



EMPLOYER OF RECORD: Approve Or Reject Time IN THE WEB PORTAL

If your Attendant enters an exception or makes an adjustment to their shift, you can use the web portal to approve or reject their adjusted shift.

Employer of Record: Time Approval

1. If you are the Employer of Record, sign in to the CDCN web portal, DirectMyCare.com, by entering your email address and password. Click **Sign In** and you will be directed to the dashboard.
2. On the dashboard, click the **Time Entry** button in the upper right of the screen. This takes you to the time entry approval screen.
3. From the dropdown, select the Caregiver (Attendant) whose time you are reviewing.
4. You can choose to approve one shift at a time, a row at a time, or an entire week at a time.

To approve one shift, click in a cell where time has been submitted. When you click in a cell, the cell color changes and you will see a pane on the right side of the screen. Review all information in the pane and if correct, click the **Approve** button.

To approve an entire row or week, click the appropriate checkbox on the left side of the grid. Click the **Approve** button in the lower right of the screen.

5. After clicking the **Approve** button an attestation will open where you agree that shift details are true and accurate. Click **Ok** to agree that the information entered is correct.

Employer of Record: Time Rejection

1. If you are the Employer of Record, sign in to the CDCN web portal by entering your email address and password. Click **Sign In** and you will be directed to the dashboard.
2. On the dashboard click the **Time Entry** button in the upper right of the screen.
3. From the dropdown, select the Caregiver (Attendant) whose time you are reviewing.
4. To reject a shift, click in the cell where time has been submitted. Make sure only shifts that you want to reject are selected. When you click in the cell, the cell color changes and you will see a pane on the right side of the screen.
5. Click the **Reject** button.
6. The rejected shift will be returned to the Attendant and marked with a red X. After a shift is rejected, it cannot be adjusted by the Attendant. The Attendant will need to submit a new shift.

How do I correct a shift entered from EVV?

If an Attendant submitted the shift for the Employer's approval but it needs to be changed, it is important that the Employer reject the shift in the web portal. Rejecting the shift sends it back to the Attendant to adjust.