

TIME ENTRY TRAINING

Step #1

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.

Step #2

On this screen, you'll encounter two or three options: "New Entry," "Time Review," and "Time Approval." Choose the "Time Entry" button to proceed.

Step #3

To clock in for your shift, you'll need the following information: work code, start time, and the consumer. *The work code you will need should already be established in the system.* To select the specific consumer you are working with, click on the icon located at the lower right corner of the screen.

Step #4

Once you save, you are officially clocked in and ready to start your work. At the end of your shift, be sure to record the goals and outcomes and enter your end time.

Step #5

To clock out for the shift, navigate back to Time Entry to select Time Review.

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Step #6

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, click "Update" and then "Submit."

Step #7

Once you have saved, you will return to the Time Review section. If the entry status is listed as "Awaiting Approval," 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 = The Site Supervisor has approved the entry.

Imported = PDP has processed the hours for payroll.

Anywhere Link

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