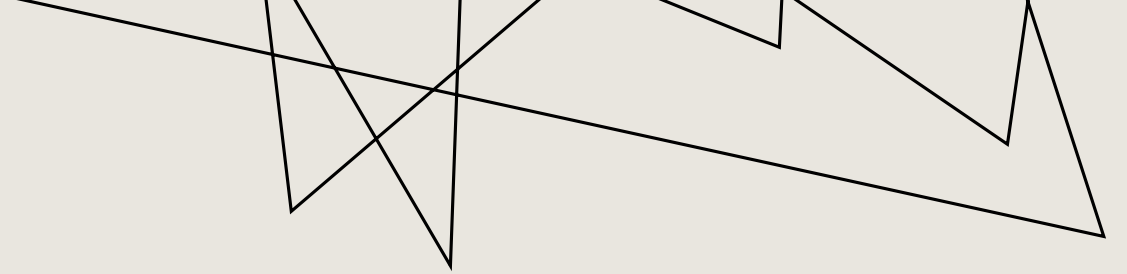


TIME SHEET TRAINING

TOPICS

- How to register for ESP (Electronic Service Portal)
- Common issues while registering for ESP
- T/S Entry
- EVV
- Common timesheet problems
- Timesheet tips

COMMON ISSUES WHILE REGISTERING FOR ESP



- Personal information is incorrect in CMIPS (name,DOB,SSN)
- Never completed the registration process
- Forgot username/password
- No recipients are showing on the profile (problem with enrollment process; contact payroll 209-468-1706)

[ESP Registration FAQ](#)

EVV (ELECTRONIC VISIT VERIFICATION)

For non live in providers ONLY, the EVV process is required for all client(s) you work for. When you log into the timesheet portal or app you will see a CHECK IN/OUT button to complete the following process:

- Click the check in button >select client >select where you are providing care when you arrive at client(s) home or community.
- Follow same process to check out when your shift is over.
- Location services need to be enabled.
- Questions? Call the help desk 866-376-7066

Time Sheet Entry Common Problems

- Claimed over 70% of the monthly hours
- Claimed non approved overtime
- None/not enough hours available or approved
- If provider submits timesheet with incorrect time, have the recipient reject so you can make changes

Our [website](#) has additional videos and information regarding the T/S portal

TIME SHEET ENTRY TIPS

- Divide Clients monthly hours by 2
- Claim/work minutes on 1 day or divide amongst two days.
- ESP will warn you of a possible violation.
- Double check work before submitting timesheet.
- If you submit an incorrect timesheet, have the recipient reject it on their end so you can correct the mistake.

		May 2024				
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 3	2 3	3 3	4 3
5 3	6 3	7 3	8 3	9 3	10 2	11 2
12 2	13 2	14 2	15 1:07	16 3	17 3	18 3
19 3	20 3	21 3	22 3	23 3	24 2	25 2
26 2	27 2	28 2	29 2	30 1	31 1:08	
<div>notes</div> <ul style="list-style-type: none"> • Monthly hours; 76:15 • Work week Max 19 hours 4 minutes • 1st—15th = 38 hours 7 minutes • 16th—31th = 38 hours 8 minutes 						