

Pace User Interface Timesheet Documentation

NOTE: This is the training manual for Managing Employers for reviewing and approving timesheets. If you are also a Self-Directed Employees, please refer to the Self-Directed Employees training manual. ME and SDEs are separate roles with separate logins and tasks.

Here is the YouTube Link for this training <https://www.youtube.com/watch?v=YUxDm9qtJOE>

Please open the page by clicking on the link <https://time.financialmanagementservices.org/> and clicking on the yellow link below



Financial Management Services FMS / AwC
Agency with Choice

Timesheet and Vendor Entry Pages

- [SDE \(Self Directed Employee\) Timesheet Login](#)
- [M.E. \(Managing Employer\) Login Menu](#)
- [Vendor Login Menu](#)

[Back to FMS Website](#)

Click on the highlighted option to login for timesheets

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Login Menu for M.E.

- **M.E. Timesheet Login**
- M.E. Vendor Transportation-Miles Login
- M.E. Vendor Community Login

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Please login to the below screen with your Username and Password

Financial Management Services Agency with Choice **FMS-AwC Timesheet Approval for Managing Employer**

M.E. Timesheet Login

Managing Employee(M.E.) Web Login Username...

Password.....

[Return to Previous Page](#) [Submit](#)

You will see all of the timesheets available for your review. Please pick any timesheet by clicking on “Pick This Timesheet” button

Financial Management Services Agency with Choice **FMS-AwC Timesheet Review and Approve**

[M.E.] Available Timesheets for M.E. NANCYDOE To Approve

Employee SDE	Dept Plan	Consumer Name	Outcome / Service	Saturday	Status	ProcCode	ProcDesc	Has Hours	Action Button
888999 JOHN SMITH	07-777888-0321-1	JANE DOE	2 / 7	04/01/23	WEB-ME-OK	H2016HIU8	INDIVIDUAL SUPPORTS	2	< Pick This Timesheet
888999 JOHN SMITH	07-777888-0123-2	JANE DOE	3 / 4	04/01/23	WEB-ME	H2016HIU8	INDIVIDUAL SUPPORTS	2.5	< Pick This Timesheet

[Back to Login](#) [Back to FMS Website](#)

You have the option to Reject or Approve the timesheet. Please note that there is an "Optional Reject Notes" where you can let the SDE know why you are rejecting the timesheet (red box). Also, you can click on "Back to Login" to log out of the system (purple box).

You can also edit an existing row in the timesheet by clicking "Edit" on the row you wish to edit (blue arrow). This will pop the time entry back to the yellow area below where you can edit it. You can also delete an existing time entry by clicking on the "Clear" button (red arrow). This removes it entirely.

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FMS Timesheet Review by the Managing Employer

M.E. to Reject or Approve the below "IN/OUT Shifts" with access to view NOTES

SDE Employee	888999	JOHN SMITH		
Managing Employer Name	NANCYDOE	NANCY DOE		
Consumer#	777888	JANE DOE	H2016HIU8	INDIVIDUAL SUPPORTS
Dept CostCenter	07-777888-0123-2	Outcome / Service	3 / 4	
Authorized Hours	18.75	Authorized Date Range	02/01/23 to 10/31/23	

Timesheet's Status: (M.E. UNAPPROVED) Date Range: Saturday [04/01/23] thru Friday [4/7/2023]

Date	IN	OUT	Hours	SVC Strategy Code	Time Off Code	Location	Re-Edit	Clear/Delete	NOTES	NOTES Information
04/01/23 SAT	03:00 PM	04:30 PM	1.5	ICP		L	< Edit	< Clear	< NOTES	Notes OK
04/02/23 SUN	10:00 AM	11:00 AM	1		P		< Edit	< Clear	< NOTES	None: Has Time Off

Total Hours = 2.5 Authorized Hours are: 18.75

[M.E.] NANCY DOE
M.E. Save For Later
Back to SDE Needs Revision
Timesheet Approved
ReList Timesheets for M.E. To Approve
Back to M.E. Login
Back to FMS Website

Actions ==>

Save For Later

Reject

Approve

Re-List Timesheets to Approve

Back to Login

Back to FMS Website

Optional Reject Notes==>

Please add below the date and times worked. You must add AM or PM to the Time In and Time Out Note: Noon is 12 PM and Midnight is 12 AM

Date	IN	OUT	Hours (AutoCalc)	SVC Strategy Code	Time Off Code	Location	Action Button
<input type="text"/>	<input type="text"/>	<input type="text"/>		ADL Activity of Daily Living	n/a	L LiveIn	< Add This Shift Row

Code No. : 888999

Role: Individual/Managing Employer
 Managing Employer Backup
 Self-Directed Employee

Print Name: John Smith Date: 9/25/2024

Signature: *John Smith* Date: 9/25/2024

Code No. : 777888

Role: Individual/Managing Employer
 Managing Employer Backup
 Self-Directed Employee

Print Name: NANCY DOE Date: 9/25/2024

Signature: *Nancy Doe* Date: 9/25/2024

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In addition, you can add time to this timesheet in the yellow area. Enter the new shift details like Date, Time (must add AM or PM), Strategy Code, Time Off Code, and Location. Then press the "Add" button by **red arrow**. Note: Hours is a calculated field.

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FMS Timesheet Review by the Managing Employer

M.E. to Reject or Approve the below "IN/OUT Shifts" with access to view NOTES

SDE Employee	888999	JOHN SMITH	
Managing Employer Name	NANCYDOE	NANCY DOE	
Consumer#	777888	JANE DOE	H2016HIU8 INDIVIDUAL SUPPORTS
Dept CostCenter	07-777888-0123-2	Outcome / Service	3 / 4
Authorized Hours	18.75	Authorized Date Range	02/01/23 to 10/31/23

Timesheet's Status: (M.E. UNAPPROVED) Date Range: Saturday [04/01/23] thru Friday [4/7/2023]

Date	IN	OUT	Hours	SVC Strategy Code	Time Off Code	Location	Re-Edit	Clear/Delete	NOTES	NOTES Information
04/01/23 SAT	03:00 PM	04:30 PM	1.5	ICP		L	< Edit	< Clear	< NOTES	Notes OK
04/02/23 SUN	10:00 AM	11:00 AM	1		P		< Edit	< Clear	< NOTES	None. Has Time Off

Total Hours = 2.5 Authorized Hours are: 18.75

[M.E.] NANCY DOE M.E. Save For Later Back to SDE Needs Revision Timesheet Approved ReList Timesheets for M.E.To Approve Back to M.E. Login Back to FMS Website

Actions ==>

Optional Reject Notes==>

Please add below the date and times worked. You must add AM or PM to the Time In and Time Out Note: Noon is 12 PM and Midnight is 12 AM

Date	IN	OUT	Hours (AutoCalc)	SVC Strategy Code	Time Off Code	Location	Add Button
				ADL Activity of Daily Living	n/a	L Liveln	< Add This Shift Row



Code No. : 888999
 Role: Individual/Managing Employer
 Managing Employer Backup
 Self-Directed Employee
 Print Name: John Smith Date: 9/25/2020
 Signature: John Smith Date: 9/25/2020

Code No. : 777888
 Role: Individual/Managing Employer
 Managing Employer Backup
 Self-Directed Employee
 Print Name: NANCY DOE Date: 9/25/2020
 Signature: Nancy Doe Date: 9/25/2020

Should you add time to the timesheet, you will see “Case Notes Needed” next to the time entry (red box). Because an M.E. only has the option to view notes, not edit or add, this timesheet now must be rejected (blue box) to send back to the SDE for adding the note. You can see the “Approved” button has disappeared.

SDE Employee 888999 JOHN SMITH
 Managing Employer Name NANCYDOE NANCYDOE
 Consumer# 777888 JANE DOE H2016HIU8 INDIVIDUAL SUPPORTS
 Dept CostCenter 07-777888-0123-2 Outcome / Service 3 / 4
 Authorized Hours 18.75 Authorized Date Range 02/01/23 to 10/31/23

Timesheet's Status: (M.E. UNAPPROVED) Date Range: Saturday [04/01/23] thru Friday [4/7/2023]

Date	IN	OUT	Hours	SVC Strategy Code	Time Off Code	Location	Re-Edit	Clear/Delete	NOTES	NOTES Information
04/01/23 SAT	03:00 PM	04:30 PM	1.5	ICP		L	< Edit	< Clear	< NOTES	Notes OK
04/02/23 SUN	10:00 AM	11:00 AM	1		P		< Edit	< Clear	< NOTES	None Has Time Off
04/04/23 TUE	09:00 AM	10:00 AM	1	ADL		L	< Edit	< Clear	< NOTES	Case Notes Needed

Total Hours = 3.5 Authorized Hours are: 18.75

[M.E.] NANCYDOE M.E. Save For Later Back to SDE Needs Revision ReList Timesheets for M.E.To Approve Back to M.E. Login Back to FMS Website

Actions ==>

Optional Reject Notes==>

Please add below the date and times worked. You must add AM or PM to the Time In and Time Out Note: Noon is 12 PM and Midnight is 12 AM

Date	IN	OUT	Hours (AutoCalc)	SVC Strategy Code	Time Off Code	Location	Action Button
				ADL Activity of Daily Living	n/a	L Liveln	< Add This Shift Row

Once you approve or reject a timesheet, you have the ability to either go back to the login page or the FMS website.

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FMS-AwC Timesheet Review and Approve

[M.E.] Available Timesheets for M.E. NANCYDOE To Approve

Employee SDE	Dept Plan	Consumer Name	Outcome / Service	Saturday	Status	ProcCode	ProcDesc	Has Hours	Action Button
888999 JOHN SMITH	07-777888-0321-1	JANE DOE	2 / 7	04/01/23	WEB-ME-OK	H2016HIU8	INDIVIDUAL SUPPORTS	2	< Pick This Timesheet
888999 JOHN SMITH	07-777888-0123-2	JANE DOE	3 / 4	04/01/23	WEB-ME-OK	H2016HIU8	INDIVIDUAL SUPPORTS	2.5	< Pick This Timesheet

Back to Login

Back to FMS Website

Possible Status values explained below:

Web-EMP – this status indicates that the SDE is currently entering information onto the timesheet and completing the appropriate service documentation. In this status the SDE can make changes to the timesheet, update items and save it for later.

NOTICE: a timesheet can be placed in this status post ME approval if: the timesheet has errors which the SDE must fix. A message in the comment section will appear with dialog such as please elaborate on case notes, wrong location code, missing location code, etc.

WEB-ME— this status indicates that the SDE has completed their timesheet, including service documentation, and sent it to the ME for review and approval.

NOTICE: When the timesheet is in this status the SDE cannot make changes unless the ME “Rejects” the timesheet and sends it back to the SDE.

NOTICE: The ME cannot make any changes to the timesheet on the SDEs behalf. The ME is only able to review, approve or reject the timesheet.

Web-ME-OK – this status indicates that the ME has reviewed and approved the SDEs timesheet and sent it over to the AwC team for further review.

Web-Verified (AwC Internal Status) – this status indicates that the AwC verification team have reviewed the service documentation of the SDEs timesheet. Once the timesheet is in this status the AwC payroll team will review in/out hours etc., and make sure the timesheet is correct.

NOTICE: The SDE and ME are not able to make changes to the timesheets while in this status.

Edited-OK – this status indicates that the timesheet has been completely reviewed by the AwC team and will move forward with issuing payment.

NOTICE: An **exception** with the Edited OK status is when two or more SDEs who work for the same consumer overlap time entries. There is a possibility that an SDE(s) timesheet is in the EDITED-OK status at the beginning of the week, but an overlap is identified later in the week the AwC team will act. When an **overlap** between multiple SDEs timesheets occurs, the AwC team must reject the timesheet, returning it to the WEB-EMP status, for the SDE(s) to make corrections. Once the corrections have been made the SDE(s) will re-submit their timesheet to the ME. Once the ME has reviewed the timesheet(s) they will approve it and send it over to the AwC team.