

Approving Sick Time IN THE WEB PORTAL

Sick Time Approval

- 1. If you are the Member, sign into <u>DirectMyCare.com</u> by entering your email address and password. Select **Sign In** and you will be redirected to the dashboard.
- 2. On the dashboard, time entries waiting for approval will show. For sick time, the service will show SICK (Fig. 01).
- 3. Selecting the Details link will bring up a list of pending shifts (Fig. 01).

My Dashboar	d											Ø Time Entry
My Outstanding T	îme Entries		🚺 Not a	pproved						Participants		
Participant	Caregiver	Service	Date	Time In	Time Out	Time Spent	Status	Source		Name & ID	Contact Number	
John Doe	Jane Doe	Companion (S5136)	2023-10-17	11:10 PM	11:59 PM	01:00	Submitted	WEBTS	Detail	John Doe		More
John Doe	Jane Doe	Companion (S5136)	2023-10-18	11:10 PM	11:59 PM	01:00	Submitted	WEBTS	Detail	ID: 1234567		
John Doe	Jane Doe	Companios (55136)	2023-10-19	11:00 PM	11:50 PM	01:00	Submitted	WEBTS	Detail			
John Doe	Jane Doe	SICK	2023-10-20	11:00 PM	11.50 PM	01:00	Submitted	WEBTS	Detail			
		\sim							\smile			
Fig. 01												

4. Select the cell where Sick Time has been submitted and a pane on the right side of the screen will open (Fig. 02).

Time	Entry									Close	
Participar	1 John Doe 👻 Week 2 Weeks 👻										
				Week 1 (O	ct 19 - Oct 25)					Service Code	
	Caregiver	Service Code	Thurs 10/19	Fri 10/20	Sat 10/21	Sun 10/22	Mon 10/23	Tue 10/24	Wed 10		
	Jane Doe	Companion	7 🛲		7 (750)	7 (2000)			7 🕬	Jale Jacobara	
	Jane Doe	Companion	1 🚥		1 (2618)	1 (893)			1 🚥	10/20/2023	
	Jane Doe	Companion		7			7 🛲	7		Time In	Time Out
0	Jane Doe	Companion		1			1 1000	1 (573)		11:00 PM	11:59 PM
	Jane Doe	Sick Time	(1 🕹						Time In (Actual)	Time Out (Actual)
	Jane Doe	Sick Time								11:00 PM	11:59 PM
			8.00	8.00	8.00	B.00	8.00	8.00	8.00	Source	
				Week 2 (Oc	t 26 - Nov 01)					WEBTS	
-:	02									Caregiver's Comme	nts
-1 <i>g</i> .	UZ										
0											

- 5. Review the information and select the Approve button (Fig. 02).
- 6. Review the attestation popup, then select I Understand (Fig.03).

Attention	
Once the shift has been app To verify the times are correct the Go Back button. To processelect the I Understand butt	proved no changes can be made ct or reject the shift please select ceed with approving the shift con.
	I Understand Go Back

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