## 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 <u>https://www.youtube.com/watch?v=YUxDm9qtJOE</u>

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





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
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 [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 Log	gin E	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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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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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.

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	04/01/23 SAT	03:00 PM	04:30 PM	1.5	ICP			L	< Edit	< Clear	< NOTES	Notes OK	
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Once you approve or reject a timesheet, you have the ability to either go back to the login page or the FMS website.

Financial Management Services Agency with Choice FMS-AwC Timesheet Review and Approve											
Employee SDE	Dept Plan	[VI.E.] 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.