Electronic Timesheet Overview for Providers

*This **optional** service is available June 5, 2017

Note: All case and provider information contained in this document is entirely fictitious and any resemblance to real persons, living or dead, is purely coincidental.
New User Registration for Providers and Recipients

First time users will need to register for an account. Click the *New User Registration* link right under the *Login* button.

Please note that you have the option to select a language (English, Spanish, Armenian or Chinese) from the drop down list before selecting the *New User Registration* link. If you don’t see your language, you must complete the registration in English.

**Basic Requirements:**
In order to enroll and submit timesheets electronically, both the provider and the recipient **must** have the following:

- Valid email address
- Internet access
- Access to one of the following:
  - Smartphone
  - Tablet
  - Computer
  - Laptop

To register for this service please use this link on June 5, 2017:

[www.etimesheets.ihss.ca.gov](http://www.etimesheets.ihss.ca.gov)
IHSS Website Registration

Please Note

To register with this website you must be a provider of In-Home Supportive Services for the In-Home Supportive Services (IHSS) and/or the Waiver Personal Care Services (WPCS) program or be a recipient of either program. Information viewed on this website is only related to IHSS and/or WPCS cases. Information collected by this website will be used for managing IHSS and WPCS program processes. Your email address will be collected during the registration process and will be used to send you reminders and notices.

To get started, tell us if you are a recipient or a provider?

- I am a Recipient
- I am a Provider

Important:
To get started, you will choose the option that says I am a Provider or I am a Recipient and select Begin Registration Process.
*Please note that your personal information is not stored in this website, it is just used for the initial verification against what is stored in the payrolling system.
Complete this section by entering your personal information into each field.

Be sure to enter your Provider Number (if you are a Provider) or Case Number (if you are a Recipient).

Select the Next button after all of the fields are completed.
Register Step 2 of 3

- Create User Name:
  Your user name can be anything you want it to be, but must have at least 6 characters.

- Create Password:
  It should be something you can remember. Your password must be at least 8 characters in length, and must include a combination of letters and at least two numbers.

- Confirm Password:
  Re-enter the same password as you did above.

- Email Address:
  Enter your email address. It will be used to send you notifications about your account.

- Confirm Email Address:
  Enter the same email address as above.

Then select the Next button.
Register Step 3 of 3

Security Questions:
You will choose three different security questions from the drop-down list. Make sure to choose questions and answers that are hard for others to guess but easy for you to remember.

Once you have selected and answered your three questions, you will select the Finish button.
How to Verify Your Account

Please check your email for the message sent to verify your account and finish your registration.

When you receive the email and select the Verify My Email Address link and login to verify your account, you will be taken to the IHSS Website-Complete Registration Screen.

Once you select the Finish button on the previous screen, the following email message will be sent to you.
IHSS Website – Complete Registration

Once on this screen you will enter the following:
- User Name
- Password
- You will have to answer one of the 3 security questions you used when setting up the account. In this example, the last 5 digits of the driver’s license number were used to answer the security question.
- Select Login button

Once your registration is completed and you select the Login button, you will go to the home page.
Invite Your Recipient to Enroll for Electronic Timesheets

Send an email invitation to your recipient(s) to enroll in the Electronic Timesheet System.

Electronic Timesheet Enrollment for Phil Pinetreez

You should discuss the use of electronic timesheets with your recipient. You can use electronic timesheets if your recipient agrees to participate in electronic timesheet review.

Once your recipient agrees to participate in electronic timesheet review, you will no longer receive paper timesheets. You can stop using electronic timesheets at any time, using the Stop Electronic Timesheets option in the Menu.

By clicking the Enroll button you agree to the use of electronic timesheets. If your recipient is not already enrolled an email invitation will be sent to them at the email address below. If there is no email address shown an email will be sent to you that you can take to your recipient. If your recipient is already enrolled you will receive an email confirming your enrollment and you can begin using electronic timesheets immediately.

Recipient Email

cmipsdeveloper@outlook.com

Enroll

Cancel Enroll
For Providers:

Once you log into the IHSS website you will be taken to this screen *Time Entry Recipient Selection*.

This example shows three Recipients each with a different status.

- The first recipient’s status is “pending recipient enrollment” because an invitation has been sent and the recipient hasn’t enrolled yet.
- The second recipient has already enrolled in the Electronic Timesheet System so you will be able to enter the time you worked.
- For the third recipient, the provider has not requested that the recipient enroll in the Electronic Timesheet System.

Select the **arrow** to the right of the second recipient’s name and you will be taken to the *Time Entry Screen*. 
Select the timesheet from the drop down list for the time period you would like to submit hours.

This screen also shows the available hours for the month.

Select the arrow on the workweek you would like to enter hours.

This will take you to the Time Entry Screen.

This example shows days highlighted in blue and in black:
• The days highlighted in black are from the previous pay period and have already been submitted for payment.
• The days highlighted in blue are the days you can enter your time worked.
• If your recipient has assigned you hours and you are not scheduled to work on a specific day, that day will be highlighted in black.

Select the day you would like to enter hours worked. A daily pop-up screen will appear.
Provider Daily Time Entry

Enter the hours and minutes you worked for the day and select the Save Hours button. You will continue to enter all of the hours/minutes for the days and weeks that you worked in the pay period.

When you save the daily time entries, the hours will be updated in Current Timesheet Total.

Once you have entered all of your hours for each day of the pay period you worked, you will then select the Submit Timesheet button as shown on the previous page.

If you enter more hours than you are authorized for, a message will appear warning you that you will exceed the weekly maximum hours in that workweek.

If you still want to submit the hours, then you will select the Continue Saving Hours button.

If you made a mistake and want to change the hours entry, then select the Go Back & Edit Hours button. This will take you back to the Time Entry Screen so you can change the time you entered.

Note: You may receive a violation for exceeding the weekly maximum hours. Also, you can only submit time for available hours on the case. You may not exceed the recipients monthly authorized hours.
To Electronically Sign the Timesheet

Please Read

If You Changed Your Mind or Made a Mistake

The Provider must read the declaration notice and check the box stating that he/she agrees to the terms described in the declaration notice. Select the Electronically Sign Timesheet & Submit for Recipient Review button.

Or

If you changed your mind or made a mistake you can select the Cancel Submit button and make your changes to your timesheet.