

## Approving & Rejecting Time in the DirectMyCare Web Portal

If your Caregiver enters an exception or makes a change to their time entry, you can use the DirectMyCare web portal to approve or reject the entered time.

## Time Approval

Fig. 02

- 1. Go to <u>DirectMyCare.com</u>. Sign in by entering your email address and password. Select Log In to go to the home page.
- In the **Needs Review** box, you should see that there are submitted shifts are ready for review. Select the Needs Review box to go to those shifts (Fig. 01).
- You will see a list of all submitted and saved entries (Fig.02).
  - A saved shift cannot be approved.

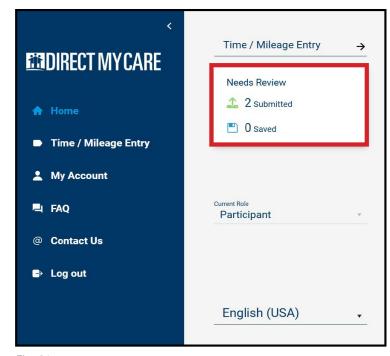


Fig. 01

- ☐ SELECT ALL T FILTER 4h FRI 8/8 1 SUBMITTED 1h DMCMCG OneCGA RESPITE VIEW SAVED 1h DMCMCG OneCGA RESPITE VIEW DMCMCG OneCGA RESPITE DMCMCG OneCGA VIEW RESPITE THU 8/7 1h **DMCMCG OneCGA** Derennal Accietant APPROVE REJECT
- 4. Tap the **VIEW** link to see the shift (Fig. 02).
- Select the checkbox next to the shift(s) you would like to Approve. Select the **Approve** button (Fig. 02).
- Review the popup. Select **0k** (Fig. 03).
- This shift is now approved. It will show as **Ready to be Paid** (Fig. 04).

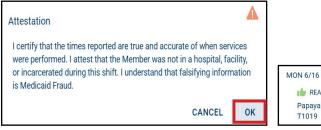


Fig. 04

T1019

READY TO BE PAID

PapayaPT DMCMPTA

3h

3h

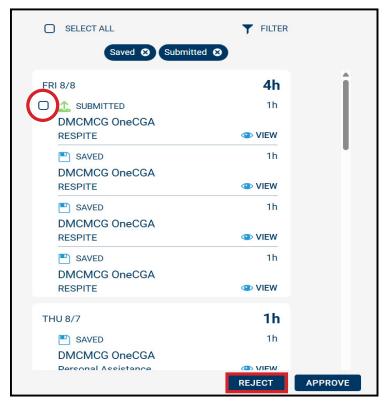
VIEW

Fig. 03

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## Time Rejection

- 1. To reject a shift, select the checkbox next to the shift you want to reject. Select the **Reject** button (Fig. 05).
- 2. Type the reason for rejecting the shift. Select **Save** (Fig. 06).
- 3. The rejected shift will be returned and marked with a red X.



Reason for Rejection of Entry/Entries?

Type your reason for rejecting the shift here.

CANCEL SAVE

Fig. 06

Fig. 05