ISDS Timesheet Module

https://TIMESHEET.ypic.com/Supervisor

User Guide for Training Sites

1 September 2022

Overview

The Supervisor module, https://TIMESHEET.ypic.com/Supervisor allows the Training Site Supervisor to view Participant Timesheets, to make corrections to the time, to check earned Incentives and to explain any failure to earn Incentives.

The Training Site Supervisor will securely access the page with their UserName and Password. Passwords are System-generated and sent to the Supervisor via Email and, optionally, text message, providing multi-factor authentication.

To start the process, the Participant will complete and submit their bi-weekly Timesheet. Upon submission, an Email / Text Message will be sent to the Participant, Supervisor and Case Manager.

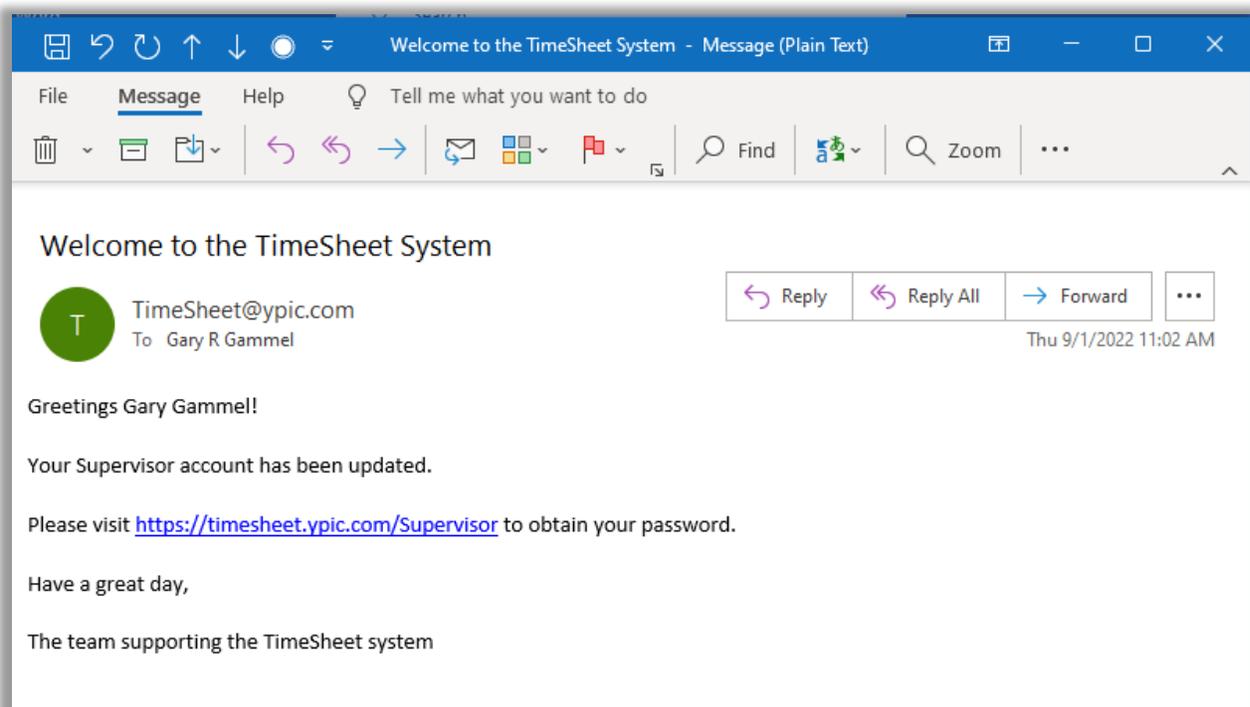After Supervisor approval, the Timesheet status will be updated, and status messages will be sent.

In the unlikely event a Timesheet is rejected by the Case Manager, the Supervisor will receive a notification via Email / Text Message. The message will include the reason for rejection and possible actions to remedy the situation. The Timesheet will be returned to the Supervisor inbox.

Training Site Supervisors

Training Sites and Supervisor accounts are created by Case Managers and Business Services team members.

Upon creation of the Supervisor Account, the System will generate an Email message to the Supervisor, including a site link.

The Supervisor will be invited to request a password:

Welcome to the TimeSheet System

TimeSheet@ypic.com
To   Gary R Gammel

Reply   Reply All   Forward

Thu 9/1/2022 11:02 AM

Greetings Gary Gammel!

Your Supervisor account has been updated.

Please visit https://timesheet.ypic.com/Supervisor to obtain your password.

Have a great day,

The team supporting the TimeSheet system

The Supervisor will visit https://timesheet.ypic.com/Supervisor

Upon successful login, the Supervisor will be presented allowing the Supervisor to View Contracts or Change Password:

If the Supervisor chooses to View Contracts, the Supervisor will be presented with buttons representing any timesheets that have been submitted by the Participants:

Upon selection of Timesheet, the Supervisor will be presented with the Hours submitted and Incentive form:

Participant Timesheet System

Gary 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

2022-08-26-2022-09-08

Approvals

Participant: ☑	Supervisor: ☐	Case Manager: ☐	Accounting: ☐
Gammel, PartGary R	n/a	n/a	n/a
2022-09-01 10:40:55	n/a	n/a	n/a

	Fri Aug 26	Sat Aug 27	Sun Aug 28	Mon Aug 29	Tue Aug 30	Wed Aug 31	Thu Sep 01	Fri Sep 02	Sat Sep 03	Sun Sep 04	Mon Sep 05	Tue Sep 06	Wed Sep 07	Thu Sep 08
	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00
Punctuality	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Worksite Participation	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Worksite Objectives	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Interpersonal Relationships	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Task Completion	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Reason for losing incentives. If none, leave blank

mm/dd/yyyy	Reason for losing incentives. If none, leave blank
mm/dd/yyyy	Reason for losing incentives. If none, leave blank
mm/dd/yyyy	Reason for losing incentives. If none, leave blank

NOT TO EXCEED 40 HOURS PER WEEK

Submit Hours

Check all Incentives earned

Both the Participant and Supervisor attest to the accuracy of the hours entered. The Supervisor can correct entries as necessary. The Supervisor will also check the appropriate boxes for Incentives earned.

The "Check all Incentives Earned" button will tick all the boxes for dates that have hours entered.

If a Participant fails to earn all Incentives on a given day, the Supervisor shall note the date and reason for losing Incentives.

Upon Approval, a confirmation page will be displayed before the Supervisor is returned to the main page:

When the Supervisor is done, simply Log Out