## **ISDS** Timesheet Module

	Participant Timesheet System
	User logged-out
	Provider Login
	Provider Staff ID Provider Staff ID
	Password Password
	Log-In
User Guide for Participants	User Guide for Supervisors User Guide for Providers User Guide for Accounting
Certain featu Equal Opp Empleador/Programs	res of this site may be unavailable between 12 and 6 am MST. We regret any inconvenience. Copyright 2015-2022 Yuma Private Industry Council, Inc. 2022-09-01 rhunity Employer/Program Auriliany Adds and Services Are Available Upon Request To Individuals With Disabilities. con Iguidade do Oportunidades Aparatos y servicios auriliares son disponibles a peticion a los individuos con incapacidades

## https://TIMESHEET.ypic.com/Provider User Guide for Provider Agencies 1 September 2022

## <u>Overview</u>

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 <a href="https://timesheet.ypic.com/Provider">https://timesheet.ypic.com/Provider</a>

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

	Participant Timesheet System
	User logged-out
	Provider Login
	Provider Staff ID Provider Staff ID
	Password Password
	Log-In
User Guide for Participants Certain feat Equal Op Empleador/Program	User Guide for Supervisors User Guide for Providers User Guide for Accounting Ures of this site may be unavailable between 12 and 6 am MST. We regret any inconvenience. Copyright 2015-2022 Yuma Private Industry Council, Inc. 2022-09-01 contunity Employer/Program Auxiliary Aids and Services Are Available Upon Request To Individuals With Disabilities. a con Igualdad de Oportunidades Aparates y servicios auxiliares son disponibles a peticion a los individuos con incapacidades

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:



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

	Pa	rticipant	Timeshee	et System					
		MLKGar	y Gammel logg	ed-in					
		ContID: 5147 Title: 160 Hour Clas Start: 2022-06-01 PartID: PartGary	Type: WEX s A CDL Course wit End: 2022-10-28 Name: Gammel, F	h Endorsement PartGary R					
			Pay Period						
		2022-	08-12-2022-08-25 🗸	]					
			Approvals						
	Participant: 🗹 Gammel, PartGary R 2022-08-22 17:31:46	Supervis Gary Gar 2022-08	or: 🗹 nmel -22 17:48:01	Case Manager n/a n/a		Accountii n/a n/a	ng: 🗆		
Punctuality Worksite Participation Worksite Objectives Interpersonal Relationships Task Completion	Fri Sat Sun Aug 12 Aug 13 Aug 14 0.00 0.75 0.00 0 0 0.75 0.00 0 0 0 0 0.75 0.00 0 0 0 0 0.75 0.00 0 0 0 0 0 0.75 0.00 0 0 0 0 0 0 0.75 0.00 0 0 0 0 0 0 0 0.75 0.00 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Mon Tue 4 Aug 15 Aug 16 6.00 8.00 2 2 2 2 2 2 2 2 2 2 2 2	Wed Thu Aug 17 Aug 18 (4.00 8.00 2 2 2 2 2 2 2 2 2 2 2 2 2 2	Fri Sat Aug 19 Aug 8.00 0.00 2 0 2 0 2 0 2 0 2 0	: Sun 20 Aug 21 0.00	Mon Aug 22 4.00	Tue Aug 23 8.00 2 2 2 2	Wed Aug 24 6.00 2 2 2 2	Thu Aug 25 0.00
	Rea	ason for losing i	ncentives. If no	ne, leave blank					
08/12/2022	reason one								
08/16/2022	reason two								
08/25/2022	reason three								
	Cons Manager Constants 12	NOT TO EXC	EED 40 HOURS PE	R WEEK					
Provider Comments	Case Manager Comments / Ri	emedy							
			Submit						
		R	eject 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:

	Reports	
	Payments on Contract	
	Diminishing Funds	
Reports Menu	Provider Menu	Log Out
Reports Menu	Provider Menu	Log Out

Payments on Contract – view payments made to a Participant

	Participant Timesheet Syst	em
	MLKGary Gammel logged-in	
	Participant Lookup	
	Participant ID	
	Search by Last Name, First Name, PartID or Vendor	D
	Search	
Reports Menu	Provider Menu	Log Out
THE REAL PROPERTY AND	and the second s	
User Guide for Participants	User Guide for Supervisors User Guide for Provid	ers User Guide for Accounting
Certain feat	ures of this site may be unavailable between 12 and 6 am MST. We regret Copyright 2015-2022 Yuma Private Industry Council. In	any inconvenience.
Equal Opp Empleador/Program	ortunity Employer/Program Autoliary Aids and Services Are Available Upon Request To Individu a con Igualdad de Oportunidades Aparatos y servicios autoliares son disponibles a peticion a los	als With Disabilities: s individuos con incapacidades

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

MLKGary Gammel logged-in Search Results Part ID First Name MI Last Name Vendor ID Cont ID	
Search Results           Part ID         First Name MI Last Name Vendor ID Cont ID	
Part ID First Name MI Last Name Vendor ID Cont ID	
Select gregario Gary Gammel 123 5088	
Select PartGary PartGary R Gammel 1234 5147	
Search Again	
Reports Menu Provider Menu Log Out	

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

	P	articipa	ant Ti	mesheet Syst	em	
		ML	KGary Ga	mmel logged-in		
		Pay	/ment(s	) on Contract		
T	SID Contil	Start of Perio	d Period Ho	urs Stipend Acctg TS	EstCost	
2	5 5147	2022-05-20	80.000	1024.00 2022-08-24 17:5	54:36	
4	5147	2022-06-03	80.000	1024.00 2022-08-23 12:3	33:55	
1	1 5147	2022-06-17	80.000	1024.00		
2	1 5147	2022-07-01				
2	6 5147	2022-07-15	80.000	1024.00	and the second se	-
2	4 5147	2022-07-29	80.000	1024.00	and the second se	
2	3 5147 7 5147	2022-08-12 2022-08-26	80.000	1024.00		
8	0% Spent		480	\$6144	\$7680.00	
			Return t S	o Participant earch		
Provider Menu	in the second	X	Repo	orts Menu	Return t	о Тор
			Kant	A DECEMBER OF	and the second second	
ide for Participants	Use	r Guide for Sup	ervisors	User Guide for Provide	ers User Guid	e for Acc
Certain	features of t	his site may be ur	available betw	een 12 and 6 am MST. We regret	any inconvenience.	15.5
	Co	pyright 2015-	2022 Yuma	Private Industry Council, Inc	Stat Sand	
Equa Emplander (Pre	I Opportunity E	nployer/Program Auxi	Eary Aids and Servi	ces Are Available Upon Request To Individua	ils With Disabilities.	91.945
Children and Chi	grama corrigua	uad de oportunidades	Aparta y scivici	a sumare sur deponde a periori a de	OF OF O	

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:

	Program Year PY 2022-23 ✓ PY 2022-23 All Years PY 2021-22 Py 2021-22 PY 2022-23 PY 2022-24 PY 2022-24 74% Spent 5097 2022-0	Percentage Sp. 70 Percent Diminishing Funds art Part ID Part Name Total Hou 77-14 2	ent Irs Stipend Est Cost \$2380.8 \$3200.00
		Export to Excel	
A Real Providence			and the second s

	Pr 2022-23 Pct Spent Cont ID Cont S 74% Spent 5097 2022-	Diminishing Fo	70 Percent 70 Percent Select Percentage 70 Percent 80 Percent 90 Percent 90 Percent	tipend Est Cost 2380.8 \$3200.00	
		Export to Exce			-
Prov	vider Menu	Reports Menu		Return to To	P

## The report can also be exported to Excel

C	<b>日 り・</b> ペー	≂ Cust	omReport (44).csv	- Excel	O Search				Gary R Gammel		- 0	×
Fi	File Home Insert Page Layout Formulas Data Review View Help 🖻 Share											
Pa	$ \begin{array}{c c c c c c c c c c c c c c c c c c c $											
CI	Clipboard 🖾 Font 🖾 Alignment 🖾 Number 🗔 Styles Cells Editing 🤨								~			
E1	E19 • : × ✓ fx											
	А	В	С	D	E	F	G	н	I.		J	
1												
2	Percent Spent	Contract ID	Contract Start	Participant ID	Last Name	First Name	М	Total Hours	Total Paymer	nt Contract E	stimated Cost	
3	74	5097	2022-07-14	2945671	Ramirez	Eva Lynnette		186	2380	).8	3200	
4												
5												