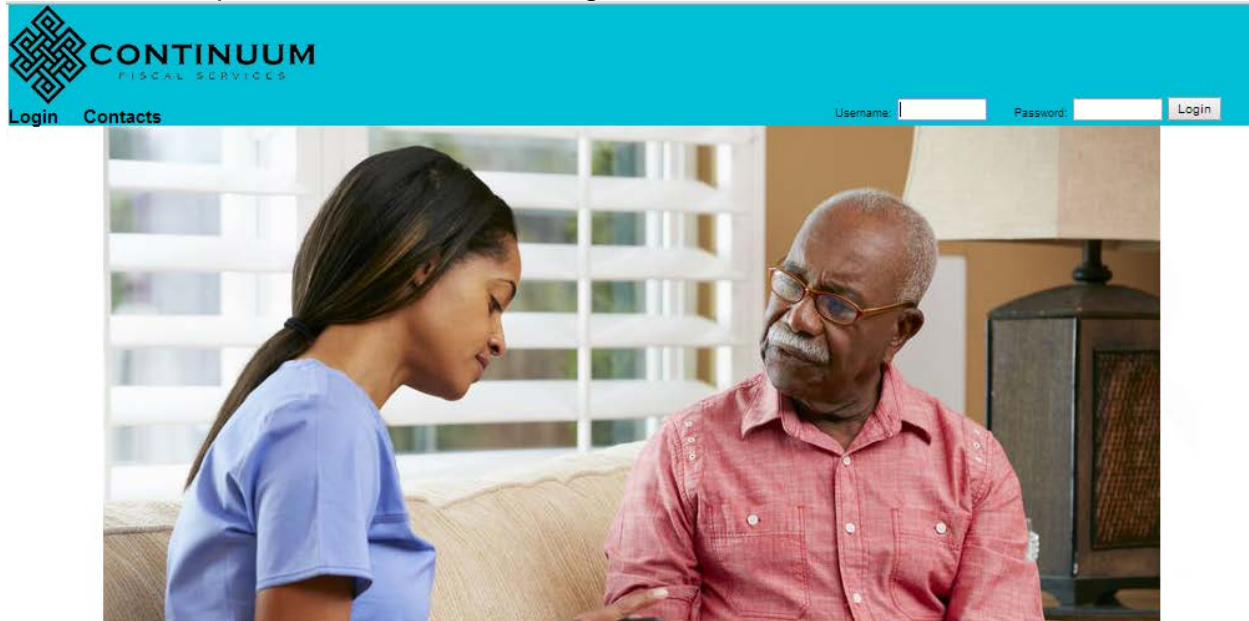


## Employee - Electronic Timesheet Instructions

On any computer, go to the internet and enter cfsportal.continuumfs.com. Enter your username and password then click the login button.



**Continuum Fiscal Services provides continuity in a world of uncertainty.**

A fiscal intermediary providing essential services to participants in self directed programs.

Once you have logged in you will find yourself at the employee screen.

There is one tab for employees to use, timesheets. This one screen is used to add / edit / delete and print your timesheet information in the continuumfs system.

Before time can be entered click the second drop down and select the pay period.

Worked	Participant	Proc Code	Units	Amount	Status	Start Time	Stop
02/16/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	11:00AM	05
02/17/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	08:00AM	02
02/17/2014	Smith, Tim	T2025:UB:UC - Community Access Individual	8	50.14	PENDING	02:00PM	04
02/18/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	08:30AM	02
02/18/2014	Smith, Tim	T2025:UB:UC - Community Access Individual	8	50.14	PENDING	02:30PM	04
02/19/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	08:00AM	02
02/19/2014	Smith, Tim	T2025:UB:UC - Community Access Individual	8	50.14	PENDING	02:00PM	04
02/20/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	08:30AM	02
02/21/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	08:30AM	02
02/22/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	08:30AM	02
02/23/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	11:00AM	05
02/24/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	08:30AM	02
02/24/2014	Smith, Tim	T2025:UB:UC - Community Access Individual	8	50.14	PENDING	02:30PM	04
02/25/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	08:30AM	02
02/25/2014	Smith, Tim	T2025:UB:UC - Community Access Individual	8	50.14	PENDING	02:30PM	04
02/26/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	10:00AM	04
02/27/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	08:30AM	02
02/28/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	10:00AM	04
02/28/2014	Smith, Tim	T2025:UB:UC - Community Access Individual	8	50.14	PENDING	04:00PM	6
Total:				1743.32			

1. Next click the add button and begin entering time. When you finish your entry the time will revert to the previous screen and you will click on add to bring up another entry screen.
2. If you find that you have made an error click on the line to highlight it and press edit to go back to the entry screen, where you can correct the problem and click ok.
3. If you need to delete a line, click on the line to highlight it, and press the delete button.

The timesheet entry screen is displayed below.

1. Select the participant in the drop down
2. Select the pay period
3. Select the procedure code
4. Type the date or use the calendar
5. Enter the start and stop time for that procedure for that day (do not forget to select AM or PM in the drop down.
6. The categories total time and total units will populate for you.


**Add new time sheet for selected employee.**

Timesheet Entry		Budgeted Units	
Pay period:	02/16/2014 - 02/28/2014	Total:	512
Participant:	Tim Smith	Used:	24
Procedure:	T2025:H5:UC - Community Living Support - 15 Mir	Available:	488
Date:	03/25/2014	Daily:	28
Start Time:	11 : 00 AM	Daily used:	24
Stop Time:	05 : 00 PM	Daily available:	4
Total Time:	6:00		
Total Units:	24		
Note:	Optional - enter description of work completed.		
Approval		Payment	
Status:	Pending	Method:	
Person:		Date:	
Date:		Document:	
Note:			

OK Cancel

After completing the screen click ok and the page will revert to the previous screen where you will see the date; procedure code; units, amount and start and stop time for each line you entered.

This is the way the screen looks when the timesheet entries have been saved.



MYCO  
MYPRG

Main EMPLOYEES LogOut

### EMPLOYEES

Time Sheet

Matthews Jan 02/16/2014 - 02/28/2014

Print Add Edit Delete

Worked	Participant	Proc Code	Units	Amount	Status	Start Time	Stop
02/16/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	11:00AM	05
02/17/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	08:00AM	02
02/17/2014	Smith, Tim	T2025:UB:UC - Community Access Individual	8	50.14	PENDING	02:00PM	04
02/18/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	08:30AM	02
02/18/2014	Smith, Tim	T2025:UB:UC - Community Access Individual	8	50.14	PENDING	02:30PM	04
02/19/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	08:00AM	02
02/19/2014	Smith, Tim	T2025:UB:UC - Community Access Individual	8	50.14	PENDING	02:00PM	04
02/20/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	08:30AM	02
02/21/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	08:30AM	02
02/22/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	08:30AM	02
02/23/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	11:00AM	05
02/24/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	08:30AM	02
02/24/2014	Smith, Tim	T2025:UB:UC - Community Access Individual	8	50.14	PENDING	02:30PM	04
02/25/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	08:30AM	02
02/25/2014	Smith, Tim	T2025:UB:UC - Community Access Individual	8	50.14	PENDING	02:30PM	04
02/26/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	10:00AM	04
02/27/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	08:30AM	02
02/28/2014	Smith, Tim	T2025:U6:UC - Community Living Support - Daily	1	110.96	PENDING	10:00AM	04
02/28/2014	Smith, Tim	T2025:UB:UC - Community Access Individual	8	50.14	PENDING	04:00PM	6
			Total:	1743.32			

After all timesheets are completed employees still have the option to edit an error or delete the line and re-enter.

- To edit an error click on the line to highlight the line, click the edit button and the entry screen will appear. Correct the entry, click ok, and the line will appear corrected.
- To delete a line click on the line to highlight, click on delete and then click add entry to put in the correct entry.

When you are done entering your timesheet data click the Logout link towards the top of the screen to exit the application.

### IT IS IMPORTANT TO US TO HAVE YOUR FEEDBACK

As our first users we would certainly appreciate your recommendations for improvements

Call or email us at

Email: [pheinrichs@continuumfs.com](mailto:pheinrichs@continuumfs.com)

[mdouglas@continuumfs.com](mailto:mdouglas@continuumfs.com)

Phone: 855-874-9311