

Approving Your IHSS Timesheet Just Got Easier!

Easy Process = Faster Payment



Approve your IHSS timesheet online or by phone!

The **Electronic Timesheet System** is available for you to review, approve or reject IHSS timesheets that have been submitted *online* by your provider!

With ETS you can see these timesheet details:

- The IHSS pay period
- The provider who submitted the timesheet
- The daily time reported on the timesheet
- You can review, approve or reject the timesheet

ETS screens now available in Spanish, Chinese, and Armenian

If you want to approve Timesheets by phone, please contact your county IHSS or IHO office

Both you and your provider may enroll at the Electronic Services Portal at:
www.etimesheets.ihss.ca.gov

You will need the following information to enroll:

Your IHSS case number - Your valid e-mail address - Your social security number

What if I need help or have questions?

Contact the **Electronic Timesheet System Help Desk** at:



866-376-7066

View the [Recipient Registration](#) webcast at YouTube or at the CDSS website:

www.cdss.ca.gov/inforesources/IHSS-Providers/Resources/Timesheet-Information

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A simple phone call can approve your IHSS timesheet!

The **Telephone Timesheet System** will call you when a timesheet for your IHSS services has been submitted *online* by your provider!

TTS will read you these details of your timesheet over the phone:

- The IHSS pay period
- The provider who submitted the timesheet
- The daily time reported on the timesheet
- You can review, approve or reject the timesheet

All you need is your case number and a recipient authorization number
Have your provider [enroll](#) in the **Electronic Services Portal** at:
www.etimesheets.ihss.ca.gov

How do I enroll?

Contact your County for a Recipient Authorization Number (RAN)

What if I need help or have questions?

Contact the **Telephone Timesheet System Help Desk** at:
866-376-7066

View the [Telephone Timesheet System for Recipients](#) webcast at YouTube



or at the CDSS website:

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