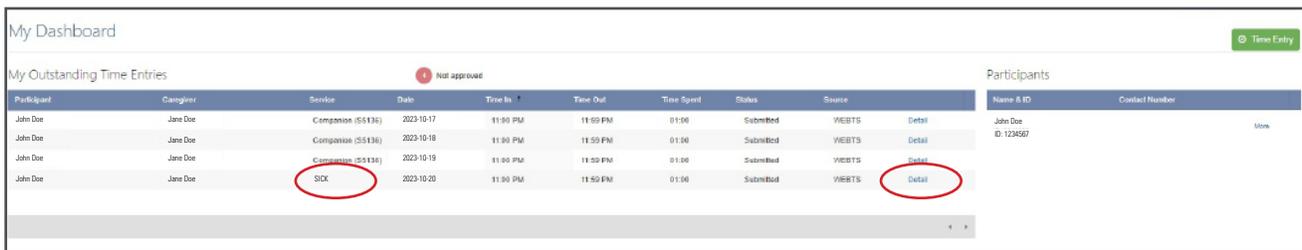


Approving Sick Time

IN THE WEB PORTAL

Sick Time Approval

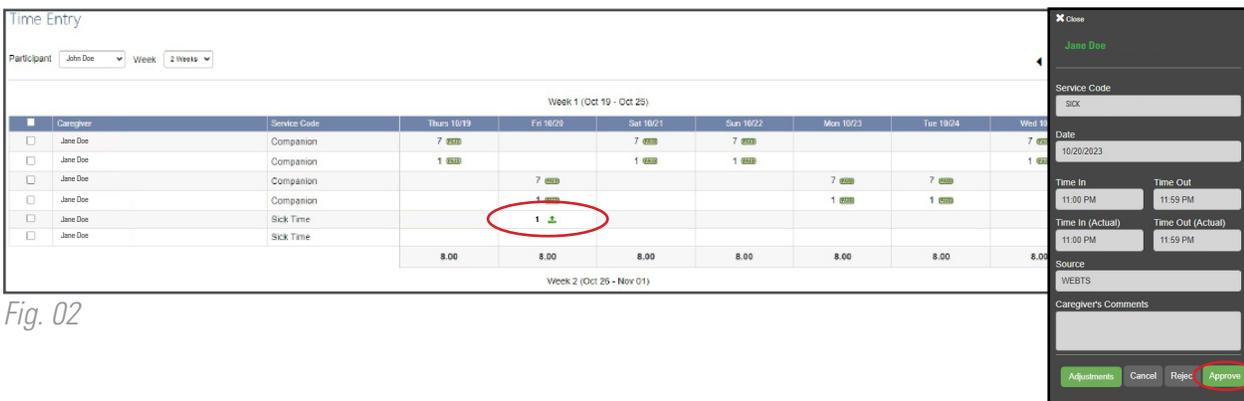
1. If you are the Member, sign into DirectMyCare.com by entering your email address and password. Select **Sign In** and you will be redirected to the dashboard.
2. On the dashboard, time entries waiting for approval will show. For sick time, the service will show **SICK** (Fig. 01).
3. Selecting the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



Participant	Caregiver	Service	Date	Time In	Time Out	Time Spent	Status	Source	Details
John Doe	Jane Doe	Companion (55136)	2023-10-17	11:00 PM	11:59 PM	01:59	Submitted	WEBTS	Details
John Doe	Jane Doe	Companion (55136)	2023-10-18	11:00 PM	11:59 PM	01:59	Submitted	WEBTS	Details
John Doe	Jane Doe	Companion (55136)	2023-10-19	11:00 PM	11:59 PM	01:59	Submitted	WEBTS	Details
John Doe	Jane Doe	SICK	2023-10-20	11:00 PM	11:59 PM	01:59	Submitted	WEBTS	Details

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).



Participant	Week	Hours	Fri 10/20	Sat 10/21	Sun 10/22	Mon 10/23	Tue 10/24	Wed 10/25
Jane Doe	2 Weeks	7.00		7.00	7.00			7.00
Jane Doe		1.00		1.00	1.00			1.00
Jane Doe			7.00			7.00	7.00	
Jane Doe			1.00			1.00	1.00	
Jane Doe			1.00					
Jane Doe								
Jane Doe		8.00	8.00	8.00	8.00	8.00	8.00	8.00

Fig. 02

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 approved no changes can be made. To verify the times are correct or reject the shift please select the Go Back button. To proceed with approving the shift select the I Understand button.