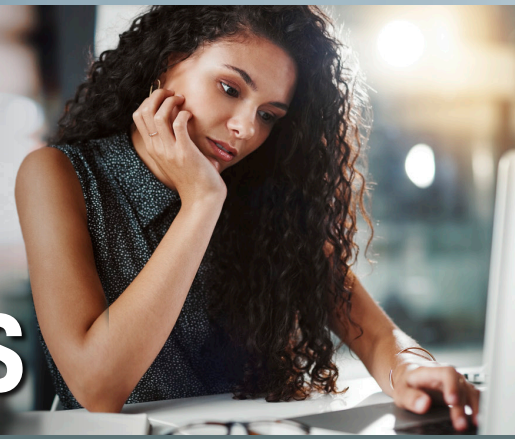


# Time Entry Instructions



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

## Create New Time Entry

1. Go to [MyDirectCare.com](https://MyDirectCare.com)
2. Sign in with your username and password.
3. From the top menu, select **Service Card**, then **Time Card** to open time card view.
4. Click the **Submit Time Entry** button (Fig. 01).
5. Confirm that your name and ID are displayed at the top of the time entry page. Then enter the required work shift information (Fig. 02).

- a. Service Date:** This is the date on which the service was performed. It can be typed or entered via the popup calendar.
- b. Client:** Click the Client drop down box to select the appropriate client (member) for the time entry.
- c. Service Code:** Click the drop down to select the appropriate service code for the time being entered. The service code selected should reflect the activity performed.
- d. Start Time, End Time, and Duration:** Enter the start time using the format shown (HH:MM), then select **AM** or **PM**. Enter the end time in the same manner.
- e. Comments (optional):** The comments field is optional. This is NOT for recording service documentation.

6. If you need to make a correction during the time entry process, use the buttons at the bottom of the screen to return to the previous step, reset, or cancel your entry.
7. Once you have entered and verified the required shift information, click the **Submit Time Entry** button to submit your time.
8. After submission, a pop-up will notify you that the time entry was successfully created and ask if you would like to create another time entry. Select the appropriate response (Fig. 03).

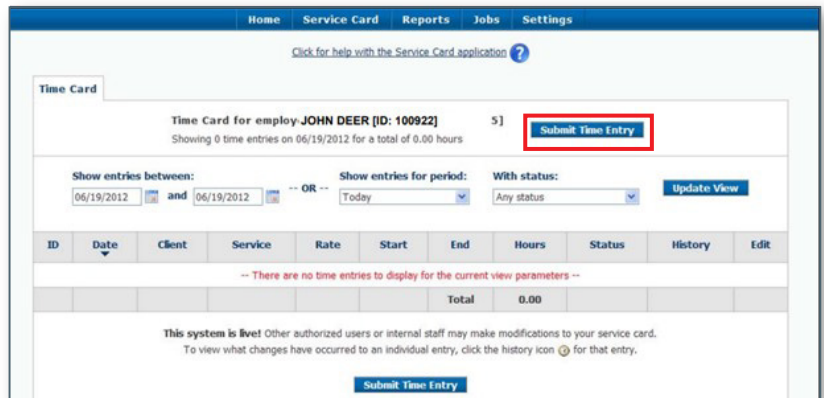


Fig. 01

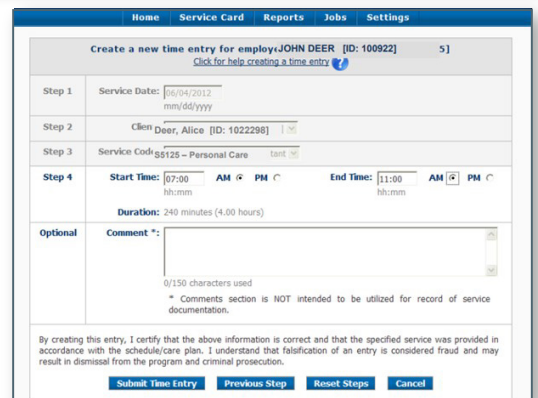


Fig. 02




Fig. 03