

TIME ENTRY

01

STEP ONE

ACCESS THE TIME ENTRY FEATURE BY NAVIGATING TO THE LEFT-HAND SIDE OF THE SCREEN AND CLICKING ON THE TIME ENTRY ICON FROM THE DASHBOARD. FOR MOBILE USERS, TAP ON THE THREE HORIZONTAL LINES TO ACCESS THE TIME ENTRY OPTION.

02

STEP TWO

ON THIS SCREEN, YOU'LL ENCOUNTER TWO OR THREE OPTIONS: "NEW ENTRY," "TIME REVIEW," AND "TIME APPROVAL." CHOOSE THE "TIME ENTRY" BUTTON TO PROCEED.

03

STEP THREE

TO CLOCK IN FOR YOUR SHIFT, YOU'LL NEED THE FOLLOWING INFORMATION: WORK CODE, START TIME, AND CONSUMER. TO CHOOSE THE SPECIFIC CONSUMER YOU ARE WORKING WITH, CLICK ON THE ICON LOCATED ON THE LOWER RIGHT SIDE OF THE SCREEN.

04

STEP FOUR

AFTER SAVING, YOU ARE OFFICIALLY CLOCKED IN AND READY TO COMMENCE YOUR WORK. AFTER YOUR SHIFT, ENSURE TO DOCUMENT THE GOALS AND OUTCOMES, AND INPUT YOUR END TIME.

05

STEP FIVE

TO CLOCK OUT FOR THE SHIFT NAVIGATE BACK TO TIME ENTRY TO SELECT TIME REVIEW.



TIME ENTRY

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STEP SIX

CLICK ON THE HIGHLIGHTED RED ENTRY THEN SELECT EDIT WHEN PROMPTED. CLICK ON THE END TIME BOX AND IT WILL POPULATE AN END TIME. ONCE THE END TIME HAS BEEN ENTERED YOU WILL CLICK ON UPDATE AND SUBMIT.

07

STEP SEVEN

ONCE YOU HAVE SAVED YOU WILL FIND YOURSELF BACK ON THE TIME REVIEW SECTION. IF THE ENTRY STATUS IS LISTED AS "AWAITING APPROVAL" THEN IT HAS BEEN PROPERLY SENT TO THE SITE SUPERVISOR FOR APPROVAL.

ANYWHERE STATUSES

PENDING = HAS NOT BEEN SUBMITTED FOR APPROVAL. AWAITING APPROVAL = WAITING FOR THE SITE SUPERVISOR TO APPROVE.
SUBMITTED = SITE SUPERVISOR HAS APPROVED THE ENTRY.
IMPORTED = PDP HAS PROCESSED THE HOURS FOR PAYROLL.

ANYWHERE LINK

<https://anywherepdp.psianywhere.com:8443/webroot/>

TRAINING CONTACT PERSONAL

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