Time out 03:53 PM	Total Time 0 hr 59 min

Service details   ▲

Service type   PCA

Ratio(Provider:Recipient)   1:1

ACTIVITIES

✔   Transport
✔   Bathing
✔   Eating
✔   Transfers

4. If the entry is correct for each shift the check box will automatically be checked.

Date of service
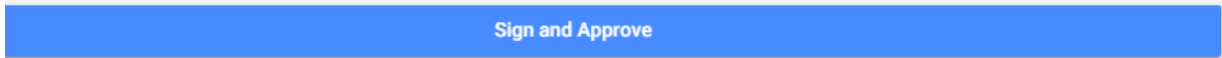September 9,2020

Caregiver
Sally Test

Client
Tom Test

	Time in 04:32 PM

Service details

☑ Do you want to approve this timesheet?

5. If an entry is incorrect, uncheck blue box that reads "Do you want to approve this timesheet" by clicking on the checkmark. This entry will not be included in the bulk approval. See step 10 for further instructions.

6. Submit the entries by clicking on the blue "Sign and Approve" button.

Sign and Approve

7. 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.
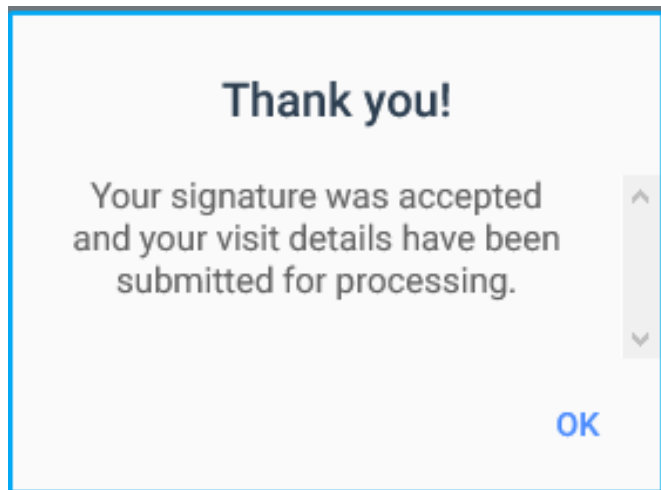**Clear Signature**
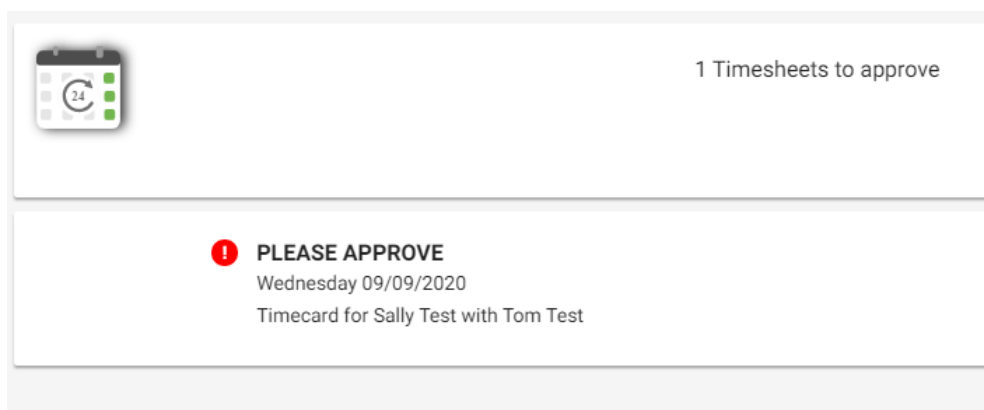
8. Click on the "Submit Time Entry" button.

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Submit Time Entry
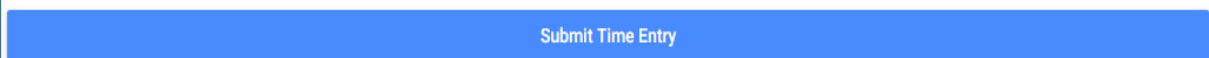
9. Then click the blue "OK" text displayed in the right-hand corner of the "Thank You" box. Congrats! You have successfully completed approving and submitting your employee's time.

10. To view incorrect timecards – those that were unchecked in Step 5 – visit the homepage.

11. If you are choosing not to approve the employee's time entries, click the red, "Reject" button.
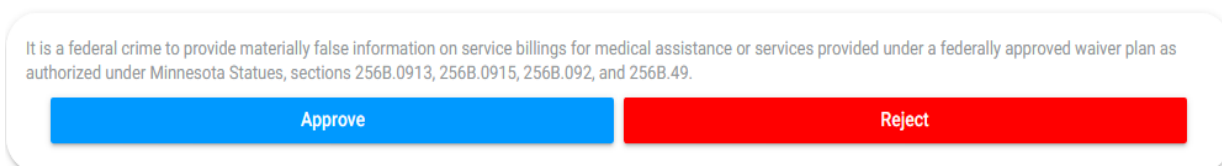
12. Enter notes in the text field detailing why the visit is rejected. Then click on the blue "Reject" button.

> Enter notes to reject timesheet

It is a federal crime to provide materially false information on service billings for medical assistance or services provided under a federally approved waiver plan as authorized under Minnesota Statues, sections 256B.0913, 256B.0915, 256B.092, and 256B.49.

Reject	Cancel