

Electronic Timesheet Overview for Providers

*This optional service is available
June 5, 2017

Note: All case and provider information contained in this document is entirely fictitious and any resemblance to real persons, living or dead, is purely coincidental.



New User Registration for Providers and Recipients



User Name

Password ⓘ

Remember me [Forgot password?](#)

[New User Registration](#)

Language

First time users will need to register for an account.

Click the *New User Registration* link right under the **Login** button.

Please note that you have the option to select a language (English, Spanish, Armenian or Chinese) from the drop down list before selecting the **New User Registration** link. If you don't see your language, you must complete the registration in English.

Basic Requirements:

In order to enroll and submit timesheets electronically, both the provider and the recipient **must** have the following:

- Valid email address
- Internet access
- Access to one of the following:
 - Smartphone
 - Tablet
 - Computer
 - Laptop

To register for this service please use this link on June 5, 2017:
www.etimesheets.ihss.ca.gov

IHSS Website Registration



Welcome

Please Note

To register with this website you must be a provider of In-Home Supportive Services for the In-Home Supportive Services (IHSS) and/or the Waiver Personal Care Services (WPCS) program or be a recipient of either program. Information viewed on this website is only related to IHSS and/or WPCS cases.

Information collected by this website will be used for managing IHSS and WPCS program processes. Your email address will be collected during the registration process and will be used to send you reminders and notices.

To get started, tell us if you are a recipient or a provider?

- I am a Recipient
- I am a Provider

If you are a Recipient, click Recipient.
If you are a Provider, click Provider.

Begin Registration Process

Cancel Registration

Important:

To get started, you will choose the option that says *I am a Provider* or *I am a Recipient* and select **Begin Registration Process**.

*Please note that your personal information is not stored in this website, it is just used for the initial verification against what is stored in the payroll system.

Register Step 1 of 3



Register



Step 1
User Info

Step 2
Account Info

Step 3
Security Questions

First Name

Last Name

Number ⓘ

Date of Birth (MM/DD/YYYY)

SSN (Last Four Digits) ⓘ

Back

Next

Complete this section by entering your personal information into each field.

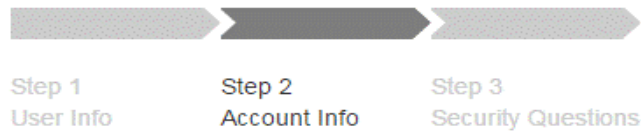
Be sure to enter your Provider Number (if you are a Provider) or Case Number (if you are a Recipient).

Select the **Next** button after all of the fields are completed.

Register Step 2 of 3



Register



Create User Name

Create Password

Confirm Password

Email

Confirm Email

Back

Next

○ Create User Name:
Your user name can be anything you want it to be, but must have at least 6 characters

○ Create Password:
It should be something you can remember. **Your password must be at least 8 characters in length, and must include a combination of letters and at least two numbers.**

○ Confirm Password
Re-enter the same password as you did above

○ Email Address
Enter your email address. It will be used to send you notifications about your account

○ Confirm Email Address
Enter the same email address as above

Then select the **Next** button.

Register Step 3 of 3



Register



Step 1 User Info Step 2 Account Info Step 3 Security Questions

It is important that the questions and answers that you choose are hard for others to guess, but easy for you to remember.

Security Questions

Please Select One
Answer
Please Select One
Answer
Please Select One
Answer

Security Answers

Back

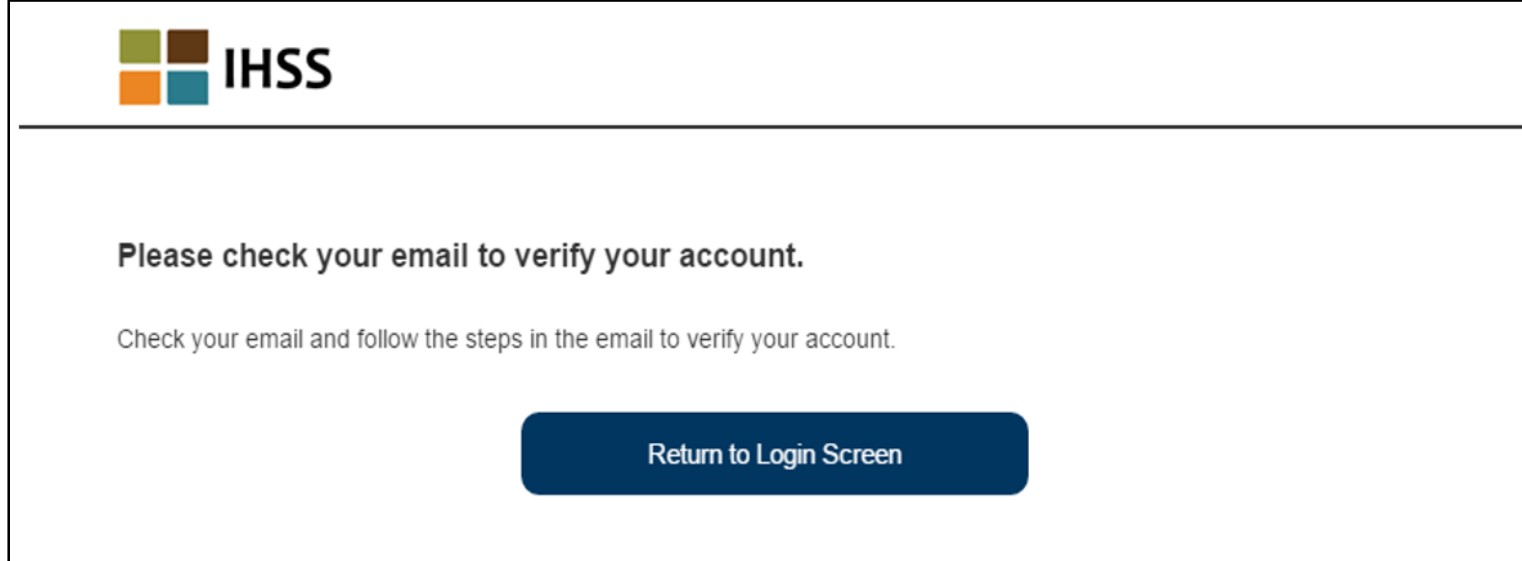
Finish

Security Questions:

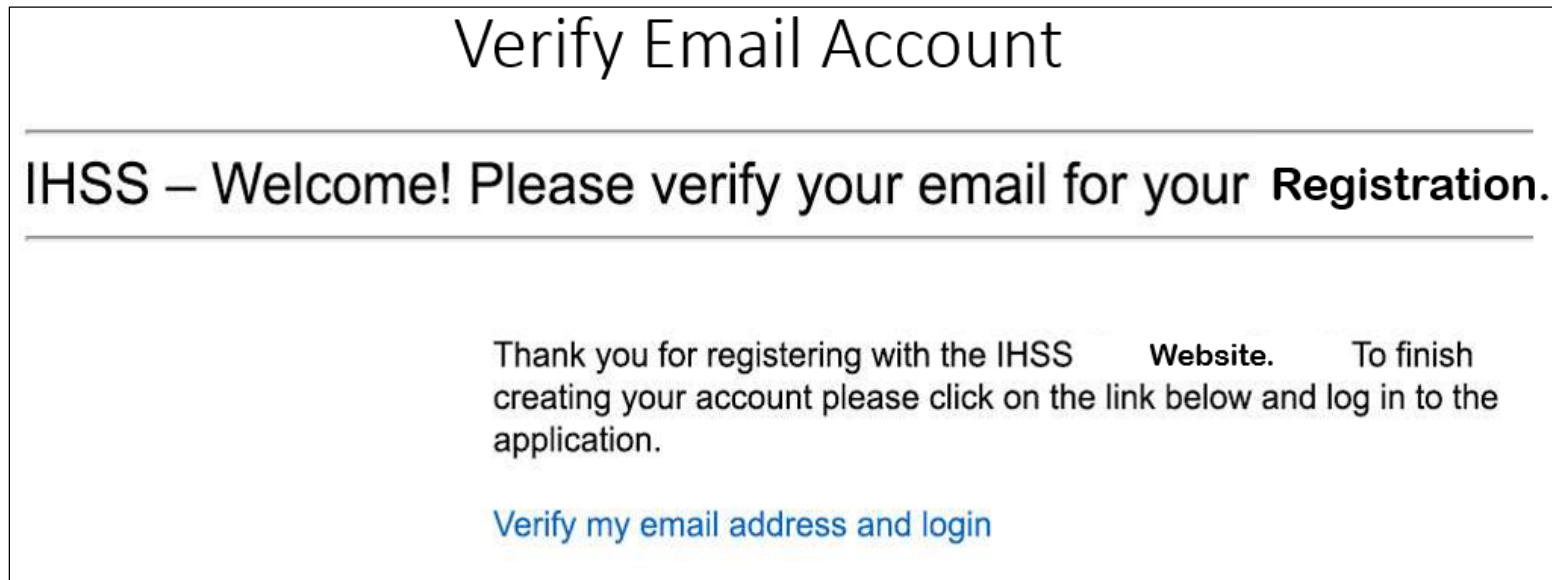
You will choose three different security questions from the drop-down list.
Make sure to choose questions and answers that are hard for others to guess but easy for you to remember.

Once you have selected and answered your three questions, you will select the **Finish** button.

How to Verify Your Account



Once you select the **Finish** button on the previous screen, the following email message will be sent to you.



Please check your email In-Box for the message sent to verify your account and finish your registration.


When you receive the email and select the [Verify My Email Address](#) link and **login** to verify your account, you will be taken to the IHSS Website-Complete Registration Screen.

IHSS Website – Complete Registration



Complete Registration

User Name



Password 



What are the last 5 digits of your driver's license number?



Login



Once on this screen you will enter the following:

- User Name
- Password
- You will have to answer one of the 3 security questions you used when setting up the account. In this example, the last 5 digits of the driver's license number were used to answer the security question.
- Select **Login** button

Once your registration is completed and you select the **Login** button, you will go to the home page.

Invite Your Recipient to Enroll for Electronic Timesheets

Send an email invitation to your recipient(s) to enroll in the Electronic Timesheet System.



Menu 

Electronic Timesheet Enrollment for Phil Pinetreez

You should discuss the use of electronic timesheets with your recipient. You can use electronic timesheets if your recipient agrees to participate in electronic timesheet review.

Once your recipient agrees to participate in electronic timesheet review, you will no longer receive paper timesheets. You can stop using electronic timesheets at any time, using the Stop Electronic Timesheets option in the Menu.

By clicking the Enroll button you agree to the use of electronic timesheets. If your recipient is not already enrolled an email invitation will be sent to them at the email address below. If there is no email address shown an email will be sent to you that you can take to your recipient. If your recipient is already enrolled you will receive an email confirming your enrollment and you can begin using electronic timesheets immediately.

Recipient Email 

cmipsdeveloper@outlook.com

Enroll

Cancel Enroll

Provider Home Page



Menu

Time Entry: Recipient Selection

First Recipient

EOUNG OAKTREEZ

Recipient ID: 0001234

Electronic Timesheet Invitation Pending

Sent On 02/27/2017

Status Pending recipient enrollment

Second Recipient

LDGNG PINTREEZ

Recipient ID: 0001234

Most Recent Payment

Amount

Status

Pay Period



Third Recipient

BQDSX APPLETREEZ

Recipient ID: 0001234

Enroll in Electronic Timesheets

For Providers:

Once you log into the IHSS website you will be taken to this screen *Time Entry Recipient Selection*.

This example shows three Recipients each with a different status.

- The first recipient's status is "pending recipient enrollment" because an invitation has been sent and the recipient hasn't enrolled yet.
- The second recipient has already enrolled in the Electronic Timesheet System so you will be able to enter the time you worked.
- For the third recipient, the provider has not requested that the recipient enroll in the Electronic Timesheet System.

Select the **arrow** to the right of the second recipient's name and you will be taken to the *Time Entry Screen*.

Provider Time Entry

← Time Entry: LDGNG EZUM

Timesheet
 11/01/2016 - 11/15/2016 IHSS

← **Select Timesheet**

Timesheet Number: 0000001234
 Status: Draft
 Status Date: 11/14/2016

Available Hours (November): **71h 04m**
 Current Timesheet Total: 00h 00m

← **Available Hours For the Month**

Workweek 1	Weekly Hours Entered:	00h 00m	▼
Workweek 2	Weekly Hours Entered:	00h 00m	▼
Workweek 3	Weekly Hours Entered:	00h 00m	▼

← **Selecting the Workweek**

Submit Timesheet

- Select the timesheet from the drop down list for the time period you would like to submit hours.

This screen also shows the available hours for the month.

- Select the arrow on the workweek you would like to enter hours.

This will take you to the *Time Entry* Screen.

← Time Entry: LDGNG PINTREEZ

Timesheet
 11/01/2016 - 11/15/2016 IHSS

Timesheet Number: 0000001234
 Status: Draft
 Status Date: 11/14/2016

Available Hours (November): **71h 04m**
 Current Timesheet Total: 00h 00m

Workweek 1	Weekly Hours Entered:	00h 00m	▼
Sunday Oct 30	00hrs	00min	
Monday Oct 31	00hrs	00min	
Tuesday Nov 1	00hrs	00min	
Wednesday Nov 2	00hrs	00min	
Thursday Nov 3	00hrs	00min	
Friday Nov 4	00hrs	00min	
Saturday Nov 5	00hrs	00min	

← **Select the Day to Enter Hours**

← **Highlighted Black are From Previous Pay Period**

← **Highlighted Blue are Days to Enter Time**

This example shows days highlighted in blue and in black:

- The days highlighted in black are from the previous pay period and have already been submitted for payment.
- The days highlighted in blue are the days you can enter your time worked.
- If your recipient has assigned you hours and you are not scheduled to work on a specific day, that day will be highlighted in black.

Select the day you would like to enter hours worked for. A daily pop-up screen will appear.

Provider Daily Time Entry

Time Entry: 11/01/2016

Hours: 08 Minutes: 30

Save Hours

Cancel Time Entry

00hrs

00hrs

Enter the hours and minutes you worked for the day and select the **Save Hours** button. You will continue to enter all of the hours/minutes for the days and weeks that you worked in the pay period.

When you save the daily time entries, the hours will be updated in *Current Timesheet Total*.

Once you have entered all of your hours for each day of the pay period you worked, you will then select the **Submit Timesheet** button as shown on the previous page.

Weekly Hours Entered:

Are you sure?

By entering 5:00 for 02/04/2017 you will exceed the weekly maximum of 70:45 for this workweek.

Continue Saving Hours

Go Back & Edit Hours

00hrs

If you enter more hours than you are authorized for, a message will appear warning you that you will exceed the weekly maximum hours in that workweek.

If you still want to submit the hours, then you will select the *Continue Saving Hours* button.

If you made a mistake and want to change the hours entry, then select the *Go Back & Edit Hours* button. This will take you back to the *Time Entry* Screen so you can change the time you entered.

Note: You may receive a violation for exceeding the weekly maximum hours. Also, you can only submit time for available hours on the case. **You may not exceed the recipients monthly authorized hours.**

Sign Your Timesheet



Please Read

Please electronically sign your timesheet for 02/16/2017 - 02/28/2017 IHSS

I declare that the information on this timesheet is true and correct. I understand that any false claim may be prosecuted under Federal and State laws and that if convicted of fraud, I may also be subject to civil penalties.

I, FSOZDG JBUR, agree to the terms above

Electronically Sign Timesheet & Submit for Recipient Review

Cancel Submit

**If You Changed
Your Mind or
Made a Mistake**

**To Electronically
Sign the
Timesheet**

The Provider must read the declaration notice and check the box stating that he/she agrees to the terms described in the declaration notice. Select the **Electronically Sign Timesheet & Submit for Recipient Review** button.

Or

If you changed your mind or made a mistake you can select the **Cancel Submit** button and make your changes to your timesheet.