



ELECTRONIC TIMESHEETS REGISTRATION STARTS OCTOBER 10TH!

This is an exciting time for IHSS/WPCS Recipients and Providers! Enrollment for the new Electronic Timesheet System (ETS) will begin in San Joaquin County on October 10, 2017. Both the Recipient and Provider will need access to the internet and one of the following: smartphone, tablet, computer or laptop.

The Electronic Timesheet is a service available on a public, secured website for IHSS and WPCS Providers to submit their timesheet electronically. Using this online application, the Provider will be able

to enter the hours worked for the Recipient and submit the timesheet electronically. If the Recipient is also enrolled in the Electronic Timesheet system, they may approve or reject a timesheet online as well.

**If you are a Recipient and do not have access to the internet or previously listed device please contact your IHSS Social Worker.*

Provider Information

Providers, in order to register you will need your IHSS provider number, date of birth, and the last four digits of your Social Security number. Once your identity is verified by the ETS you will be instructed to enter a username, password and email address. You will then be asked to complete three security questions. Once you are done registering an email confirming your account will be sent and is only valid for three hours. If you do not confirm your account within three hours of the email being sent, you will need to re-do the registration process. Once you have completed your registration process a list of your Recipients will appear and you will be able to send an invitation to those who have not yet enrolled.

Benefits of this service include:

- Providers will be able to enter and submit timesheets online
- Providers will no longer be required to mail in paper timesheets (no more stamps!)
- Check timesheet and payment status
- Check timesheet history up to the last three months
- Request supplemental timesheets



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This new system is intended to help reduce timesheet errors, exemptions and violations. The following are some messages you might receive while completing your timesheet online:

- Hours claimed exceed remaining Recipient authorized hours
- Hours claimed exceed remaining provider assigned hours
- Hours exceed 24 hours in a day
- Hours claimed for first pay period exceed 70 percent of total Recipient authorized hours
- Timesheet received prior to the end of the pay period
- No remaining Recipient authorized hours
- No remaining Provider assigned hours
- Hours claimed exceed weekly maximum (possible violation)
- Hours claimed exceed monthly overtime maximum (possible violation)
- Hours exceed overtime exemption limitation (possible violation)

Register for Electronic Timesheets at:
www.etimesheets.ihss.ca.gov

For help please contact the Electronic Timesheet Help Desk 1-866-376-7066 (option 4)

More information is available at:

- www.sanjoaquincares.com
- [www.facebook.com/sanjoaquincares.com](http://www.facebook.com/sanjoaquincares)
- www.cdss.ca.gov/inforesources/IHSSProviders/Resources/Timesheet-Information

Resource sheets (Electronic Timesheet Overview for Recipients and Providers FAQ's) will also be available in our office for pick-up.