











READING YOUR

# DirectMyCare Legend

## Shift Statuses and Definitions

	<b>Saved</b> — The shift has been entered by the Attendant. The shift has not been submitted to the Employer of Record yet.
	<b>Submitted</b> — The Attendant has entered and submitted the shift. The shift is now with the Employer of Record to review and approve.
	<b>Approved</b> — The Employer of Record has reviewed the shift, confirmed that the shift is accurate, and approved the shift for pay. <b>The shift can no longer be adjusted.</b> The shift has been sent to CDCN for processing. Please allow up to 5 business days for processing before contacting CDCN.
	<b>Ready to Pay</b> — CDCN has received and processed the shift. The shift is ready to be paid according to the payroll schedule.
	<b>In Progress</b> — CDCN is prepping to pay out the shift.
	<b>Paid</b> — A paycheck has been issued to the Attendant for the shift. Note: A shift can have a negative value. This indicates that the shift was removed and/or adjusted due to processing or authorization issues. Please see the Q and A for more details.
	<b>Deleted</b> — The Attendant deleted the shift. The shift can only be deleted if it is in the saved or rejected status.
	<b>Suspended</b> — The shift has an issue that is preventing it from being processed. The suspended reason can be seen by clicking on the shift.
	<b>Edited</b> — CDCN edited the shift to ensure appropriate pay and billing.
	<b>Denied</b> — CDCN denied the shift. The reason for denial can be seen by clicking on the shift.