## ATTENDANT: FINDING YOUR SICK TIME Balance IN THE WEB PORTAL

## Finding Sick Time: Option 1

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- 1. Sign in to the CDCN web portal by entering your email and password. Click **Sign In** and you will be redirected to the dashboard.
- 2. On the dashboard, click the Time Entry button and you will be redirected to the Time Entry dashboard (Fig. 01).
- **3.** Click the **Available Sick Time** link in the upper right of the screen, just below the date. The Available Sick Time grid will then be displayed on your screen (Fig. 02).



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Time Period <b>Y</b>	Service Code 🛛 🔻	Hours you have used this time period	Hours you can use right now
7/1/2022 - 6/30/2023	SICK	13	29
7/1/2021 - 6/30/2022	SICK	8	0
H 4 1 +	M		1 - 2 of 2 item:

**4.** From the Available Sick Time grid, the user will select the appropriate Employer from the Employer Select dropdown field. The grid will display the Service Code (Sick Time) and the Balance available for the Attendant.

## Finding Sick Time: Option 2

- 1. Sign in to the CDCN web portal by entering your email address and password. Click **Sign In** and you will be redirected to the dashboard.
- 2. On the dashboard, scroll up and click on your hyperlinked name to open your profile.
- **3.** Click the **Available Sick Time** link in the upper right of the screen, just below the date. The Available Sick Time grid will then be displayed on your screen (Fig. 03).

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Time Period <b>Y</b>	Service Code	Ŧ	Hours you have used this time period	Ŧ	Hours you can use right now	Ŧ
7/1/2022 - 6/30/2023	SICK		13		29	
7/1/2021 - 6/30/2022	SICK		8		0	
H 4 1 >	M				1-2	of 2 items
Paid Sick Leave – Cons	sumer-Directed Atte	ndants	- Consumer Direct Care Network Virginia (	consume	rdirectva.com)	

**4.** From the Available Sick Time grid, the user will select the appropriate Employer from the Employer Select dropdown field. The grid will display the Service Code (Sick Time) and the Balance available for the Attendant.

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