

MyDirectCare.com Time Entry 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 employee time entries.

Create New Time Entry

1. Go to 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).
6. If you need to correct information while entering time, 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 confirms the time entry was created and asks if you want to create another entry. Select the appropriate response (Fig. 03).
9. Be sure to log out of your account when you are finished.

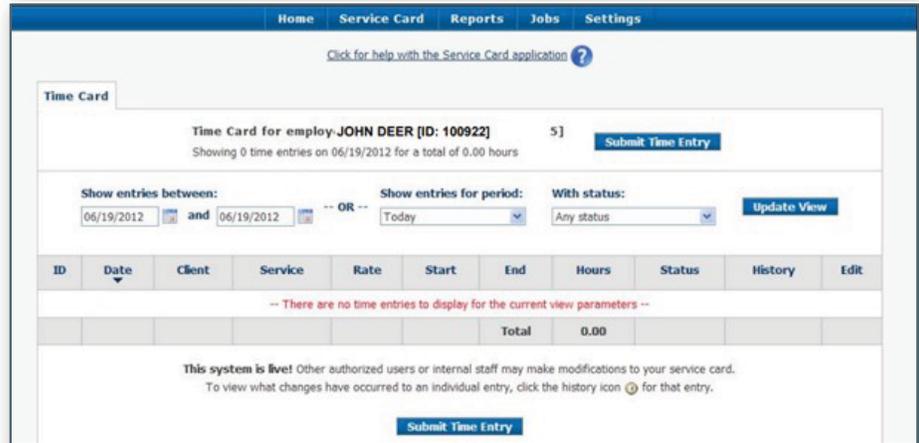


Fig. 01

- **Service Date:** This is the date on which the service was performed. It can be typed or entered via the popup calendar.
- **Client:** Click the Client drop down box to select the appropriate client (member) for the time entry.
- **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.
- **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.
- **Comments (optional):** The comments field is optional. This is NOT for recording service documentation.

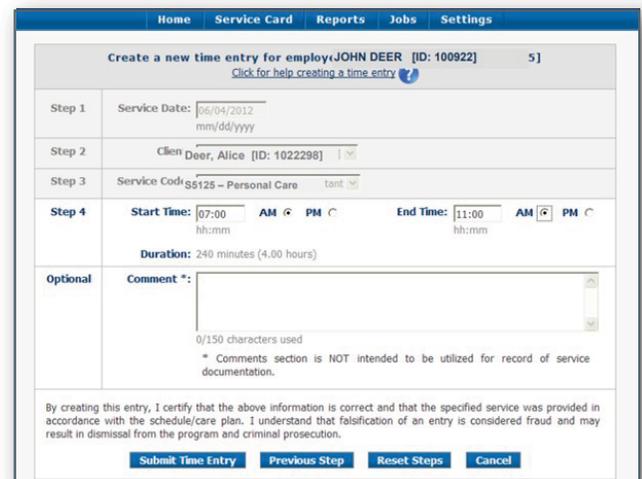


Fig. 02



Fig. 03