CONSUMER DIRECT CARE NETWORK WISCONSIN

MyDirectCare.com
Time Card Approval Instructions

After both the employee and member/managing party are registered, employees can enter time on MyDirectCare.com. The member/managing employer must review and approve employee time entries.

Review and Approve Employee Hours

1. Go to MyDirectCare.com
2. Sign in with your username and password.
3. From the top menu, select **Service Card**, then **Time Card** to open the time card view.

| Home | Service Card | Reports | Jobs | Settings |

Click for help with the Service Card application ?

Time card view displays employee work shifts and includes the following details:
   a. **Service Date:** The date on which the service was performed.
   b. **Employee:** Shows the employee who submitted the time entry.
   c. **Service Code:** The service code should reflect the activity performed.
   d. **Start Time, End Time, and Duration:** These fields indicate what time the service started and ended. The format should be (HH:MM), and **AM** or **PM** should be indicated. Verify that this field shows the correct number of hours before approving the time entry.
4. **Check boxes:** Use the check boxes in the left column to select which time entries to approve.
   a. **Select All:** Use the Select All button at the bottom of the page to check all the boxes with one click.
   b. **Deselect All:** Use the Deselect All button to uncheck all the boxes with one click.
5. **Approve Selected:** After the member/managing party has reviewed the employee time entries and is satisfied with their accuracy, click the **Approve Selected** button to approve all selected time card entries.
   a. This will change the status field from (E) (Employee Approved) to (C) (Client Approved) and flags the entry as ready for internal Consumer Direct Care Network Wisconsin (CDWI) review and payment. Once the entry has been approved, it can still be unapproved by the employer, but it can no longer be edited by the employee.
   b. The (C) (Client Approved) status will remain until the entry has been reviewed and approved by internal CDWI payroll auditors, at which point no further changes are allowed.

Unapproval Process

If your employee realizes they made a mistake on a time entry after you approved it, follow the steps below:
1. Use the check boxes to select the incorrect time entry on the Time Card.
2. Click **Unapprove Selected.** This will change the status back to (E) (Employee Approved), allowing the employee to edit their time entry.
3. Request that the employee make any necessary changes to correct the time entry.
4. Approve the corrected time entry after the employee has made the change.