



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.

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

Recipient Information

As an IHSS/WPCS Recipient you have the option to sign up for the Telephone Timesheet System (TTS) if you do not have access to the internet via one of the previously listed devices. The TTS will allow you to approve or reject timesheets over the phone as you normally would do in person or electronically. In order to sign up for the TTS you must contact your IHSS Social Worker.



IHSS Public Authority
San Joaquin County
24 S. Hunter St, Rm 5
Stockton, CA 95202



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Recipients, in order to register you will need your IHSS case number, date of birth and 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 with the registration process 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.

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
- 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.