ISDS Timesheet Module

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https://TIMESHEET.ypic.com/Supervisor

User Guide for Training Sites

1 September 2022

<u>Overview</u>

The Supervisor module, <u>https://TIMESHEET.ypic.com/Supervisor</u> 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 biweekly 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:



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

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	Supervisor Login
	Supervisor ID Forgot UserName
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User Guide for Participants	User Guide for Supervisors User Guide for Providers User Guide for Accounting
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Upon successful login, the Supervisor will be presented allowing the Supervisor to View Contracts or Change Password:

	Participant Timesheet System
	User logged-out
	You have successfully logged-in
	Supervisor ID: GGammel
	View Contracts
	Change Password
User Guide for Participants	User Guide for Supervisors User Guide for Providers User Guide for Accounting
Certain fe Equal Empleador/Progr	atures of this site may be unavailable between 12 and 6 am MST. We regret any inconvenience. Copyright 2015-2022 Yuma Private Industry Council, Inc. Opportunity Employer/Program Ausiliany Aids and Services Are Available Upon Request To Individuals With Disabilities. ama con Igualdad de Oportunidades Aparatos y servicios auxiliares son disponibles a peticion a los individuos con incapacidades

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:

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			C T S	ContID: 51 Title: 160 I Start: 2022 PartID: Par	I47 Hour Clas 2-06-01 rtGary	Type: V is A CDL End: 20 Name:	VEX Course witl)22-10-28 Gammel, F	n Endorsemer artGary R	ıt					
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				NO	T TO EXC	EED 40 Submit	HOURS PE Hours	R WEEK						

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.

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

Punctuality Worksite Participation	Fri May 20 0.00	Sat May 21 0.00	Sun May 22 0.00	Mon May 23	Tue May 24	Wed May 25	Thu May 26 0.00	Fri May 27 0.00	Sat May 28	Sun May 29 0.00	Mon May 30	Tue May 31	Wed Jun 01 8.00	Thu Jun 02 8.00
Worksite Objectives Interpersonal Relationships Task Completion														
Reason for losing incentives. If none, leave blank														
07/01/2022	/01/2022													
mm/dd/yyyy	participant	t was unabl	e to comple	ete tasks										
mm/dd/yyyy	Reason for	r losing ince	entives. If n	ione, leave	blank									
NOT TO EXCEED 40 HOURS PER WEEK Submit Hours														
	Check all Incentives earned													

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

	Participant Tir	nesheet System	
	Gary Gam	nel logged-in	
	The System has p	osted the timesheet	
	Return t Lo	o Contracts g Out	
User Guide for Participants	User Guide for Supervisors	User Guide for Providers	User Guide for Accounting
Certain fea Equal O Empleador/Progra	tures of this site may be unavailable betwee Copyright 2015-2022 Yuma / pportunity Employer/Program Auditary Adds and Servic ma con Igualdad de Oportunidades Aparatos y servicio	een 12 and 6 am MST. We regret any incom Private Industry Council, Inc. es Are Available Upon Request To Individuals With Disat s auxiliares son disponibles a peticion a los individuos co	venience. 2022- on incapacidades

When the Supervisor is done, simply Log Out