

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

1. Go to DirectMyCare.com. Sign in by entering your email address and password. Select Log In to go to the home page.
2. 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).
3. You will see a list of all submitted and saved entries (Fig.02).
 - A saved shift cannot be approved.

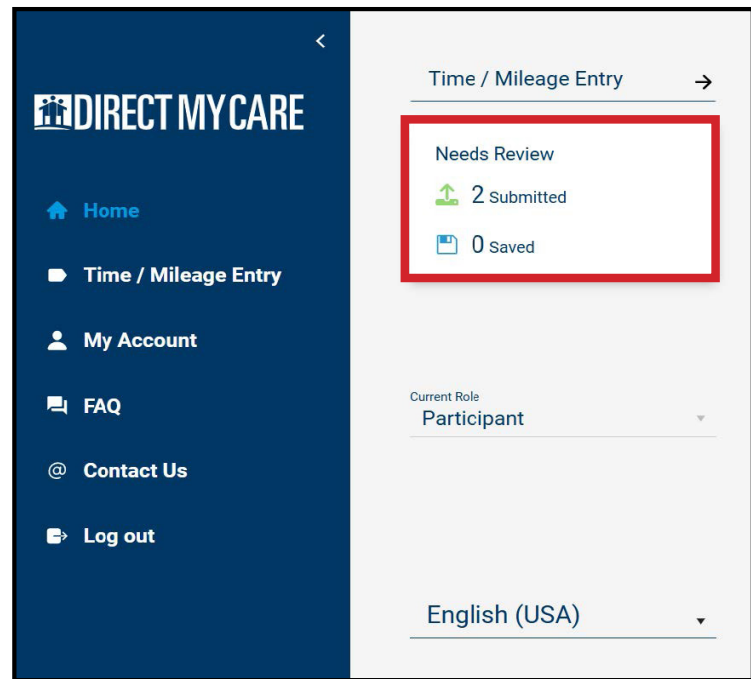


Fig. 01

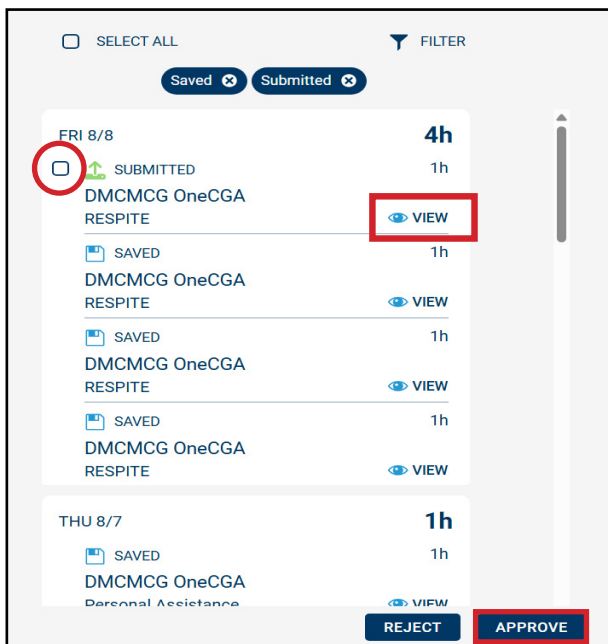


Fig. 02

4. Tap the **VIEW** link to see the shift (Fig. 02).
5. Select the checkbox next to the shift(s) you would like to Approve. Select the **Approve** button (Fig. 02).
6. Review the popup. Select **Ok** (Fig. 03).
7. This shift is now approved. It will show as **Ready to be Paid** (Fig. 04).

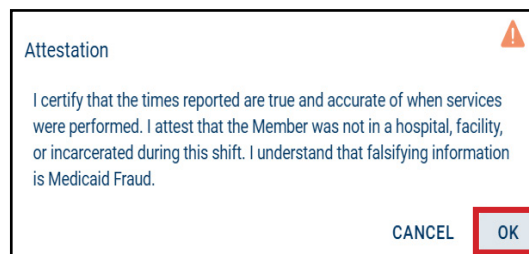


Fig. 03

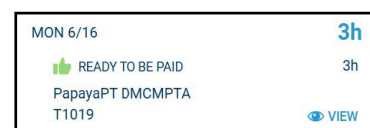


Fig. 04

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**.

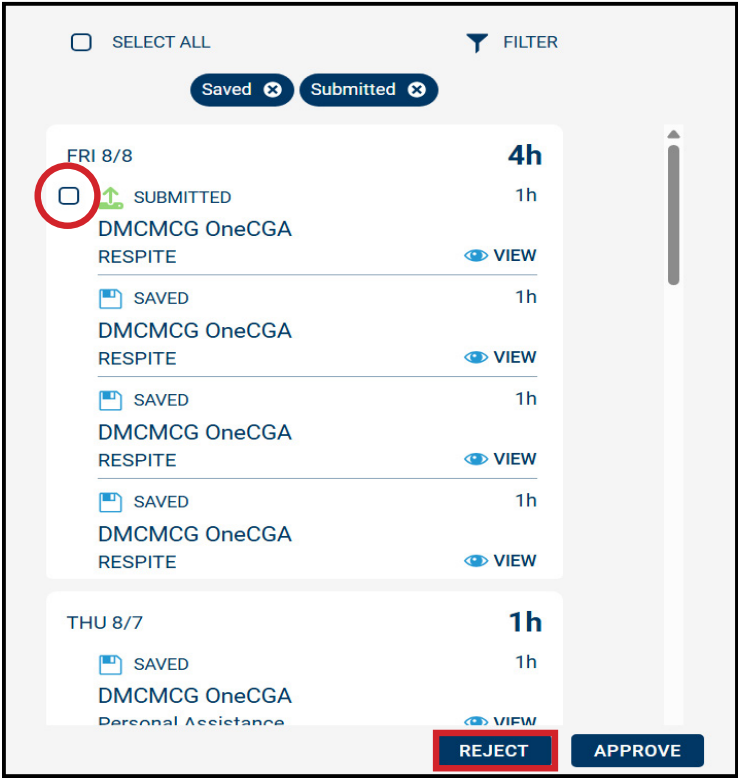


Fig. 05

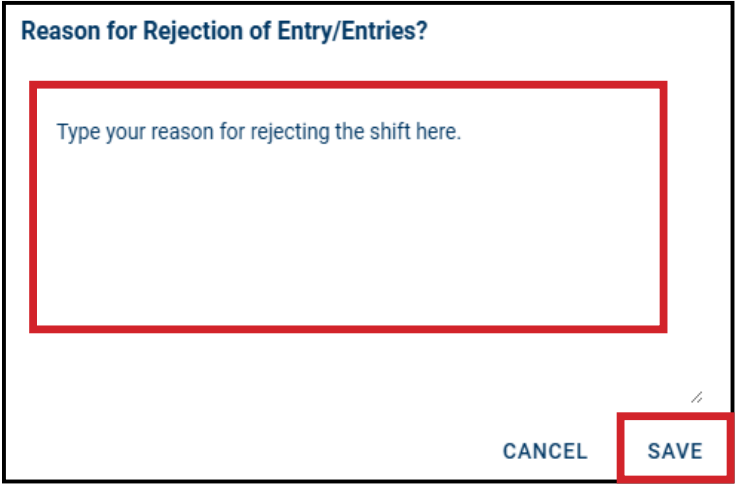


Fig. 06