



The Time Card View lists all of the shifts entered through MyDirectCare.com.

1. To access Time Card View, go to MyDirectCare.com
2. Sign in with your username and password.
3. From the top menu, select **Service Card**, then **Time Card**.
4. Details about the employee's time and the status of each entry are included in the Time Card View, such as the service date, client, service code, pay rate, start and end times, hours, status, history, and whether or not the entry can be edited (Fig. 01).
5. Entries can be sorted in a variety of ways by clicking the headings at the top of the columns (i.e. status or entry date).

Employees:

Employees can use the Time Card View to review and edit their time entries. They can also view their entry status and history.

Member/Managing Party:

Members/managing parties use the Time Card View to Approve or Unapprove employee hours.

Time Card View Key:

The following symbols may be seen in the Time Card View (Fig. 02).












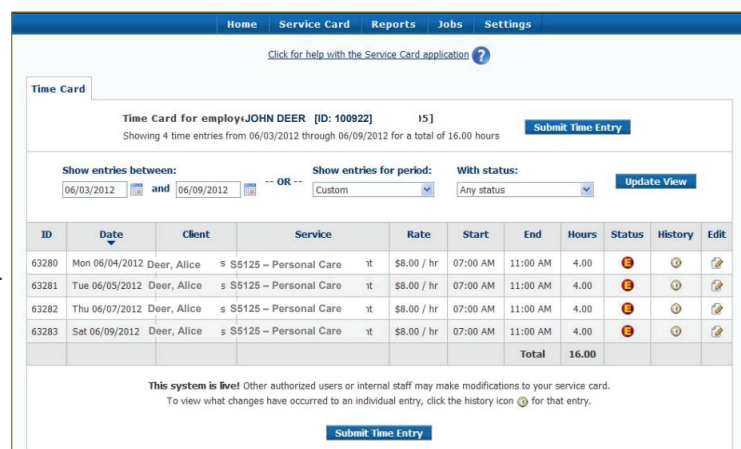
	Entry Paid
	Internally Approved
	Client Entered/Approved
	(Employer Entered/Approved)
	Employee Entered/Approved
	Entry Deleted
	Entry History
	Entry Cannot be Edited
	Edit Entry
	Entry Held
	Over Budget

Fig. 02















ID	Date	Client	Service	Rate	Start	End	Hours	Status	History	Edit
63280	Mon 06/04/2012	Deer, Alice	s S5125 - Personal Care	it \$8.00 / hr	07:00 AM	11:00 AM	4.00			
63281	Tue 06/05/2012	Deer, Alice	s S5125 - Personal Care	it \$8.00 / hr	07:00 AM	11:00 AM	4.00			
63282	Thu 06/07/2012	Deer, Alice	s S5125 - Personal Care	it \$8.00 / hr	07:00 AM	11:00 AM	4.00			
63283	Sat 06/09/2012	Deer, Alice	s S5125 - Personal Care	it \$8.00 / hr	07:00 AM	11:00 AM	4.00			
Total							16.00			

Fig. 01