E-TIMESHEETS USER MANUAL

Premier
Financial Management Services

Get Started with PremierFMS e-Timesheets

At Premier Financial Management Services, our mission is to provide you with the tools and resources necessary to choose and direct your care, allowing you to live more independently. As such, Participants, Employers, Representatives and Employees can now conveniently enter and view their timesheet information in our Electronic Timesheet web-portal!

GETTING STARTED

1. Please contact the administrator, Premier Financial Management Services (PremierFMS), to create a user account for any Participant and Employee.
2. Once the account is created, the Participant and Employee will receive an email alert with instructions for activating the accounts and a one-time login link to set up a password.
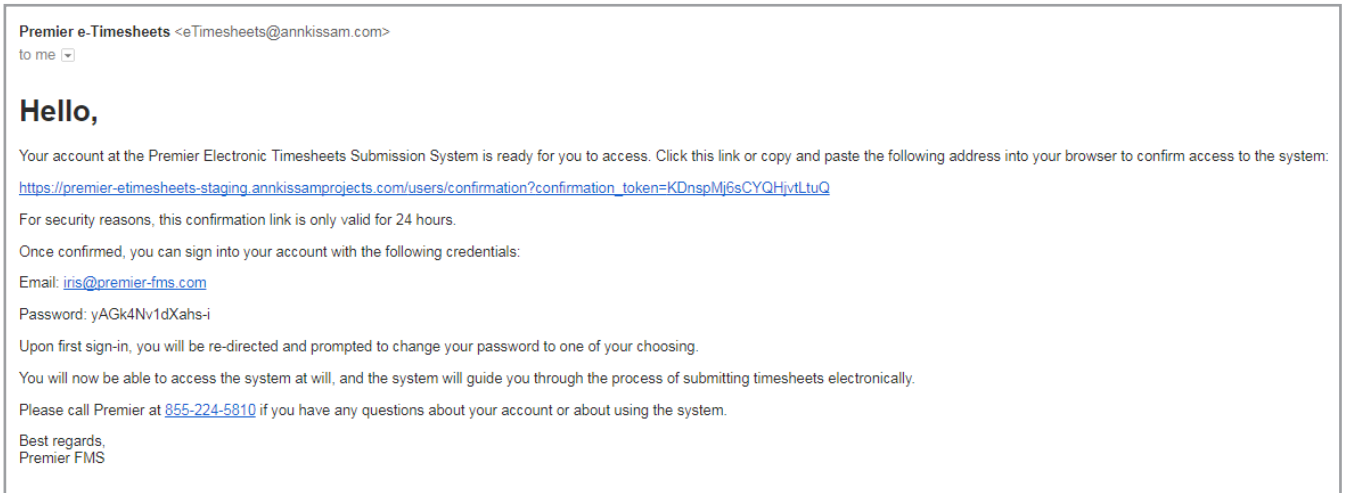
3. After clicking the link, the user will be prompted for their registered email and temporary password.
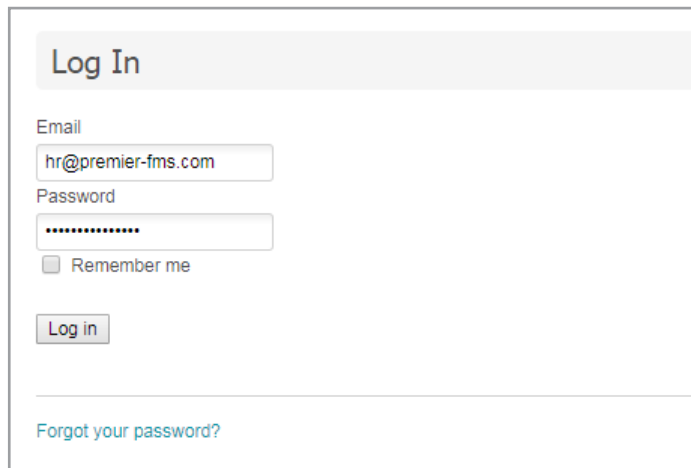
4. The user will be prompted set up a password for their account and accept the Terms of Services.

5. After creating a password and accepting the Terms of Service, the Participant and Employee may begin using the system.

COMPUTER AND MOBILE TIMESHEET ENTRIES

The E-Timesheet web-portal can be accessed on any device that has internet access, such as a computer desktop or cell phone. Data rates may apply on mobile devices. Please refer to your mobile Service Provider for further details.

1. Log into the system. **https://premier-etimesheets.annkissamprojects.com/timesheets**
2. Select date range for timesheet you wish to enter and click '**Create New Timesheet**.'

3. Select Participant for the timesheet you are creating.

Listing Timesheets

No Timesheets meet your query criteria

Payroll Schedule Range: 07/16/2017 to 07/29/2017 ▾

Participant: EMPLOYER, TEST (PE01247) ▾

Create New Timesheet

4. Enter start time and end time for each day worked by the Employee and select the service provided for the times entered. If you are unsure of what service to select, please check with your Employer or contact Premier.

WEEK 1

	Start 1	End 1	Svc Code 1	Start 2	End 2	Svc Code 2	Start 3	End 3	Svc Code 3
Sun. 09/17	10:00 am	12:00 pm	Routii ▾	12:30 pm	1:00 pm	Comp ▾			▾
Mon. 09/18			▾			▾			▾
Tue. 09/19			▾			▾			▾
Wed. 09/20	10:00 am	12:00 pm	Routii ▾			▾			▾
Thu. 09/21			▾	10:00 am	11:00 am	Comp ▾			▾
Fri. 09/22			▾			▾			▾
Sat. 09/23			▾			▾			▾

5. When all times and services have been entered for the pay period, click '**Create Timesheet**'.

Create Timesheet

Cancel

6. You will then be taken to a '**Showing Timesheet**' page. You must check the box confirming a timesheet is correct and click '**Approve Timesheet**.'
   - Please enter a current phone number (this number will be saved for future timesheets), so a PremierFMS employee may reach you for any questions or issues.
   - You may also add a comment that will be visible to all parties. If you need to edit the timesheet, please see '**Editing a Timesheet**' on page 9 of the Training Guide.

7. The timesheet will now need Participant, Employer or Representative approval. It will appear in the timesheet index as '**Waiting for Participant Approval**.'
8. The Participant, Employer or Representative will receive an email alerting them to review and approve the timesheet. Once the timesheet is approved, the timesheet will be submitted to PremierFMS for review and processing.
   - If the Participant, Employer or Representative edits the timesheet, it will be sent back to you to approve.

APPROVING TIMESHEETS

1. When a Participant or Direct Care Professional (DCP) creates or edits a timesheet, you will receive an e-mail prompting you to log in to approve the timesheet. You can click a link in the e-mail to be taken directly to the timesheet.

2. Review the timesheet to make sure it is correct.
   - You can review timesheet by scrolling down and looking at the '**Listing Timesheet Line Items**' section.

Showing Timesheet

BASIC INFORMATION

Participant	EMPLOYER, TEST (PE01247)
Worker	WORKER, TEST (XXX-XX-2623)
Employer	TEST EMPLOYER (R01233)
Status	Approved By Both Parties
Last Updated	10/27/2017 12:17 pm
Payroll Schedule Range	09/17/2017 to 09/30/2017

CREATOR INFORMATION

Name	TEST EMPLOYER
Role	Participant, Employer

Listing Timesheet Line Items

Participant	Worker	Service	Hours	Start Date and Time	End Date and Time	
EMPLOYER, TEST (PE01247)	WORKER, TEST (XXX-XX-2623)	Routine supportive home care service non live in 15 minutes	2.0	Sun, 09/17/2017 -- 10:00 AM	Sun, 09/17/2017 -- 12:00 PM	Show
EMPLOYER, TEST (PE01247)	WORKER, TEST (XXX-XX-2623)	Companion supportive home care non live in 15 minutes	0.5	Sun, 09/17/2017 -- 12:30 PM	Sun, 09/17/2017 -- 1:00 PM	Show
EMPLOYER, TEST (PE01247)	WORKER, TEST (XXX-XX-2623)	Routine supportive home care service non live in 15 minutes	2.0	Wed, 09/20/2017 -- 10:00 AM	Wed, 09/20/2017 -- 12:00 PM	Show
EMPLOYER, TEST (PE01247)	WORKER, TEST (XXX-XX-2623)	Companion supportive home care non live in 15 minutes	1.0	Thu, 09/21/2017 -- 10:00 AM	Thu, 09/21/2017 -- 11:00 AM	Show
EMPLOYER, TEST (PE01247)	WORKER, TEST (XXX-XX-2623)	Routine supportive home care service non live in 15 minutes	2.0	Sun, 09/24/2017 -- 10:00 AM	Sun, 09/24/2017 -- 12:00 PM	Show
EMPLOYER, TEST (PE01247)	WORKER, TEST (XXX-XX-2623)	Companion supportive home care non live in 15 minutes	1.0	Sun, 09/24/2017 -- 12:00 PM	Sun, 09/24/2017 -- 1:00 PM	Show

   - You can review weekly totals box on the left hand side of the page. The totals are broken down by service provided.

TS Totals

Service	Wk1	Wk2	Total
Total	5.5	3.0	8.5

3. If the timesheet is correct, check the box signifying your signature and click '**Approve Timesheet**.'
    • If you have not yet entered a current phone number, please do so now (this number will be saved for future timesheets). A PremierFMS employee may reach you for any questions or issues.
    • You may also add a comment that will be visible to all parties.

4. If the timesheet is not correct, you can either click '**Deny Timesheet**' or you can click '**Edit Timesheet.**' If you need to edit the timesheet, please see '**Editing a Timesheet**' on page 9 of the Training Guide.

5. If the Participant, Employer or Representative has approved the timesheet already, the timesheet will move into '**Approved by Both Parties**' status. If the Participant, Employer or Representative needs to approve the timesheet, the timesheet will move into '**Waiting for Employee Approval**' status and a notification email will be sent to the Employee.

6. Once the timesheet has been review by PremierFMS, the timesheet will move into **'Submitted'** status. Timesheets cannot be paid by Premier until both parties approve the timesheet. Timesheets must be approved by both parties by the pay period due date to ensure payment will be made to the worker on the pay day.

DENYING A TIMESHEET

If a timesheet was created in error, you may need to deny a timesheet.

1. In the Timesheet Index, click '**show**' next to the timesheet you would like to deny.

2. Click '**Deny**.'

3. The timesheet will move into '**Denied by User**' status. The status will show that the Participant, Employer or Representative denied the timesheet. If the timesheet is denied by the Employer or worker, the party who initially submitted the timesheet will receive an error notifying them.

EDITING A TIMESHEET

If you notice an error on the timesheet, you may need to edit the timesheet. You may also use this feature to edit a timesheet throughout the pay period, if you would like to track time as it is worked. Each time a timesheet is edited and approved, an email will be sent to the other party alerting them that a timesheet is waiting for approval.

1. In the Timesheet Index, click '**show**' next to the timesheet you would like to edit.

2. Click '**Edit Timesheet.**'

3. On the edit screen, you will be able to edit start and end times, delete a shift, and edit Participant/ Employee information.
   - You can also add a comment that will be visible to all parties.

4. Click '**Update Timesheet.**'

5. When the timesheet is correct, check the box signifying your signature and click '**Approve Timesheet.**'
6. The other party will receive an email alerting them to review and approve timesheet. (Please reference the **'Approving a Timesheet'** section for steps on approval process.)

TIMESHEET ERRORS

Below is a list of errors that PremierFMS Electronic Timesheets will catch when creating a timesheet. To approve a timesheet, all errors must be resolved. All errors must be resolved by the person attempting to submit the timesheet before it can be completed and submitted.

Overlapping Time Spans

This error will appear if you enter overlapping shifts within the same timesheet.

For example, if you enter a shift of 6:30am-12:00pm and then 11:00am-4:00pm on the same day. 11:00am to 12:00pm is overlapping, so the timesheet will show this error.

Future Date Submitted

If the user attempts to submit dates of service after the day of submission, the error will appear.

For example, if the timesheet is submitted on 02/24/2017 and the timesheet includes a shift worked on 02/26/2017. The shift entered on 02/26/2017 is after the date of submission, 02/24/2017, so the timesheet will show this error.

Invalid Span

This error will appear if a user enters a shift where the start time is after the end time, or where the start time and the end time are the same.

For example, if you attempt to enter a shift from 4:00pm to 11:00am on the same date of service. 4:00pm is after 11:00am, so the timesheet will show this error.

Missing Start Time

If you do not enter a start time, the timesheet will show this error.

Missing End Time

If you do not enter an end time, the timesheet will show this error.

Missing Service Code

If you do not select a service code, the timesheet will show this error.

Below is an example of a timesheet error.

⊖ 1 Error prohibited this Timesheet from being saved:
• Service code for 07/23 cannot be blank
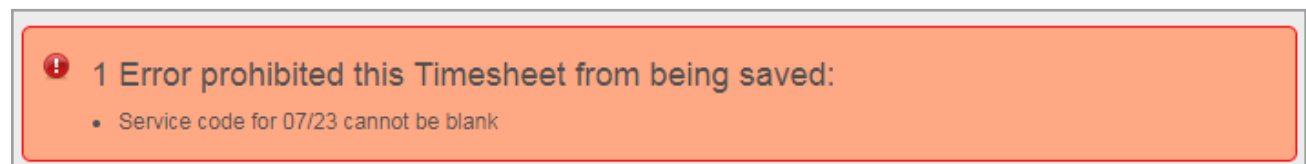
RESOLVING TIMESHEET ERRORS

When you receive an error, you must resolve that error to approve the timesheet. The steps listed below may vary depending upon the timesheet error.

1. In the Timesheet Index, click '**show**' next to the timesheet you would like to edit.

2. Click '**Edit Timesheet.**'

3. Correct highlighted errors. Then click '**Update Timesheet.**'
   - You may also adjust other shifts if needed.
   - You may also add a comment that will be visible to all parties.
4. When timesheet is correct, check the box signifying your signature and click '**Approve Timesheet.**'
5. The other party will receive an email alerting them to review and approve timesheet.

TIMESHEET WARNINGS

Timesheet warnings will appear if a Participant receives more than 12 hours of service in a single day and help catch, if and when, the wrong hours are entered. For example, if AM is selected rather than PM, and vice versa. Timesheet Warnings will not prevent the timesheet from being approved.

Below is an example of a timesheet error.

Participant	Worker	Service	Hours	Start Date and Time	End Date and Time	
EMPLOYER, TEST (PE01247)	WORKER, TEST (XXX-XX-2623)	Routine supportive home care service non live in 15 minutes	5.0	Sun, 10/15/2017 -- 1:00 PM	Sun, 10/15/2017 -- 6:00 PM	Show
EMPLOYER, TEST (PE01247)	WORKER, TEST (XXX-XX-2623)	Routine supportive home care service non live in 15 minutes	5.0	Thu, 10/19/2017 -- 1:00 PM	Thu, 10/19/2017 -- 6:00 PM	Show
EMPLOYER, TEST (PE01247)	WORKER, TEST (XXX-XX-2623)	Routine supportive home care service non live in 15 minutes	5.0	Fri, 10/27/2017 -- 1:00 PM	Fri, 10/27/2017 -- 6:00 PM	Show
EMPLOYER, TEST (PE01247)	WORKER, TEST (XXX-XX-2623)	Routine supportive home care service non live in 15 minutes	2.0	Sat, 10/28/2017 -- 10:00 AM	Sat, 10/28/2017 -- 12:00 PM	Show

VIEWING HISTORICAL TIMESHEETS

Participants and Employees can view old timesheets and the status of previously entered timesheets.
1. Log into the system and view Timesheet Index.
2. For an Employee or Representative with multiple Participants, you will be able to see all timesheets pertaining to all your Participants. Likewise, for a Participant with multiple Employees, you will be able to see all of your timesheets pertaining to all of your Employees.

RESETTING YOUR PASSWORD

1. Go to the login page for PremierFMS Electronic Timesheets.
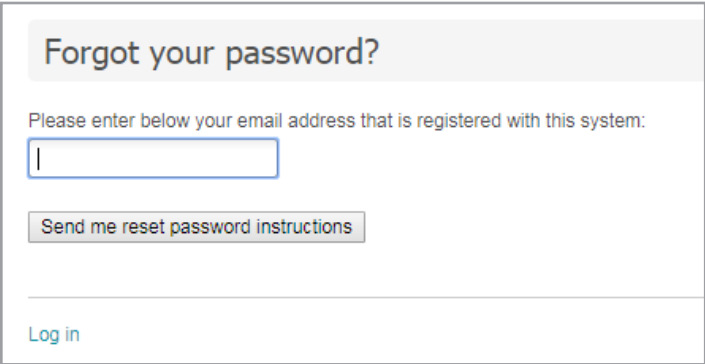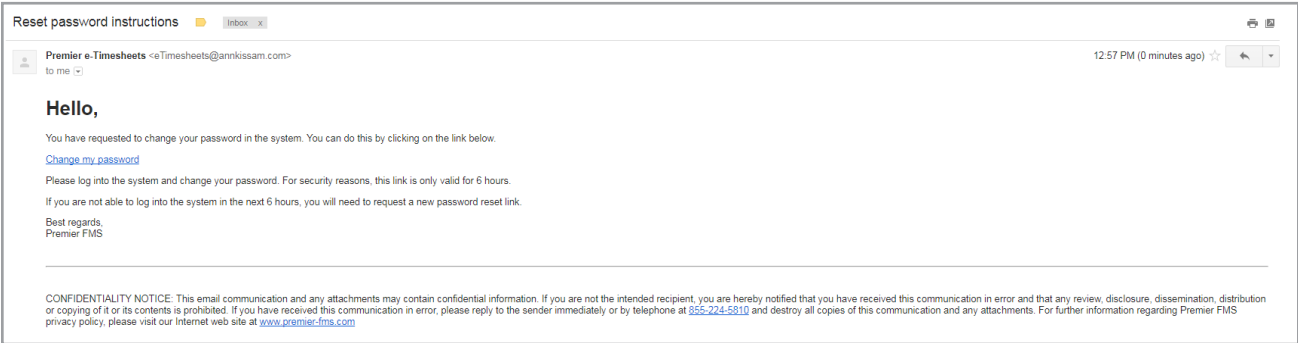2. Click '**Forgot your password.**'

3. Enter email address registered in the system and click '**Send me reset password instructions.**'

4. An email will be sent to you prompting you to set up a new password. Click the **'Change my password'** link in the email.

5. Enter your new password and confirm new password. Then click '**Change my password.**'

6. Your new password is effective immediately.