

Electronic Timesheet Overview for Recipients

*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?](#)

Login

[New User Registration](#)

Language

English

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.

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

New User Registration for Providers and Recipients

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



User Name

Password [?](#)

Remember me

[Forgot password?](#)

Login

[New User Registration](#)

Language

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 payrolling system.

Register Step 1 of 3



Register



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.

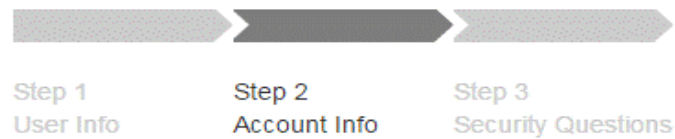
Be sure to enter your Provider Number (if you are a Provider) or Case Number (if you are a Recipient).

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

- Enter 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 message will appear prompting you to check your email inbox.



Please check your email to verify your account.

Check your email and follow the steps in the email to verify your account.

[Return to Login Screen](#)

How to Verify Your Account

Please check your email 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.

Verify Email Account

IHSS – Welcome! Please verify your email for your Registration.

Thank you for registering with the IHSS Website. To finish creating your account please click on the link below and log in to the application.

[Verify my email address and login](#)

IHSS Website – Complete Registration



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 complete and you select the **Login** button, you will go to the home page.

Complete Registration

User Name

Password ?

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

Login


Enrollment for Recipients



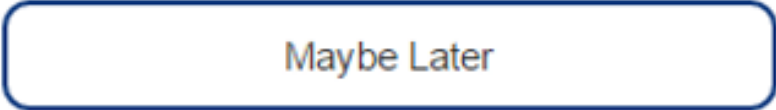
Electronic Timesheet Enrollment

One or more of your providers has requested to use electronic timesheets. By enrolling you can review and electronically sign their timesheets using this website. After you approve a timesheet, the timesheet is immediately sent for processing.

You only need to enroll one time. You will be notified if any more of your providers enroll in electronic timesheets.

A dark blue button with rounded corners containing the text "Enroll for Electronic Timesheets". A red arrow points from the bottom left towards the button.

Enroll for Electronic Timesheets

A white button with rounded corners and a blue outline containing the text "Maybe Later".

Maybe Later

Once you have completed your registration for the Electronic Timesheet Website, you are then able to enroll to use Electronic Timesheets.

By enrolling, you can review and electronically sign your Provider's timesheets.

To enroll, select the **Enroll for Electronic Timesheets** button. If you are unsure at this time, select the **Maybe Later** button.

Recipient Home Page

Once you have enrolled in the Electronic Timesheets Website you will come to the ***Provider Timesheets: Provider Selection*** screen.

You will see the name of your Provider(s) who have signed up for the Electronic Timesheets.

You will also see if there are any timesheets your Provider has submitted for you to review and/or approve.

The screenshot displays the IHSS logo in the top left and a 'Menu' icon in the top right. Below the logo is a blue header bar with the text 'Provider Timesheets: Provider Selection'. The main content area contains two provider entries, each in a light gray box. The first entry shows the provider name 'OOG PINETREEZ' circled in red, with a red arrow pointing to it from the label 'Provider Name'. Below the name is the text 'Provider ID: 000123456'. Underneath that, the text 'No Timesheets to Review' is circled in black, with a black arrow pointing to it from the label 'Timesheets To Review'. The second entry shows the provider name 'MGEOGZDGO CIDERTREEZ' circled in red, with the text 'Provider ID: 000123456' below it, and 'No Timesheets to Review' circled in black below that.

Recipient Home Page

To Review a Provider's Timesheet:

You use this screen to select a Provider to review a submitted timesheet. You choose the Provider by selecting the arrow next to the right of the name.

Note: The names of all your assigned Providers who have enrolled to submit Electronic Timesheets will appear on the screen.

Provider Timesheets: Provider Selection

FSOZDG APPLETREEZ
Provider ID: 001234
1 Timesheets to Review

➤

Review Your Provider's Timesheet

Helpful Hint: You can expand each work week to review the hours for each day by selecting the arrow. This will help you review the details on the timesheet submitted by your provider.

IHSS Menu

← Provider Timesheets Ben Cidertreez

Timesheet
10/16/2016 - 10/31/2016 WPCS

Timesheet Number: 00012345678

Hours Submitted: **80h 00m**

Workweek 1	Weekly Hours Entered:	38h 20m
Workweek 2	Weekly Hours Entered:	41h 40m
Workweek 3	Weekly Hours Entered:	00h 00m

Approve Timesheet Reject Timesheet

Review Your Provider's Timesheet

- To review the timesheet, you must select the pay period and the Timesheet type (IHSS or WPCS). The hours submitted will be shown on the screen. To see each day, you must select the arrow next to the Weekly Hours.
- Once you click the arrow, you will see the expanded *Provider Timesheet* screen that shows the hours claimed for each day.
- This is where you can review the work weeks and total weekly hours entered. After reviewing/checking all the hours entered on the timesheet, you can select the **Approve Timesheet** button for timesheet approval as shown above. If you are rejecting your provider's timesheet, you must select the **Reject Timesheet** button.

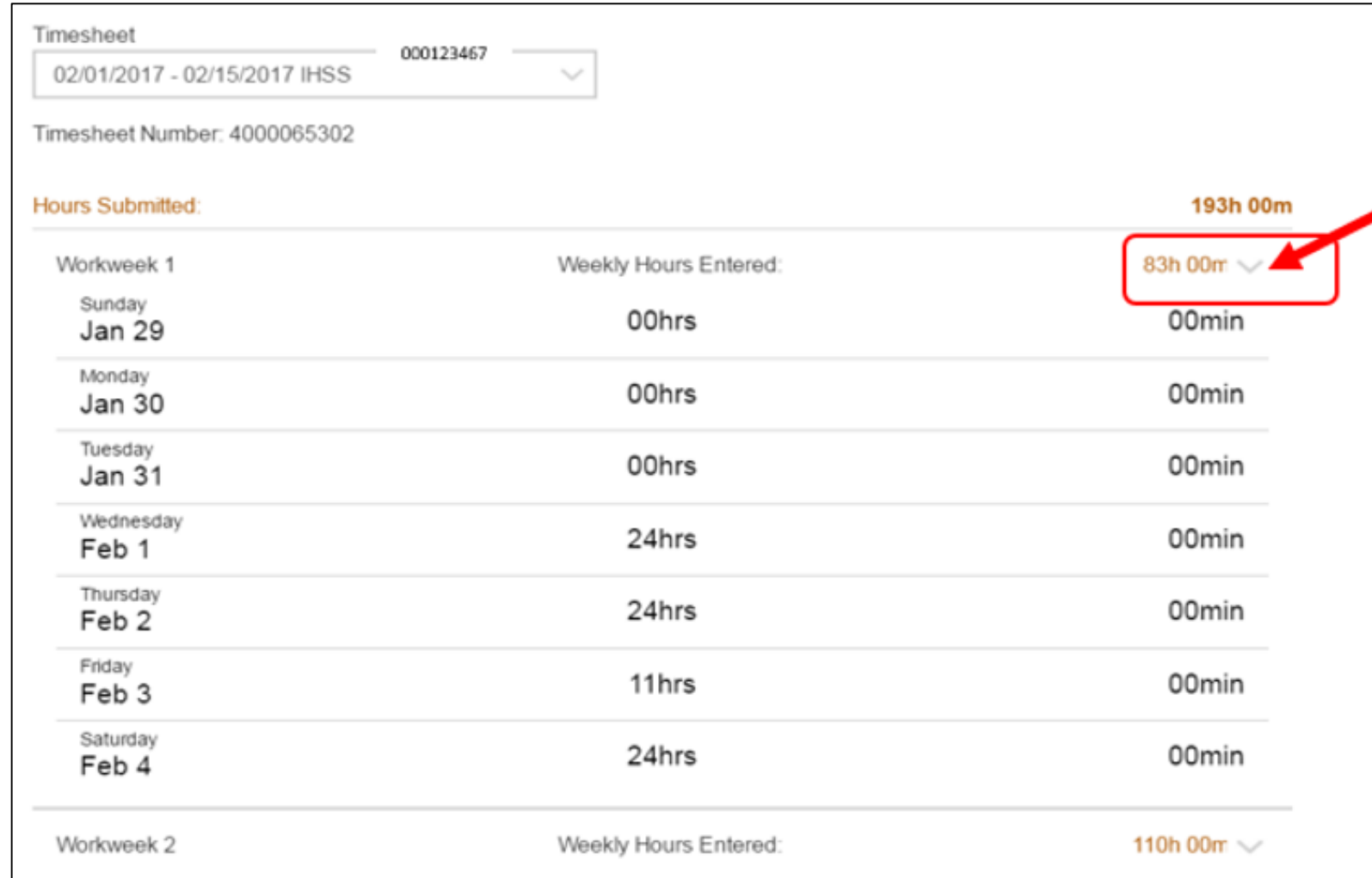
Timesheet 000123467
02/01/2017 - 02/15/2017 IHSS

Timesheet Number: 4000065302

Hours Submitted: 193h 00m

Workweek 1	Weekly Hours Entered:	83h 00m
Sunday Jan 29	00hrs	00min
Monday Jan 30	00hrs	00min
Tuesday Jan 31	00hrs	00min
Wednesday Feb 1	24hrs	00min
Thursday Feb 2	24hrs	00min
Friday Feb 3	11hrs	00min
Saturday Feb 4	24hrs	00min

Workweek 2 Weekly Hours Entered: 110h 00m



Sign Your Provider's Timesheet



Please electronically sign **Ben Cidertreez** timesheet for 10/16/2016 - 10/31/2016 WPCS

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 Donald Mapletreez, agree to the terms above

Click here to
sign

Electronically Sign Timesheet & Submit for Payment

Cancel and Return to Timesheet

Once you select the **Approve Timesheet** button on the Electronic Timesheet Review screen, you will be taken to the *Electronic Signature* screen where you can electronically sign the timesheet.

Two Very Important Steps to complete:

- First, you need to read the declaration of agreement.
- Secondly, select/mark the checkbox and then select the **Electronically Sign the Timesheet & Submit for Payment** button.

Once you electronically sign the timesheet, an email will be sent to the Provider to notify him/her that their timesheet has been approved.