

# ISDS Timesheet Module



<https://TIMESHEET.ypic.com/Accounting>

User Guide for Accounting Staff

1 September 2022

## Overview

Accounting Staff utilize the Functions of the Timesheet System to approve/submit/reject Timesheets

When Timesheets are accepted, or rejected, a message (email / text message) will be sent to Participants, Site Supervisors and Case Managers.

The System will track the approved hours/funds expended

Accounting Staff access the TimeSheet module at

<https://timesheet.ypic.com/Accounting>

Accounting Staff use their current ISDS System credentials to log-in:



Upon successful login, Staff will be presented with a confirmation screen:



From the Accounting Menu, Staff can select either View Participants for Timesheet Approval or Search/Print TS for Timesheet Reprints:



To process weekly timesheets, Staff will press the View Participants:



Buttons represent Participants with Active Contracts

Upon Selection of Participant, the current timesheet will be presented:

### Participant Timesheet System

**MLKGary Gammel logged-in**

ContID: 5147    Vendor ID: 1234 Type: WEX  
 Name: Gammel, PartGary R    PartID: PartGary  
 Title: 160 Hour Class A CDL Course with Endorsement  
 Start: 2022-06-01    End: 2022-10-28

**Pay Period Starting May 20, 2022 - June 2, 2022**

**Approvals**

Participant:  PartGary Gammel 2022-08-24 11:24:23    Supervisor:  Gary Gammel 2022-08-24 14:45:28    Case Manager:  GaryMLK 2022-08-24 16:59:43    Accounting:  n/a n/a

	Fri May 20	Sat May 21	Sun May 22	Mon May 23	Tue May 24	Wed May 25	Thu May 26	Fri May 27	Sat May 28	Sun May 29	Mon May 30	Tue May 31	Wed Jun 01	Thu Jun 02
Punctuality	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	8.00
Worksite Participation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											
Worksite Objectives	<input type="checkbox"/>	<input checked="" type="checkbox"/>												
Interpersonal Relationships	<input type="checkbox"/>	<input checked="" type="checkbox"/>												
Task Completion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>											
Incentives Earned	0	0	0	0	0	0	0	0	0	0	0	0	3	3
Hourly Rate	0	0	0	0	0	0	0	0	0	0	0	0	7.68	7.68
Daily Stipend	0	0	0	0	0	0	0	0	0	0	0	0	61.44	61.44
<b>Total Hours / Stipend</b>													<b>16</b>	<b>\$ 122.88</b>

**Reason for losing incentives. If none, leave blank**

07/01/2022	participant was unable to complete objectives
mm/dd/yyyy	participant was unable to complete tasks
mm/dd/yyyy	Reason for losing incentives. If none, leave blank

**NOT TO EXCEED 40 HOURS PER WEEK**

Accounting Comments

Approve
Submit
Reject Timesheet

Return to Participant List
Accounting Menu
Log Out

The Incentive Form, with the Incentive earned checkboxes, reasons incentives were lost, and signatures:

The System will count and display incentives worked for each day. Based on the number of incentives earned, the System will determine the daily hourly rate. Finally, the System will calculate the daily pay.

Accounting can reject the timesheet, and give a reason or remedy.

Alternatively, the Accountant can Approve the Timesheet. Upon approval, the Timesheet can be printed with the approval E-Signatures.

MLKGary Gammel logged-in

ContID: 5147    Vendor ID: 1234 Type: WEX  
 Name: Gammel, PartGary R    PartID: PartGary  
 Title: 160 Hour Class A CDL Course with Endorsement  
 Start: 2022-06-01    End: 2022-10-28

**Pay Period Starting May 20, 2022 - June 2, 2022**

**Approvals**

Participant: <input checked="" type="checkbox"/>	Supervisor: <input checked="" type="checkbox"/>	Case Manager: <input checked="" type="checkbox"/>	Accounting: <input checked="" type="checkbox"/>
PartGary Gammel 2022-08-24 11:24:23	Gary Gammel 2022-08-24 14:45:28	GaryMLK 2022-08-24 16:59:43	MLKGary Gammel 2022-08-24 17:53:09

	Fri May 20	Sat May 21	Sun May 22	Mon May 23	Tue May 24	Wed May 25	Thu May 26	Fri May 27	Sat May 28	Sun May 29	Mon May 30	Tue May 31	Wed Jun 01	Thu Jun 02
Punctuality	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	8.00
Worksite Participation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											
Worksite Objectives	<input type="checkbox"/>	<input checked="" type="checkbox"/>												
Interpersonal Relationships	<input type="checkbox"/>	<input checked="" type="checkbox"/>												

After Printing, press Submit to record the Timesheet. Email / Text Messages will then be sent.

**Participant Timesheet System**

MLKGary Gammel logged-in

**The System has posted the timesheet**

[Participant List](#)

[Log Out](#)

[User Guide for Participants](#)

[User Guide for Supervisors](#)

[User Guide for Providers](#)

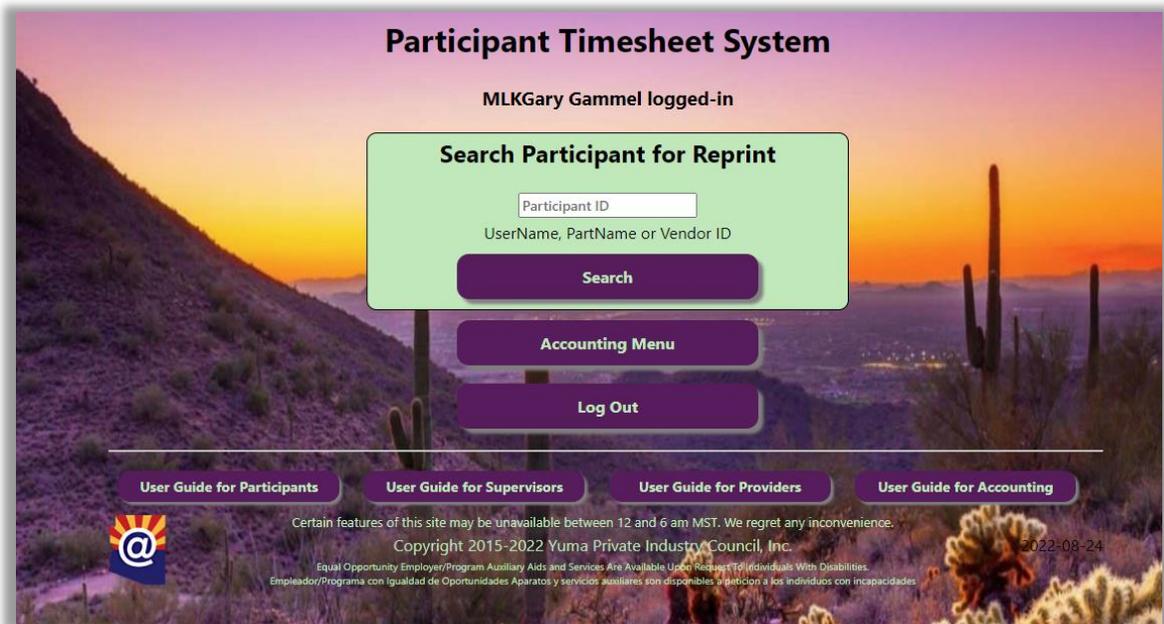
[User Guide for Accounting](#)

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 Empleador/Programa con Igualdad de Oportunidades Aparatos y servicios auxiliares son disponibles a petición a los individuos con incapacidades

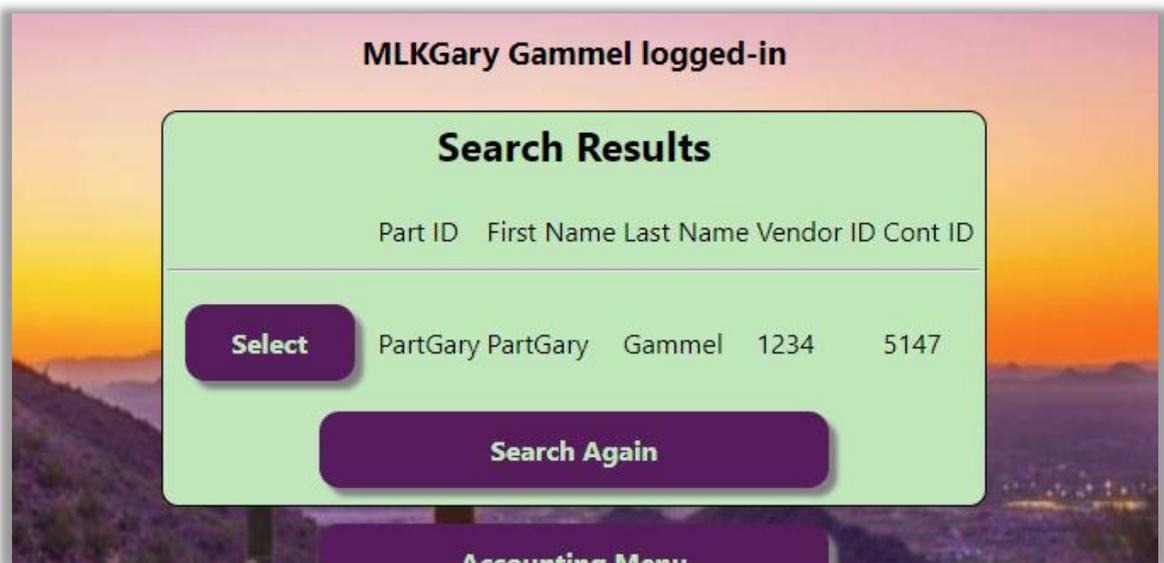
Timesheets can be re-printed if necessary:

From the Accounting Menu, Select Search/Print TS

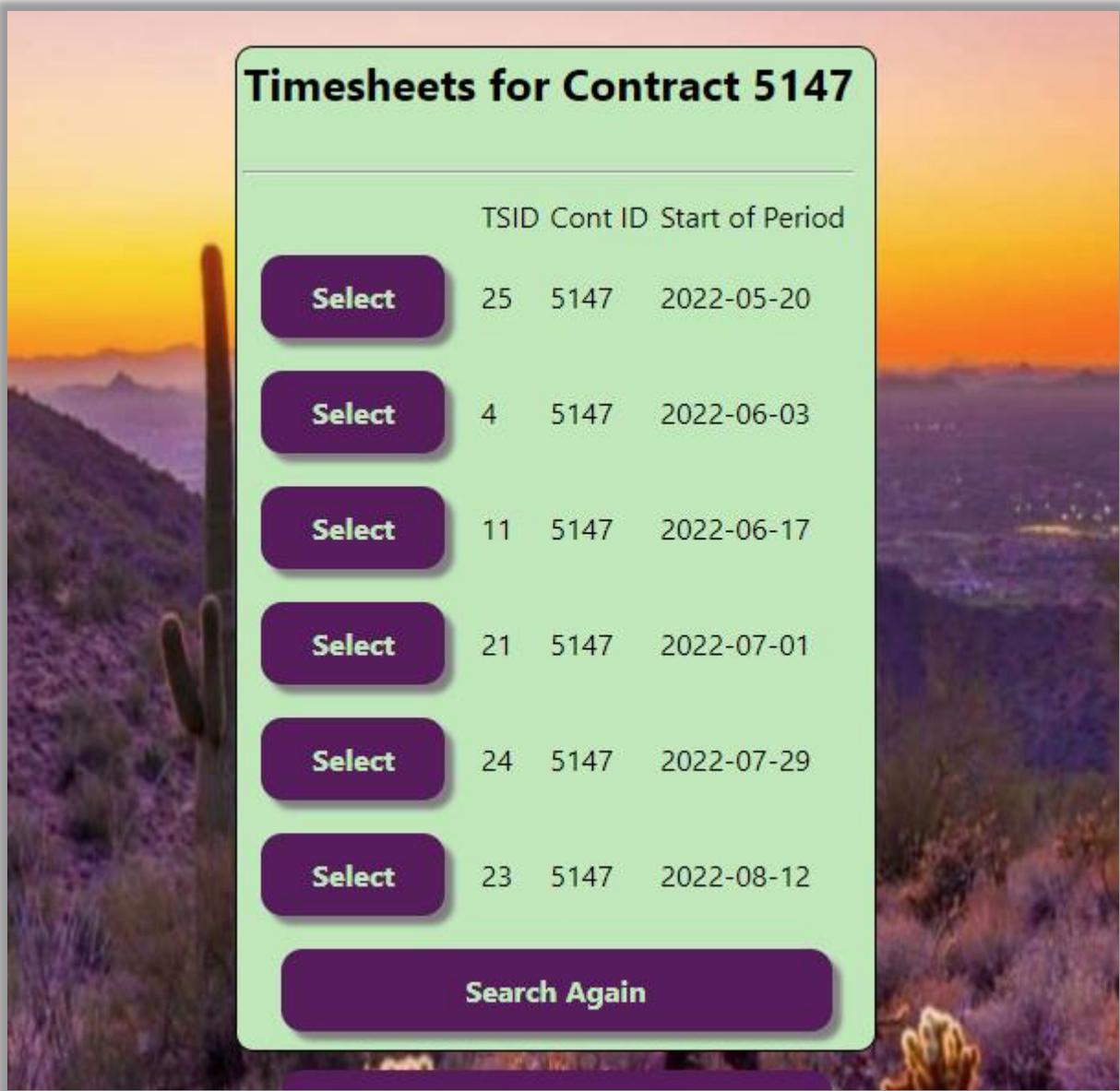
Participants can be searched by UserName, First or Last Name or Vendor ID:



Participants matching the Search Term will be displayed:



Upon selection of the Contract, the corresponding Timesheets will be displayed:



The screenshot displays a mobile application interface with a light green background. At the top, the title "Timesheets for Contract 5147" is shown in bold black text. Below the title is a table with three columns: "TSID", "Cont ID", and "Start of Period". Each row in the table includes a purple "Select" button to the left of the data. At the bottom of the list is a purple "Search Again" button. The background of the application is a scenic view of a desert landscape at sunset, featuring a saguaro cactus in the foreground and a cityscape in the distance.

	TSID	Cont ID	Start of Period
<b>Select</b>	25	5147	2022-05-20
<b>Select</b>	4	5147	2022-06-03
<b>Select</b>	11	5147	2022-06-17
<b>Select</b>	21	5147	2022-07-01
<b>Select</b>	24	5147	2022-07-29
<b>Select</b>	23	5147	2022-08-12

**Select Again**

Press Select to display the Timesheet for the Period:

# Participant Timesheet System

MLKGary Gammel logged-in

ContID: 5147 Vendor ID: 1234 Type: WEX  
 Name: Gammel, PartGary R PartID: PartGary  
 Title: 160 Hour Class A CDL Course with Endorsement  
 Start: 2022-06-01 End: 2022-10-28

Pay Period Starting June 17, 2022 - June 30, 2022

## Approvals

Participant:  Supervisor:  Case Manager:  Accounting:   
 PartGary Gammel n/a GaryMLK n/a  
 2022-07-01 16:16:57 n/a 2022-08-18 10:26:05 n/a

	Fri Jun 17	Sat Jun 18	Sun Jun 19	Mon Jun 20	Tue Jun 21	Wed Jun 22	Thu Jun 23	Fri Jun 24	Sat Jun 25	Sun Jun 26	Mon Jun 27	Tue Jun 28	Wed Jun 29	Thu Jun 30
Punctuality	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	12.00	8.00	8.00	8.00
Worksite Participation	<input checked="" type="checkbox"/>													
Worksite Objectives	<input checked="" type="checkbox"/>													
Interpersonal Relationships	<input checked="" type="checkbox"/>													
Task Completion	<input checked="" type="checkbox"/>													
Incentives Earned	5	5	5	5	5	5	5	5	5	5	5	5	5	5
Hourly Rate	12.8	12.8	12.8	12.8	12.8	12.8	12.8	12.8	12.8	12.8	12.8	12.8	12.8	12.8
Daily Stipend	102.4	0	0	102.4	102.4	102.4	102.4	102.4	0	0	153.6	102.4	102.4	102.4
Total Hours / Stipend												84	\$ 1075.2	

## Reason for losing incentives. If none, leave blank

<input type="text" value="mm/dd/yyyy"/>	Reason for losing incentives. If none, leave blank
<input type="text" value="mm/dd/yyyy"/>	Reason for losing incentives. If none, leave blank
<input type="text" value="mm/dd/yyyy"/>	Reason for losing incentives. If none, leave blank

## NOT TO EXCEED 40 HOURS PER WEEK

Accounting Comments

Search/Print TS

The Timesheet, with Incentives earned, daily rate, total hours, total earnings and Approvals can now be printed.