

MyDirectCare.com Time Card View

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. The Time Card View shows details about each time entry, including:
 - 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).

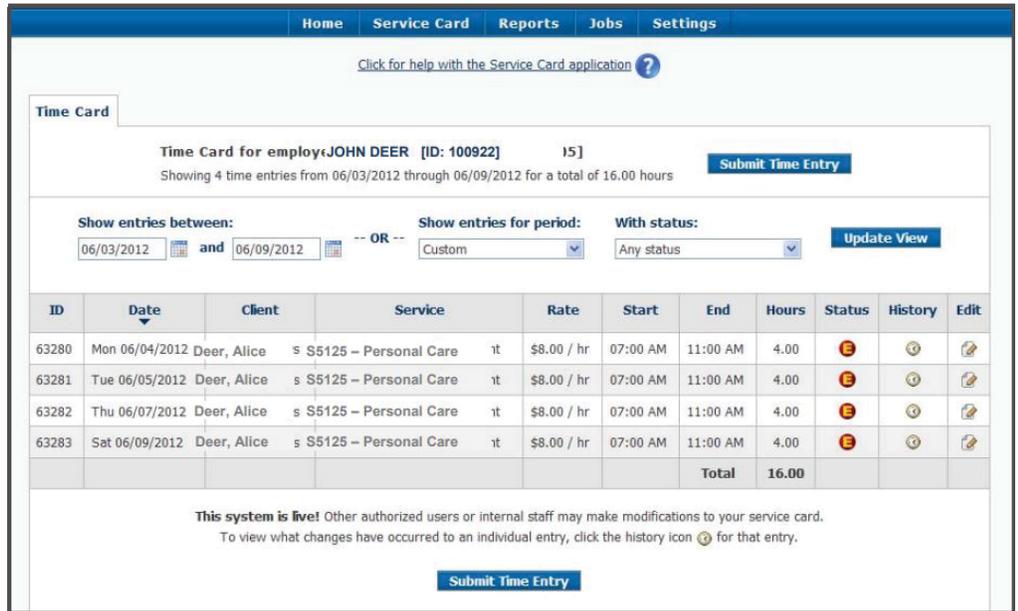


Fig. 01

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).
6. Be sure to log out of your account when you are finished.

Employees:

Employees can review and edit their time entries and view 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:

These 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