







EMPLOYER OF RECORD

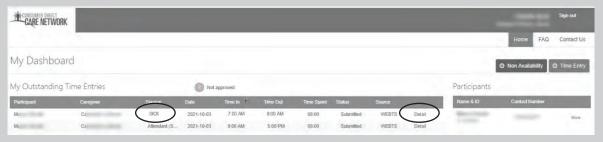
## **Approving Sick Time**

IN THE WEB PORTAL

If your Attendant enters sick time, you can use the web portal to approve those sick hours.

## **Sick Time Approval**

- **1.** If you are the Employer of Record, sign into 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 outstanding time entries waiting for approval will show. For sick time, the service will show SICK.



- **3.** Selecting the **Details** hyperlink will bring up a list of shifts pending per code, per day. Click in the cell where time as been submitted and a pane on the right side of the screen will open.
- **4.** Review the information and click the **Approve** button.



**5.** After clicking the Approve button an attestation will open. Click **OK** to agree that the information entered is true and accurate.

