In-Home Supportive Services
PUBLIC AUTHORITY
SANTA CLARA COUNTY

Public Authority Services by Sourcewise

RECIPIENT ELECTRONIC SERVICE PORTAL (ESP)

查看提供者工时单

Reviewing Provider Timesheets

In-Home Supportive Services
PUBLIC AUTHORITY
SANTA CLARA COUNTY

Public Authority Services by Sourcewise

您可以在ESP上进行哪些操作？

WHAT CAN YOU DO ON ESP?

- 查看、批准或拒绝提供者的工时单
  Review, approve, or reject the timesheet for provider
- 查看提供者的工时单历史记录
  View your provider's Timesheet History
- 更新您的联系信息
  Update your contact information
- 链接到资源
  Link to resources
- 閱讀有關ESP的通知
  Read notification about the ESP
- 將提供者加入您的個案
  Add a provider to your case

在本课程中
IN THIS COURSE:

本課程結束時，您將知道如何
By the end of this course, you will know how to:

- 查找提供商提交的时间表
  Find timesheets submitted by your providers
- 查看工时单以批准或拒绝
  Review timesheets for approval or rejection

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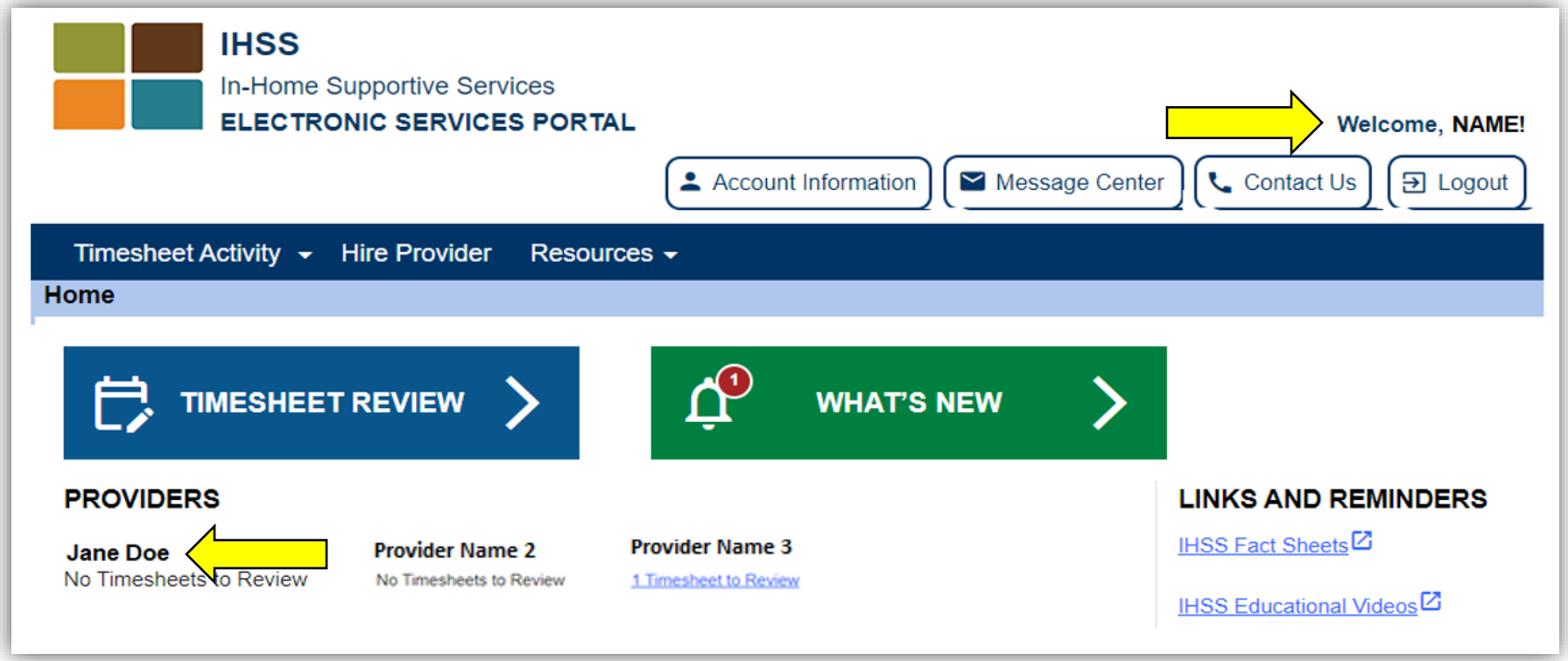
您的ESP帐户
YOUR ESP ACCOUNT



- 您的名字将显示在右上角 Your name will be shown on the upper right
- 将列出所有连接到您的个案的提供者
  All providers connected to your case will be listed
- 查看工时单的不同方法 Different ways to get to the timesheets for review

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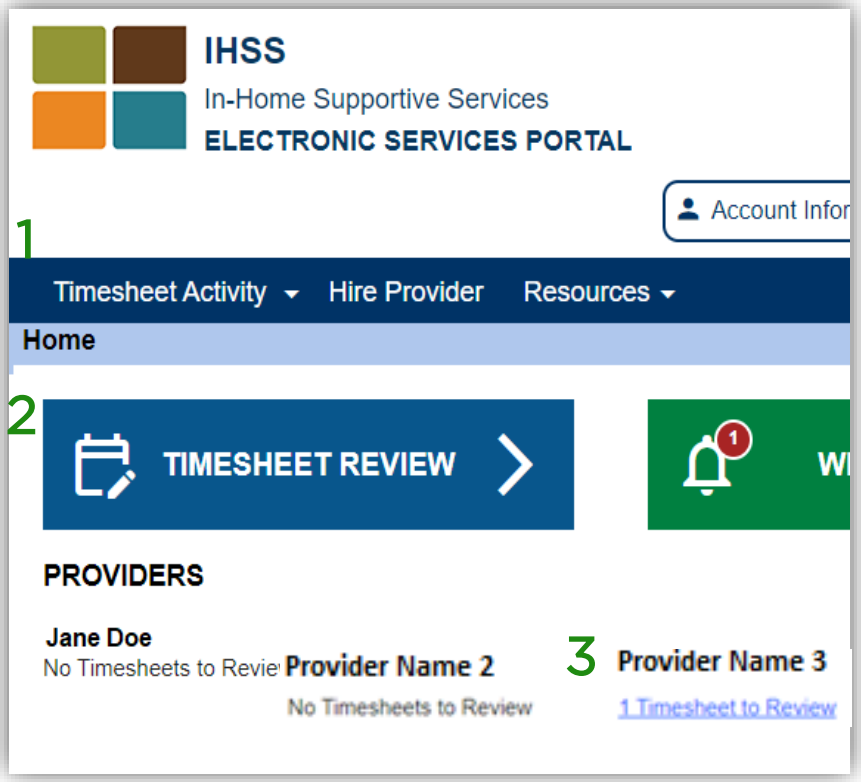
查看工时单(4)
REVIEW TIMESHEET(4)

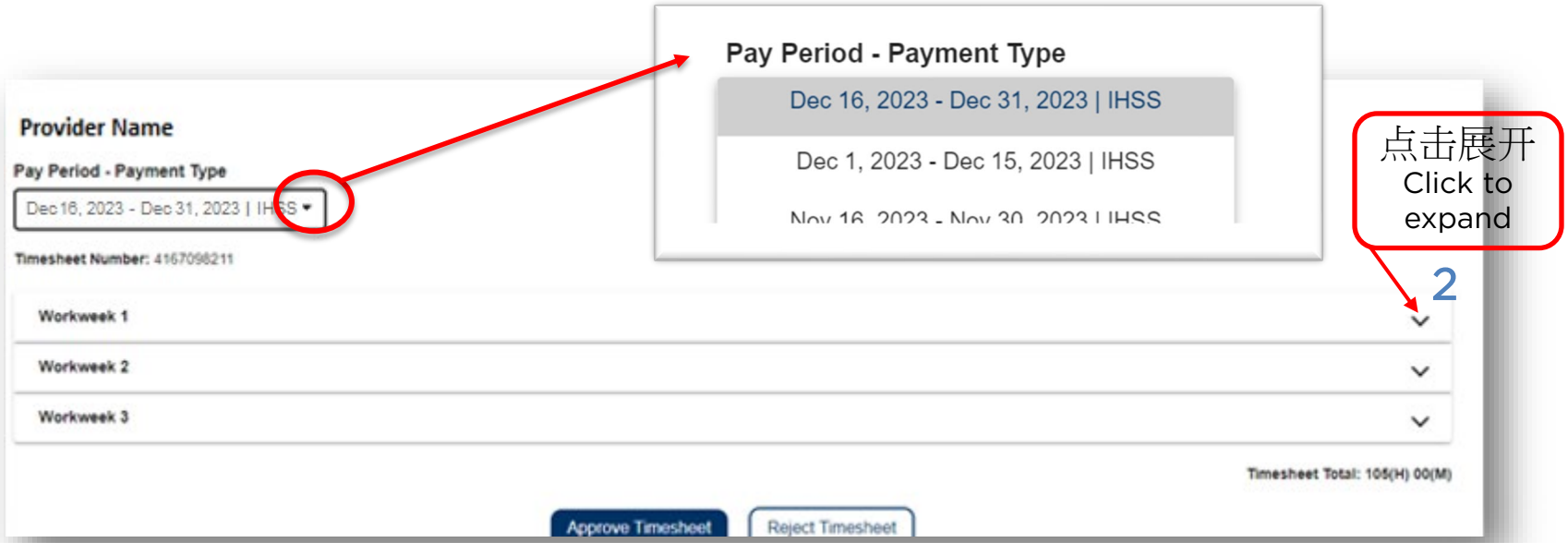
- 查看工时单的3种方法
  3 ways to get to the timesheet for review

1. 点击“工时单活动”(1) 打开下拉菜单，选择“查看工时单 Click “Timesheet Activity”(1) for dropdown menu and choose “Review Timesheet”
   - 提供者提交的所有工时单历史记录 History of all timesheets submitted from Provider
2. 或者，点击“工时单查看”(2)按钮 OR, click the “Timesheet Review”(2) button
   - 下一页，找到提供者并点击箭头 Next page, find the provider and click on the arrow
3. 或者，如果需要查看工时单，点击提供者名称(3)下的蓝色链接。“需要查看的工时单数目” OR, click the blue link under the provider's name(3) if there is a timesheet to review. “# Timesheet to Review”
   - 提供者可能会提交多个工资周期 Provider might submit for more than one pay period



查看小时数以批准/拒绝

REVIEWING HOURS TO APPROVE/REJECT



1. 检查您正在查看的工资周期 Check to see which pay period you are reviewing
   - 如果工时单超过1个工资周期，请选择一个工资周期，逐个查看
     If there are timesheets for more than 1 pay period, review them one at a time by selecting one
     - 每月2个工资周期：第1周到第15周和第16周到月底
       2 pay periods each month: 1st to 15th and 16th to end of the month
2. 点击星期或向下箭头，展开每个工作周
   Expand each Workweek by clicking on the week or down arrow

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提供者工时卡示例
PROVIDER TIMECARD EXAMPLES

住家提供者
Live-in Provider

Workweek 1

Sunday 27 Aug

Hours Worked: 05(H) 00(M)

Monday 28 Aug

Hours Worked: 08(H) 00(M)

Tuesday 29 Aug

Hours Worked: 08(H) 00(M)

Wednesday 30 Aug

Hours Worked: 04(H) 05(M)

Thursday 31 Aug

Hours Worked: 04(H) 00(M)

Friday 1 Sep

Hours Worked: 00(H) 00(M)

Saturday 2 Sep

Hours Worked: 00(H) 00(M)

Workweek Total: 29(H) 0(M)

非住家提供者
Non-Live-in Provider

Workweek 1

Sunday 25 Jun							
Hours Worked: 00(H) 00(M)	**Start Time:** N/A	**Start Location:** N/A	**End Time:** N/A	**End Location:** N/A
Monday 26 Jun							
Hours Worked: 04(H) 00(M)	**Start Time:** 01:00 PM	**Start Location:** Home	**End Time:** 04:00 PM	**End Location:** Home
Tuesday 27 Jun							
Hours Worked: 00(H) 00(M)	**Start Time:** N/A	**Start Location:** N/A	**End Time:** N/A	**End Location:** N/A
Wednesday 28 Jun							
Hours Worked: 00(H) 00(M)	**Start Time:** N/A	**Start Location:** N/A	**End Time:** N/A	**End Location:** N/A
Thursday 29 Jun							
Hours Worked: 00(H) 00(M)	**Start Time:** N/A	**Start Location:** N/A	**End Time:** N/A	**End Location:** N/A
Friday 30 Jun							
Hours Worked: 00(H) 00(M)	**Start Time:** N/A	**Start Location:** N/A	**End Time:** N/A	**End Location:** N/A
Saturday 1 Jul							
Hours Worked: 08(H) 00(M)	**Start Time:** 11:00 AM	**Start Location:** Home	**End Time:** 07:09 PM	**End Location:** Home

Workweek Total: 12(H) 00(M)

查看小时数以批准/拒绝

REVIEWING HOURS TO APPROVE/REJECT

住家提供者
Live-in Provider

- 仅显示工作周内每天的工作小时数

  Only the number of hours worked per day for the workweeks will be shown

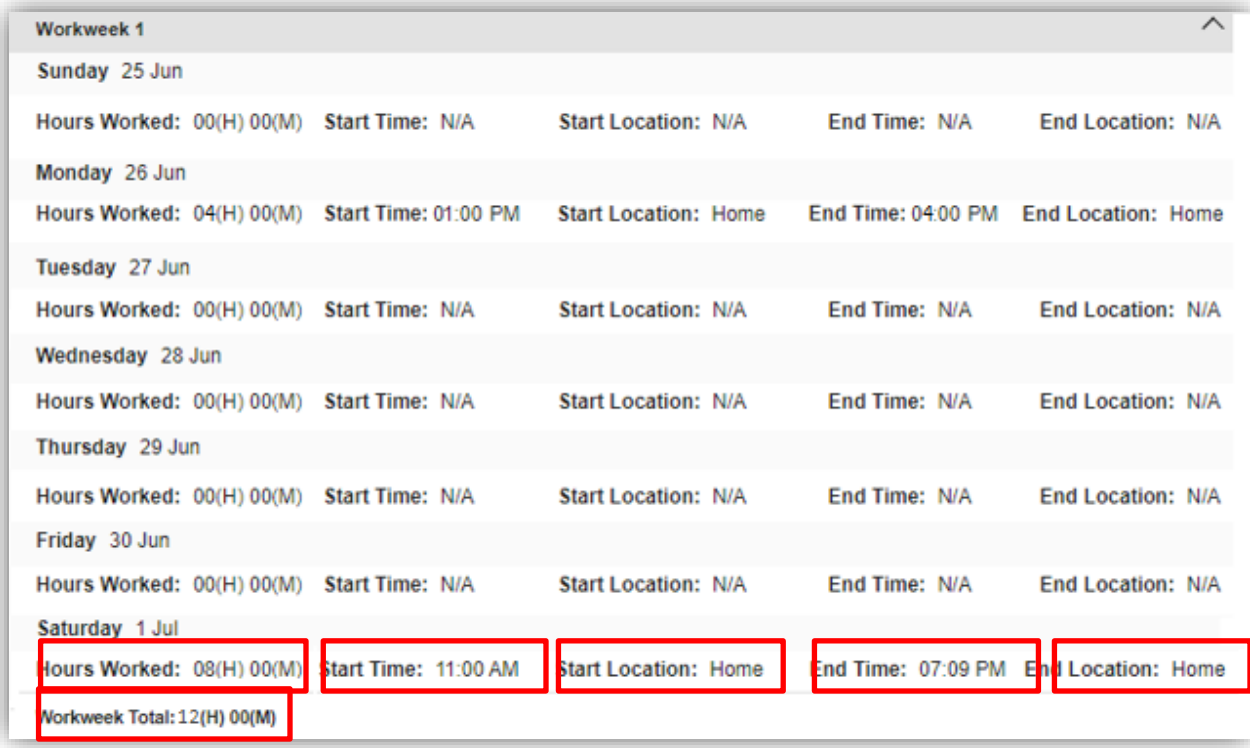
- 要查看工时单，请检查每天的工作小时数和工作周的总小时数是否正确

  To review the timesheet, check that the number of daily hours and the total hours for the workweek are correct

查看小时数以批准/拒绝
REVIEWING HOURS TO APPROVE/REJECT

- 您将看到 You will see:
  - 每天的工作小时数
    Hours worked per day
  - 提供者开始工作的时间
    Time the provider started work
  - 提供者开始工作日的地点
    Where the provider started their workday
  - 提供者停止工作的时间
    Time the provider stopped work
  - 提供者结束工作日的地点
    Where the provider ended their workday
  - 工作周的总工作时间
    Total hours worked in the workweek

非住家提供者
Non-Live-in Provider



查看小时数以批准/拒绝

REVIEWING HOURS TO APPROVE/REJECT

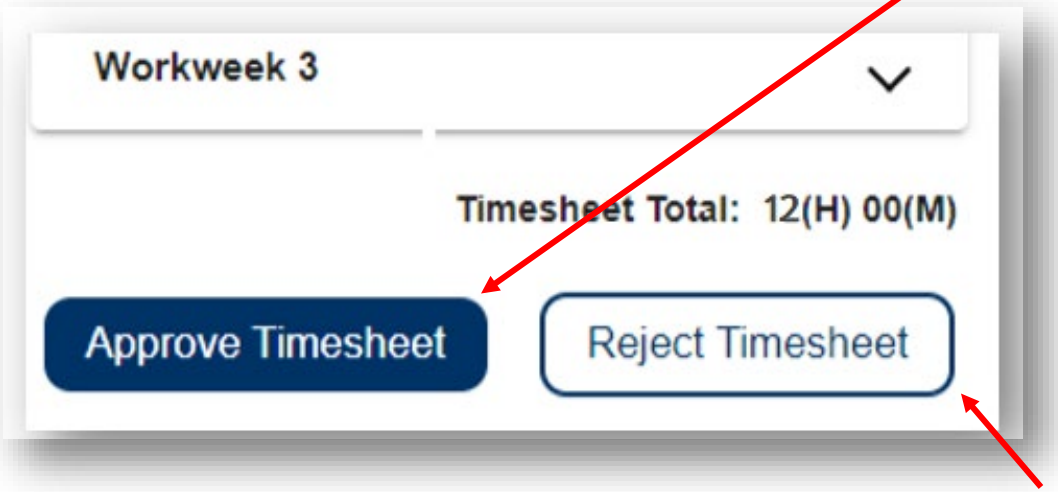
- 查看第一个工作周后，继续展开并查看每个工作周，直到查看完整个工资周期内所申报的小时数

  After reviewing the first workweek, continue expanding and reviewing each workweek until you have reviewed the hours being claimed for the entire pay period

查看小时数以批准/拒绝

REVIEWING HOURS TO APPROVE/REJECT

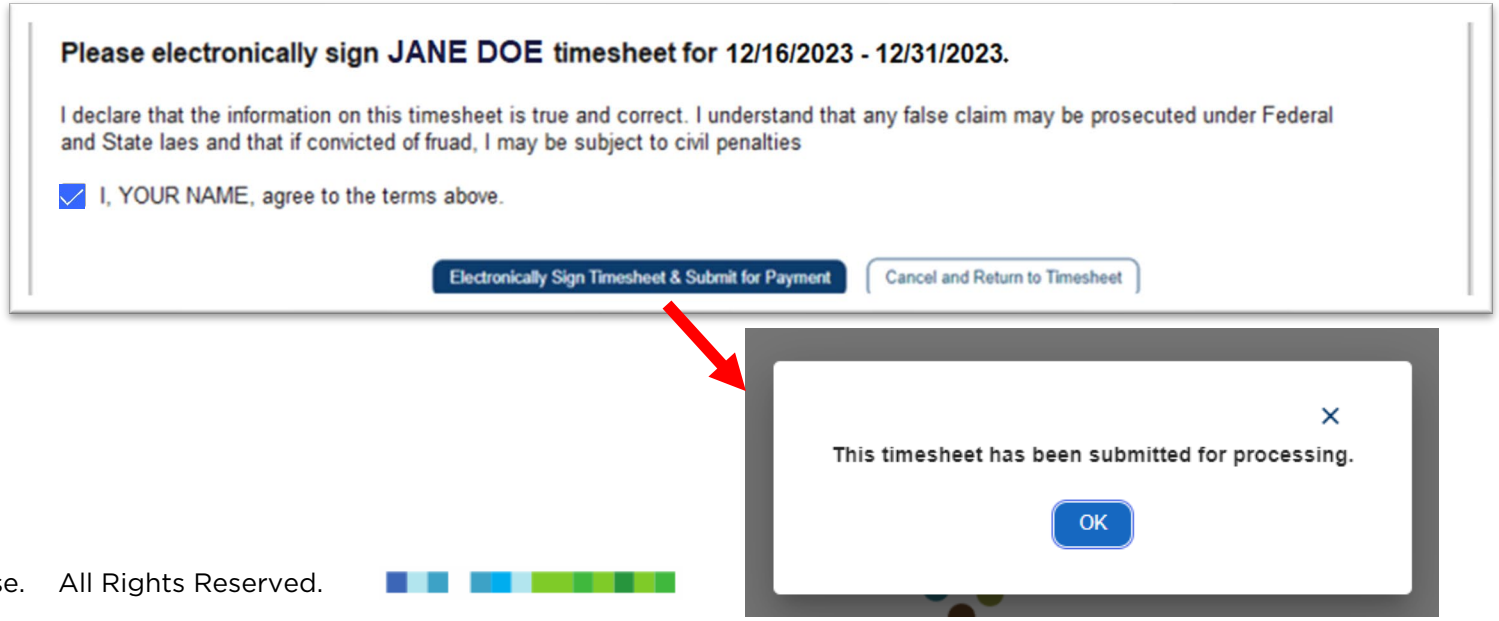
- 如果时间表正确，您可以点击“批准时间表”按钮
  If the timesheet is correct, you can click on the “Approve Timesheet” button



- 如果有任何错误，您可以点击“拒绝时间表”按钮 If there are any errors, you can click on the “Reject Timesheet” button

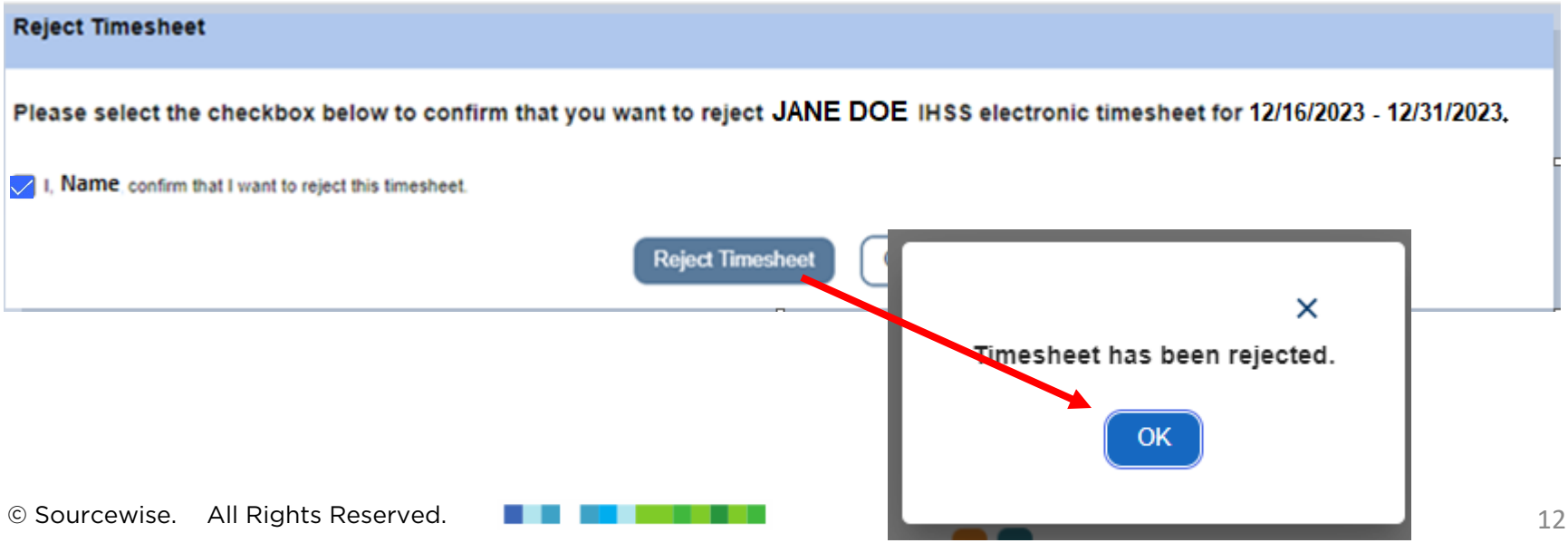
批准工时单
TO APPROVE A TIMESHEET

- 批准工时单时，请检查： When approving a timesheet, check:
  - 提供者姓名是否正确 Provider name is the correct one
  - 工时单周期是否是您想要批准的项目
    Timesheet period is the one you would like to approve
  - 阅读信息并勾选复选框以同意 Read message and check mark the box to agree
  - 点击“电子签名工时单并提交付款申请”
    Click “Electronically Sign Timesheet & Submit for Payment”
  - 点击“确定”完成操作 Finish by clicking on “OK”



拒绝工时单
TO REJECT A TIMESHEET

- 拒绝工时单时，请检查： When rejecting a timesheet, check:
  - 提供者姓名是否正确 Provider name is the correct one
  - 工时单周期是否是您想要拒绝的项目
    Timesheet period is the one you would like to reject
  - 勾选复选框确认拒绝 Check mark the box to confirm the rejection
  - 点击“拒绝工时单” Click “Reject Timesheet”



拒绝工时单
TO REJECT A TIMESHEET

- 提供者将通过电子邮件收到其工时单被拒绝的通知
  Provider will be notified by email that their timesheet was rejected
  - 您应该明确告知提供者其工时单被拒绝的原因，以便他们修改后重新提交给您
    You should notify the provider specifically why their timesheet was rejected so they can fix it and resubmit it to you

- 当提供者修改了工时单并重新提交给您后，请返回ESP进行查看和批准
  When your provider has corrected their timesheet and resubmitted it to you, go back into the ESP to review and approve it

恭喜您！
CONGRATULATIONS!

- 您现在知道如何查看和批准或拒绝提供者工时单。 You now know how to review and approve or reject provider timesheets.

- 观看“聘用提供者”视频，了解更多信息：
  Watch the "Hire a Provider" video to learn more about:
  - 将提供者添加到您的个案中，以便他们填写工时单并接收付款 Adding providers to your case so they can complete timesheets and receive payment

如果您對 ESP 或工時表有疑問或問題，請致電 ESP 服務台 (866) 376-7066，按選項 1

If you have questions or issues with the ETS or timesheets, call the ETS Helpdesk:
(866) 376-7066, Option 1

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www.pascc.org