

ISDS Timesheet Module



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

User Guide for Provider Agencies

1 September 2022

Overview

Provider Staff, such as Case Managers, utilize the Provider Functions of the Timesheet System.

Staff use the System to approve/reject Timesheets and monitor Contract depletion status via Payment Reports

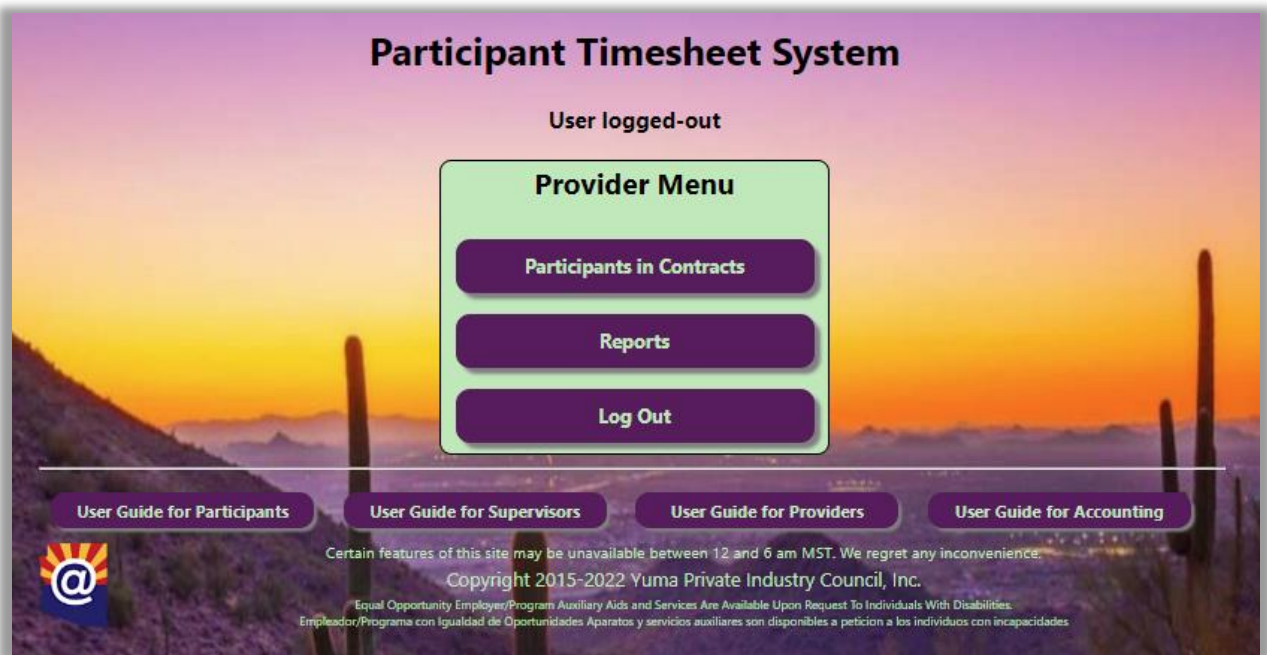
When Timesheets are accepted, or rejected, a message (email / text message) will be sent to Participants, Site Supervisors and Case Managers.

Provider Staff access the TimeSheet module at <https://timesheet.ypic.com/Provider>

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



Upon successful login, Staff will be presented with Provider Menu:



Provider staff can work with Participant Timesheets or view Reports.

Selecting “Participants in Contracts” displays the Participants under Contract for each logged-in Case Manager:

The screenshot displays the 'Participant Timesheet System' interface. At the top, it shows the user 'MLKGary Gammel' is logged in. The main section is titled 'Participants in Contracts' and contains four purple boxes, each representing a participant's contract details:

- Participant 1:** Gammel, Gary / 5088, Yuma Private Industry Council-IT Dept, wex contract, 2022-06-14 - 2022-07-19.
- Participant 2:** Knox, Shavon M / 5094, Yuma Private Industry Council-IT Dept, ost contract, 2022-06-01 - 2022-06-01.
- Participant 3:** Knox, Shavon / 5098, Yuma Private Industry Council-IT Dept, ita test contract, 2022-06-01 - 2022-06-01.
- Participant 4:** Gammel, PartGary R / 5147, Yuma Private Industry Council, Inc, 160 Hour Class A CDL Course with Endorsement, 2022-06-01 - 2022-10-28.

Below the participant list are two buttons: 'Provider Menu' and 'Log Out'. At the bottom, there are four links for user guides: 'User Guide for Participants', 'User Guide for Supervisors', 'User Guide for Providers', and 'User Guide for Accounting'. The footer includes a copyright notice for Yuma Private Industry Council, Inc. (2015-2022), a disclaimer about site availability, and an Equal Opportunity statement in both English and Spanish.

Select a Contract to view the Timesheet header, hours and incentives:

Participant Timesheet System

MLKGary Gammel logged-in

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

Pay Period

2022-08-12-2022-08-25 ▾

Approvals

Participant: <input checked="" type="checkbox"/>	Supervisor: <input checked="" type="checkbox"/>	Case Manager: <input type="checkbox"/>	Accounting: <input type="checkbox"/>
Gammel, PartGary R 2022-08-22 17:31:46	Gary Gammel 2022-08-22 17:48:01	n/a n/a	n/a n/a

	Fri Aug 12	Sat Aug 13	Sun Aug 14	Mon Aug 15	Tue Aug 16	Wed Aug 17	Thu Aug 18	Fri Aug 19	Sat Aug 20	Sun Aug 21	Mon Aug 22	Tue Aug 23	Wed Aug 24	Thu Aug 25
Punctuality	0.00	0.75	0.00	6.00	8.00	4.00	8.00	8.00	0.00	0.00	4.00	8.00	6.00	0.00
Worksite Participation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Worksite Objectives	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Interpersonal Relationships	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Task Completion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Reason for losing incentives. If none, leave blank

08/12/2022	reason one
08/16/2022	reason two
08/25/2022	reason three

NOT TO EXCEED 40 HOURS PER WEEK

Provider Comments

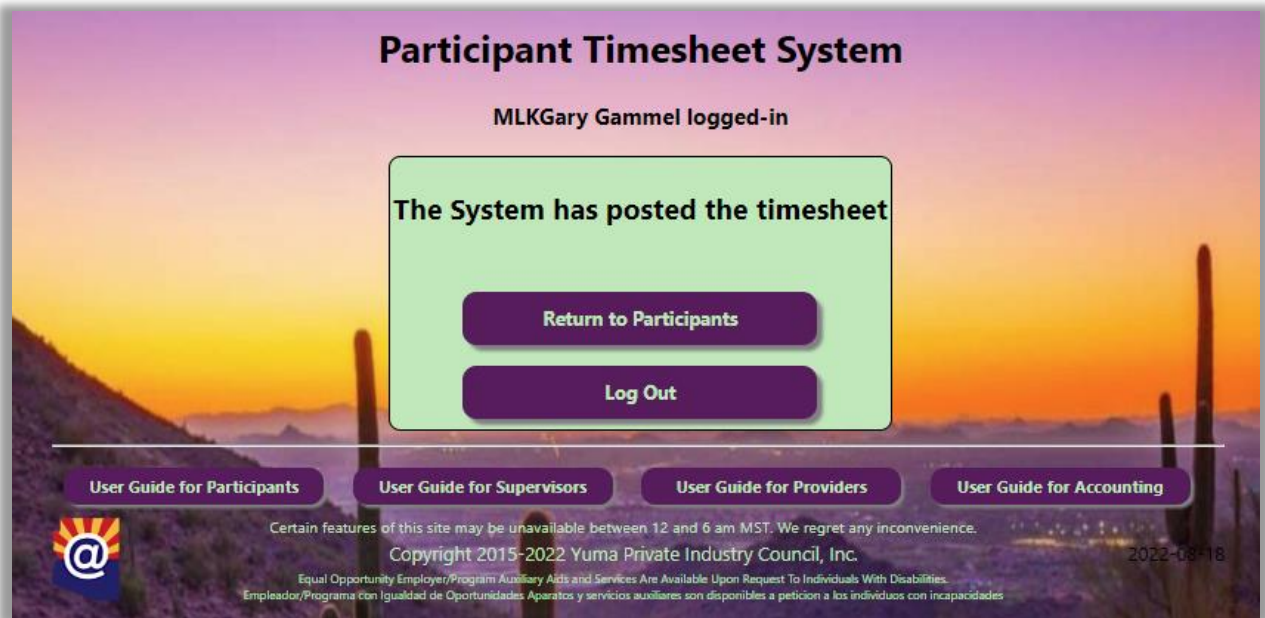
Submit
Reject Timesheet

If a Timesheet is to be rejected, a reason / remedy should be included.

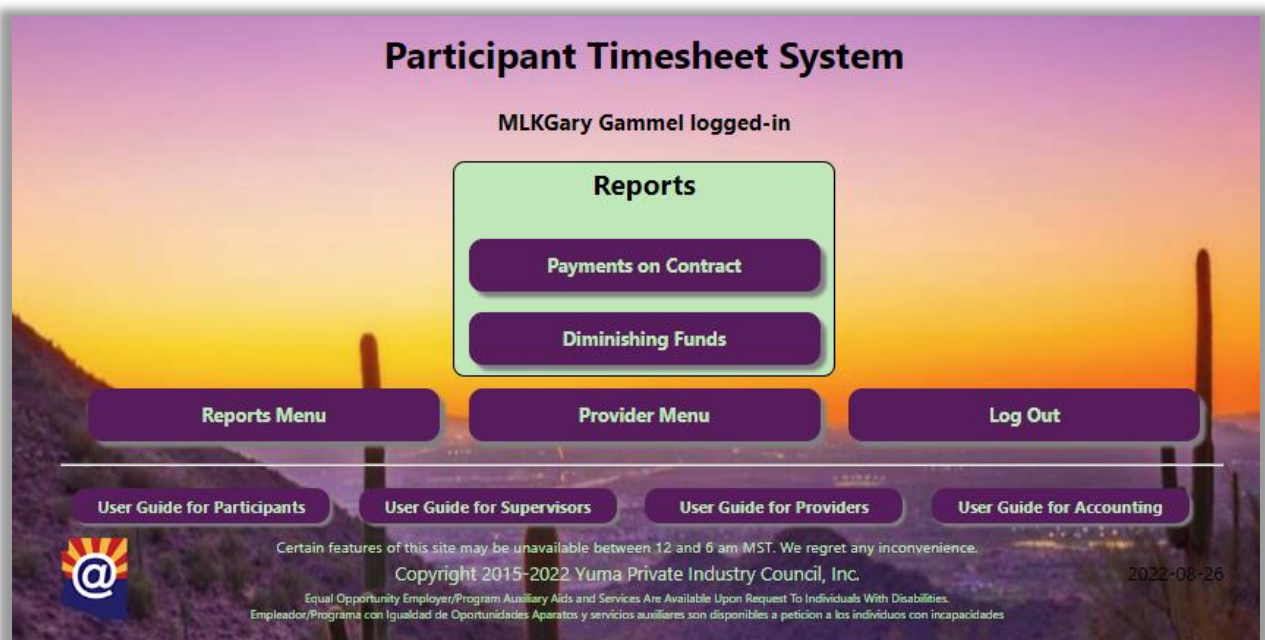
After review, the Case Manager will Submit or Reject the Timesheet.

Rejected Timesheets will be returned to the Site Supervisor.

Upon Timesheet Approval, a confirmation screen will be displayed, and text/email messages will be sent.



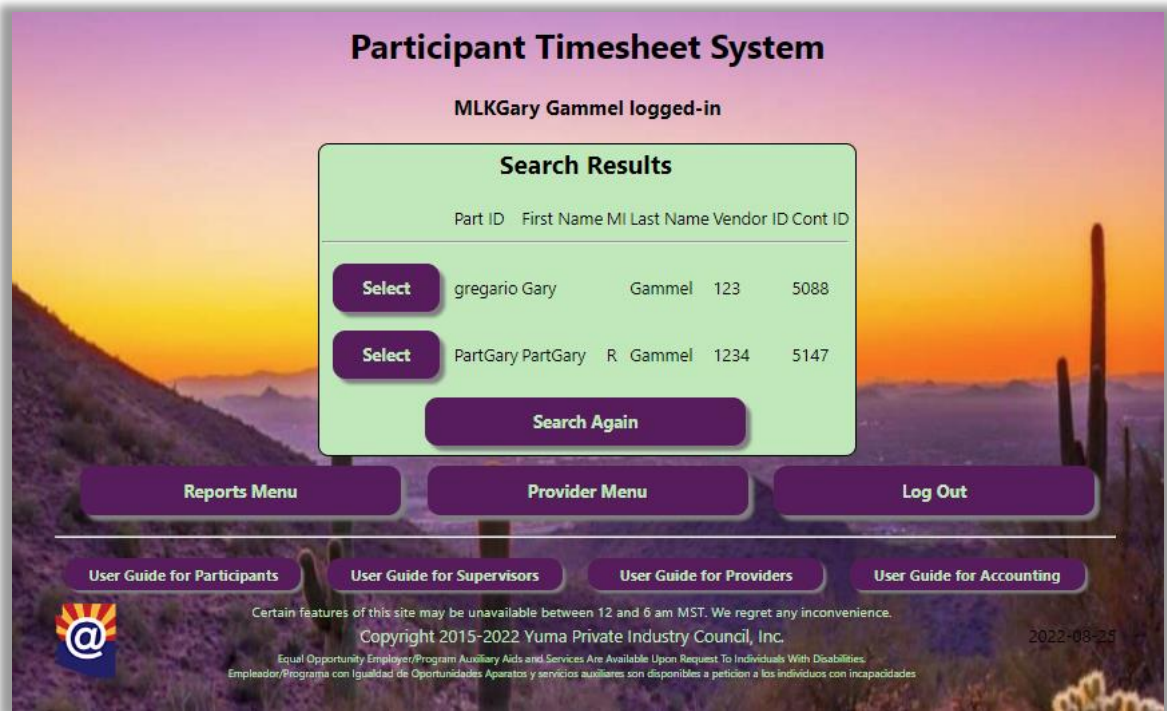
Back at the Provider Menu, Case Managers can also view Reports:



Payments on Contract – view payments made to a Participant



Case Manager can search by First or Last Name, Participant ID or Vendor ID. Search results are then displayed:



Clicking on "Select" will then report the Contract Payments:

Participant Timesheet System

MLKGary Gammel logged-in

Payment(s) on Contract

TSID	ContID	Start of Period	Period Hours	Stipend	Acctg TS	EstCost
25	5147	2022-05-20	80.000	1024.00	2022-08-24 17:54:36	
4	5147	2022-06-03	80.000	1024.00	2022-08-23 12:33:55	
11	5147	2022-06-17	80.000	1024.00		
21	5147	2022-07-01				
26	5147	2022-07-15	80.000	1024.00		
24	5147	2022-07-29	80.000	1024.00		
23	5147	2022-08-12	80.000	1024.00		
27	5147	2022-08-26				
80% Spent			480	\$6144		\$7680.00

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2022-08-24 17:54:36

The Diminishing Funds Report shows the Payment status of All Contracts. Can be filtered by program year, and percentage spent. Can also be exported to Excel:

Participant Timesheet System
MLKGary Gammel logged-in

Program Year: PY 2022-23
Percentage Spent: 70 Percent

Diminishing Funds

Pct Spent	Cont ID	Cont Start	Part ID	Part Name	Total Hours	Stipend	Est Cost
74% Spent	5097	2022-07-14				\$2380.8	\$3200.00

[Export to Excel](#)

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Participant Timesheet System
MLKGary Gammel logged-in

Program Year: PY 2022-23
Percentage Spent: 70 Percent

Diminishing Funds

Pct Spent	Cont ID	Cont Start	Part ID	Part Name	Total Hours	Stipend	Est Cost
74% Spent	5097	2022-07-14				\$2380.8	\$3200.00

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