

# MyDirectCare.com Time Card Approval Instructions

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

## Review and Approve Employee Hours

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 the time card view.



Time card view displays employee work shifts and includes the following details:

- **Service Date:** The date on which the service was performed.
  - **Employee:** Shows the employee who submitted the time entry.
  - **Service Code:** The service code should reflect the activity performed.
  - **Start Time, End Time, and Duration:** These fields indicate what time the service started and ended. The format should be (HH:MM), with **AM** or **PM** indicated. Verify that this field shows the correct number of hours before approving the time entry.
4. **Check boxes:** Use the check boxes in the left column to select which time entries to approve.
    - **Select All:** Use the Select All button at the bottom of the page to check all the boxes with one click.
    - **Deselect All:** Use the Deselect All button to uncheck all the boxes with one click.
  5. **Approve Selected:** After the member/managing party reviews the employee time entries and confirms they are accurate, click **Approve Selected** button to approve all selected time card entries.
    - This changes the status from **E** (Employee Approved) to **C** (Client Approved) and flags the entry as ready for internal Consumer Direct Care Network Wisconsin (CDWI) review and payment. Once the entry has been approved, it can still be unapproved by the employer, but it can no longer be edited by the employee.
    - The **C** (Client Approved) status will remain until the entry has been reviewed and approved by internal CDWI payroll auditors, at which point no further changes are allowed.

## Unapproval Process

If your employee realizes they made a mistake on a time entry after you approved it, follow the steps below:

1. Use the check boxes to select the incorrect time entry on the Time Card.
2. Click Unapprove Selected. The status changes back to **E** (Employee Approved), allowing the employee to edit the entry.
3. Request that the employee make any necessary changes to correct the time entry.
4. Approve the corrected time entry after the employee has made the change.
5. Be sure to log out of your account when you are finished.