

Evvie Portal Guide / Guía del Portal Evvie

Overview / Descripción general

This guide provides step-by-step visual instructions on how to complete common tasks in the Evvie Portal, including logging in, creating, editing, denying, and approving shifts. This guide is written in English and Spanish for each step.

Esta guía ofrece instrucciones visuales paso a paso sobre cómo completar tareas comunes en el Portal Evvie, incluyendo iniciar sesión, crear, editar, rechazar y aprobar turnos. Esta guía está escrita en inglés y español para cada paso.

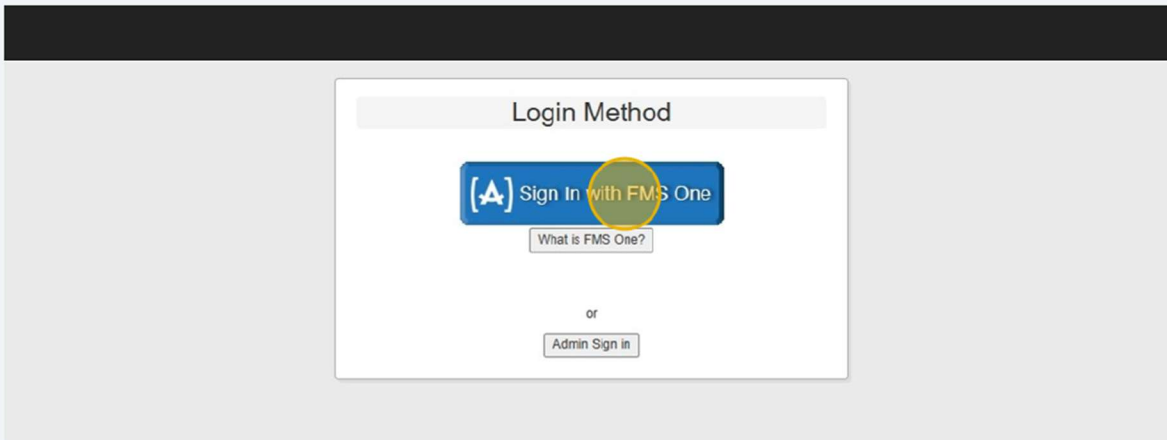
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How To Log In to Evvie Portal / Cómo iniciar sesión en el Portal Evvie

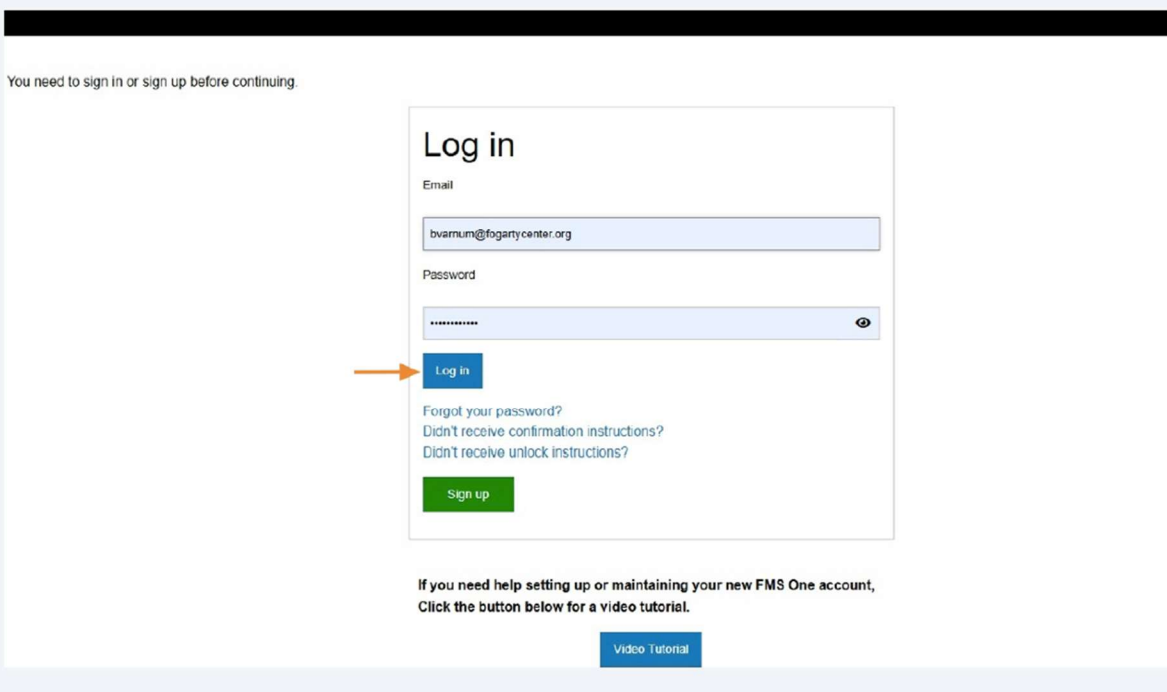
- 1 Navigate to <https://thefogartycenter-users.annkissamprojects.com> and **Sign IN** with FMS One

Navegar a <https://thefogartycenter-users.annkissamprojects.com> y **INICIA SESIÓN** con FMS One



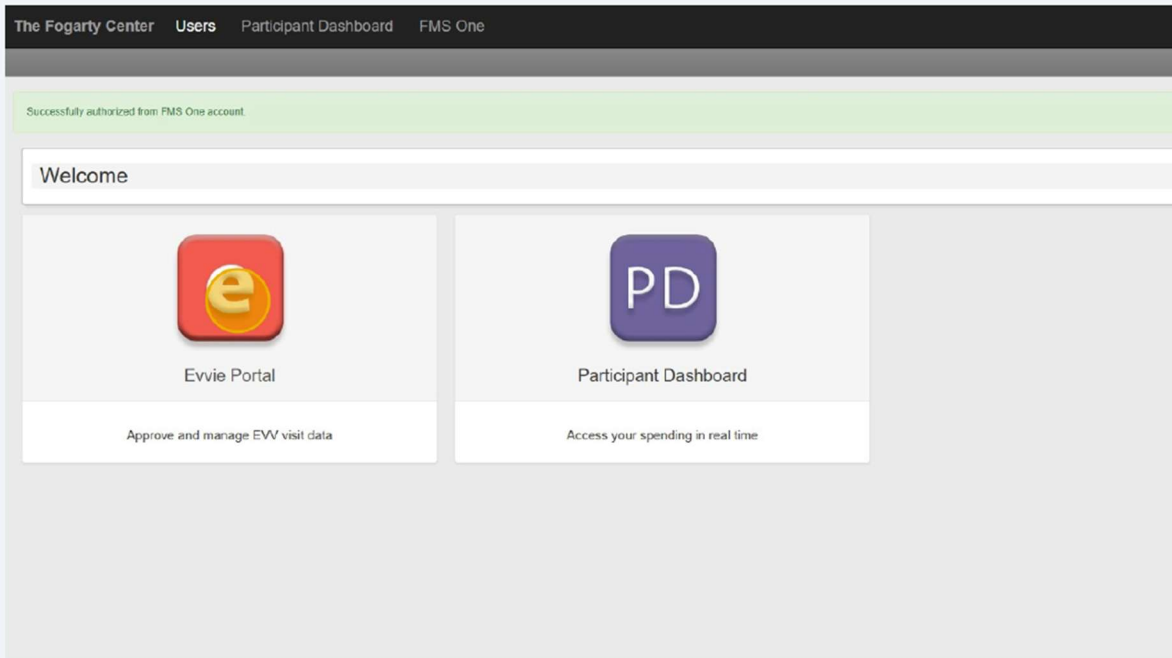
- 2 Enter your Email and Password, then click "**Log In**"

Ingresa tu correo electrónico y contraseña, luego haz clic en "**Iniciar sesión**"



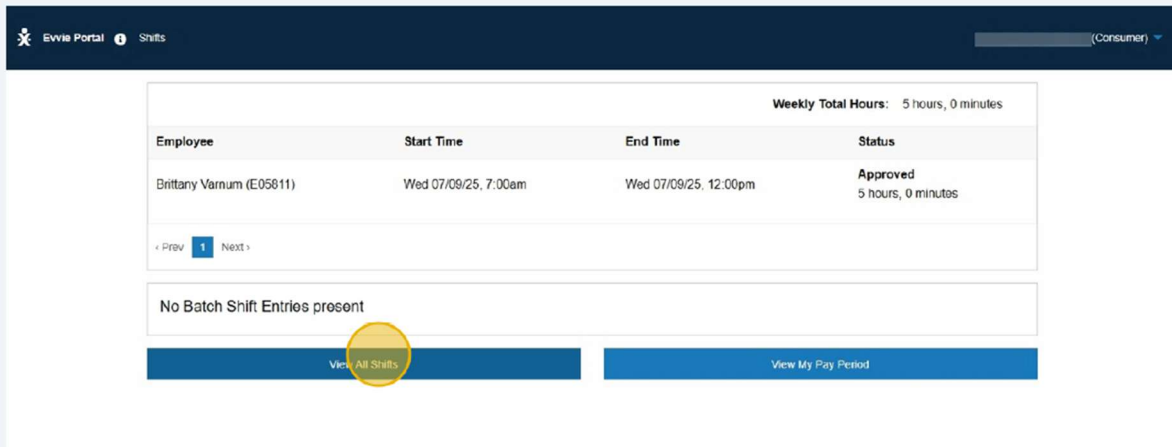
3 Click into "Evvie Portal"

Haz clic en "Evvie Portal"



4 Once in the Evvie Portal, you will see the shifts dashboard listing shifts worked within the last week. You cannot make any changes on this page. To do so, **click "View All Shifts"**

Una vez en el portal de Evvie, verás el panel de turnos que muestra los turnos trabajados durante la última semana. No puedes realizar ningún cambio en esta página. Para hacerlo, haz clic en "**Ver todos los turnos**".



Create a New Shift (Manual Shift) / Crear un nuevo turno (Turno manual)

**** First, follow steps 1 to 4 “How to log in to Evvie Portal”**

**** Primero, sigue los pasos 1 a 4 de “Cómo iniciar sesión en el Portal Evvie”.**

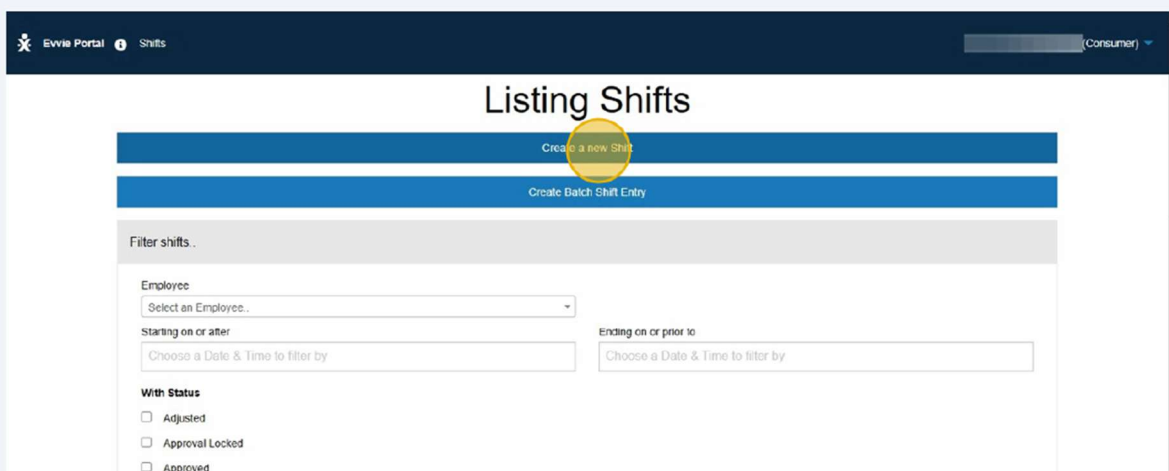


Daily shifts should always be logged in **REAL TIME** through the Evvie App by the *Employee*. Creating a shift through Evvie Portal should only be used in order to correct a *missing* shift that was not logged via the Evvie App due to app outages, device issues, employee error, etc.

Los turnos diarios siempre deben registrarse en **TIEMPO REAL** a través de la aplicación Evvie por el *Empleado*. La creación de un turno mediante el portal de Evvie solo debe usarse para corregir un turno *faltante* que no se registró a través de la aplicación Evvie debido a fallos de la aplicación, problemas con el dispositivo, error del empleado, etc.

5 On the Listing Shifts page, click "**Create a new Shift**" at the top of the page.

En la página de listado de turnos, haz clic en "**Crear un nuevo turno**" en la parte superior de la página.



6 Enter the Start date/time and End date/time for the shifts.

Ingresar la fecha/hora de inicio y la fecha/hora de finalización del turno.

The screenshot shows the 'New Shift' form with the following fields and values:

- Start Date & Time:** Choose a Date & Time (indicated by an orange arrow)
- Starting Time Zone:** (GMT-05:00) Eastern Time (US ▾)
- End Date & Time:** Choose a Date & Time (indicated by an orange arrow)
- Ending Time Zone:** (GMT-05:00) Eastern Time (US ▾)
- *Employee:** Please select an Employee.. ▾
- Phone Number:** [Empty text box]
- Comments:** [Empty text box]
- Declaration:** I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services.
- Buttons:** Awaiting confirmation... and Cancel

7 Select the Employer name (if you are an Employee entering your own shift) or the Employee name (if you are the Rep/Employer entering the shift)

Selecciona el nombre del Empleador (si eres un *Empleado* ingresando tu propio turno) o el nombre del *Empleado* (si eres el Representante/Empleador ingresando el turno).

The screenshot shows the 'New Shift' form with the following fields and values:

- Start Date & Time:** Wednesday 07/09/25, 7:00:00 AM
- Starting Time Zone:** (GMT-05:00) Eastern Time (US ▾)
- End Date & Time:** Choose a Date & Time
- Ending Time Zone:** (GMT-05:00) Eastern Time (US ▾)
- *Employee:** Please select an Employee.. ▾ (highlighted with a yellow circle)
- Phone Number:** [Empty text box]
- Comments:** [Empty text box]
- Declaration:** I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services.
- Buttons:** Awaiting confirmation...

8

Once you select the Employer/Employee name, the remaining information to be entered will populate. **ENTER** the Shift Note, Location Code, and ADL Codes for the shift worked.

Una vez que selecciones el nombre del Empleador/Empleado, se mostrarán los campos restantes para que puedas **INGRESAR** la Nota del Turno, el Código de Ubicación y los Códigos ADL del turno trabajado.

9

You must enter an Exemption and Reason Code when you create a shift.

Exemption Code = Visit Verification Exemption.

Reason Code = Scheduling Error

Debes ingresar un Código de Excepción y un Código de Motivo al crear un turno.

Código de Excepción = Visit Verification Exemption

Código de Motivo = Scheduling Error

10

Enter a comment each time you create a shift to describe why the shift was not logged in "real time" through the Evvie App by the Employee. This comment can be a brief description including "App Outage", "Forgot to punch in/out", "Device not working", etc.

INGRESA un comentario cada vez que crees un turno para describir por qué el turno no se registró en **TIEMPO REAL** a través de la aplicación Evvie por el *Empleado*.

Este comentario puede ser una breve descripción que incluya "Fallo de la aplicación", "Olvidó registrar entrada/salida", "Dispositivo no funciona", etc.

Empty Trash
 Change Linens

*Exception
Visit Verification Exception

*Reason
Scheduling Error

Phone Number
[Empty field]

Please enter a phone number at which you can be reached by a staff member in the event there are issues with this shift.

Comments
App outage, could not live punch.

I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services.

11

Check off the "I declare under penalty of perjury" box, then Click "Create Shift"

Marca la casilla "Declaro bajo pena de perjurio", luego haz clic en "Crear turno".

Vital Sign: Pulse
 Vital Sign: Respiration
 Vital Sign: Weight
 Other Special Task
 Grocery shop
 Empty Trash
 Change Linens

*Exception
Visit Verification Exception

*Reason
Scheduling Error

Phone Number
[Empty field]

Please enter a phone number at which you can be reached by a staff member in the event there are issues with this shift.

Comments
App outage, could not live punch.

I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services.

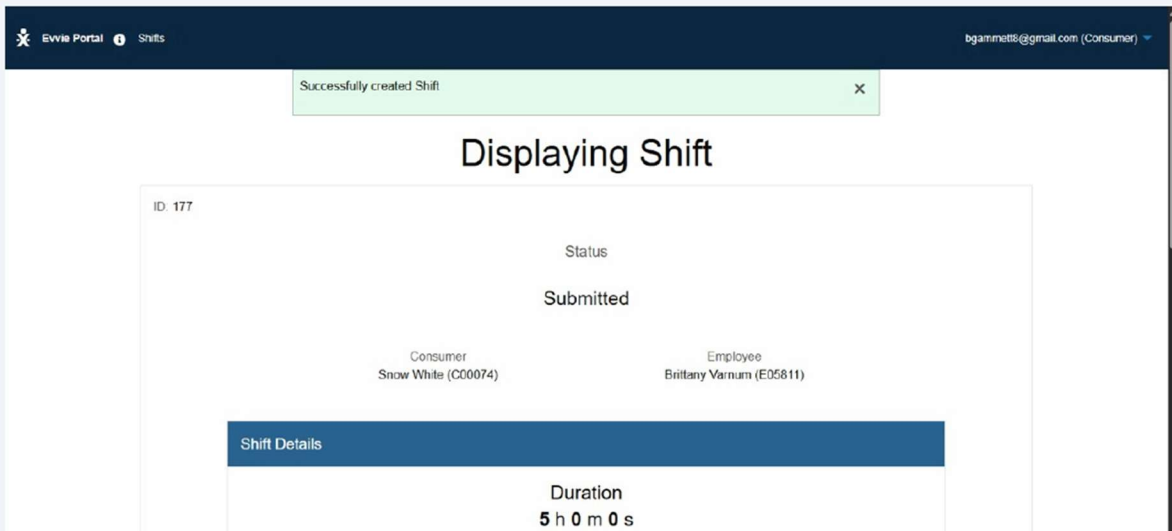
Create Shift

Cancel

Approving a Manual Shift / Aprobando un Turno Manual

- 12 Once you create the shift, the status will remain in "Submitted" - the shift status should **immediately** be changed to "approved" when you created it.

Una vez que crees el turno, el estado permanecerá en "Enviado"; el estado del turno debe **cambiarse de inmediato** a "Aprobado" cuando lo crees.

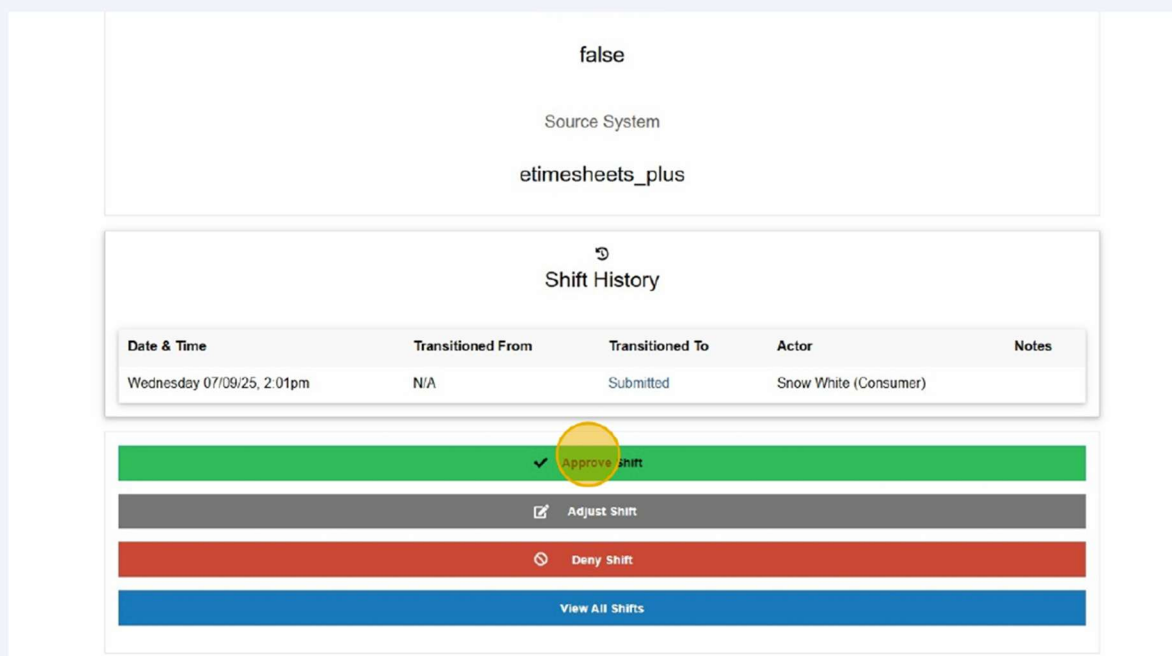


The screenshot shows the Evvie Portal interface. At the top, there is a notification banner that says "Successfully created Shift". Below this, the main content area is titled "Displaying Shift". It shows a card with the following information:

- ID: 177
- Status: Submitted
- Consumer: Snow White (C00074)
- Employee: Brittany Varnum (E05811)
- Shift Details (button)
- Duration: 5 h 0 m 0 s

- 13 To approve, scroll to the bottom of the "displaying shift" page, and click on the **"Approve Shift"** button in green.

Para aprobar, desplázate hasta la parte inferior de la página de "visualización de turno" y haz clic en el botón verde **"Aprobar Turno"**.



The screenshot shows the bottom of the "displaying shift" page. It includes a "Shift History" table and a set of action buttons. The "Shift History" table has the following data:

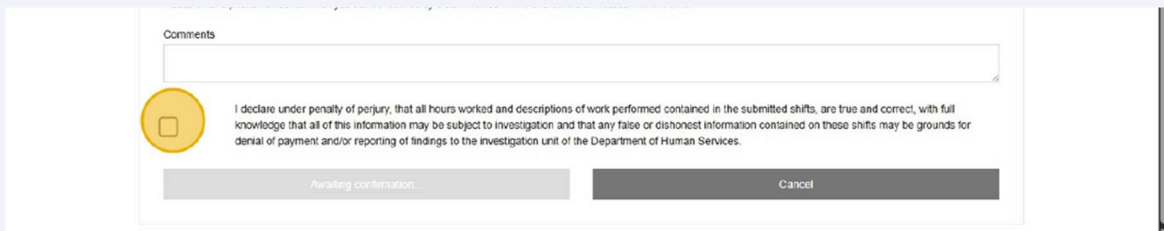
Date & Time	Transitioned From	Transitioned To	Actor	Notes
Wednesday 07/09/25, 2:01pm	N/A	Submitted	Snow White (Consumer)	

Below the table, there are four action buttons:

- Approve Shift** (Green button, highlighted with a yellow circle)
- Adjust Shift (Grey button)
- Deny Shift (Red button)
- View All Shifts (Blue button)

14 On the shift approval page, **check** the box "I declare under penalty of perjury"

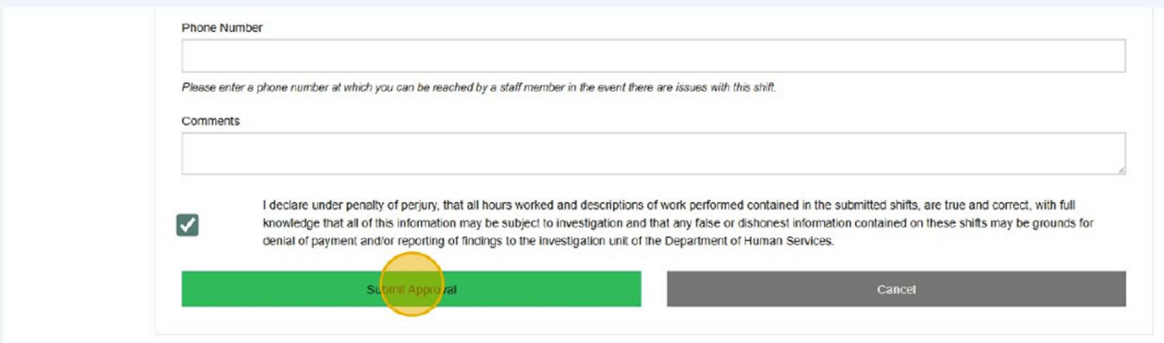
En la página de aprobación de turnos, **marca** la casilla "Declaro bajo pena de perjurio".



The screenshot shows a form with a 'Comments' field at the top. Below it is a checkbox with a yellow circle highlighting it. The text next to the checkbox reads: "I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services." Below the text are two buttons: "Awaiting confirmation..." and "Cancel".

15 Click "Submit Approval"

Haz clic en "Enviar aprobación"



The screenshot shows a form with a 'Phone Number' field at the top. Below it is a text prompt: "Please enter a phone number at which you can be reached by a staff member in the event there are issues with this shift." Below that is a 'Comments' field. At the bottom, there is a checked checkbox with a yellow circle highlighting it. The text next to the checkbox reads: "I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services." Below the text are two buttons: "Submit Approval" and "Cancel".



Once you approve the shift, it is now ready for "Approval Lock".

NOTE: If you are an *EMPLOYER OR REP* creating a shift on your employee's behalf, you **CANNOT APPROVAL LOCK** the shift - please notify your employee that they will need to review the shift for approval lock.

Una vez que apruebes el turno, ya estará listo para el "Bloqueo de Aprobación".

NOTA: Si eres un *EMPLEADOR O REPRESENTANTE* creando un turno en nombre de tu *Empleado*, **NO PUEDES BLOQUEAR PARA APROBACIÓN** el turno; por favor notifica a tu *Empleado* que deberá revisar el turno para el bloqueo de aprobación.

Edit or Adjust an Existing Shift / Editar o ajustar un turno existente

**** First, follow steps 1 to 4 “How to log in to Evvie Portal”**

**** Primero, sigue los pasos 1 a 4 de “Cómo iniciar sesión en el Portal Evvie”.**



Shift adjustments should only be used in order to **correct** the punch in/out **TIME** to accurately reflect the hours worked, or to correct a punch that exceeds weekly hours. Adjustments are not necessary to correct shift notes/location codes/ADLs.

Los ajustes de turno solo deben usarse para **corregir** la **HORA** de entrada/salida y reflejar con precisión las horas trabajadas, o para corregir un registro que exceda las horas semanales. No es necesario hacer ajustes para corregir las notas del turno, los códigos de ubicación o los ADL.

5

On the Listing Shifts page, you can **filter your shift results**. Select status "Approved" to see only the shifts that are pending final approval, then click "Search"

En la página de listado de turnos, puedes **filtrar los resultados de tus turnos**. Selecciona el estado "Aprobado" para ver solo los turnos que están pendientes de aprobación final, luego haz clic en "Buscar".

Employee	Start Time	End Time	Status	Duration	Service Code	Link to Shift
Brittiany Varnum (E05811)	Wed 07/09/25, 7:00am	Wed 07/09/25, 12:00pm	Approved	5 hours, 0 minutes	PCA Services EVV	ID 177 View Shift
Brittiany Varnum (E05811)	Wed 07/02/25, 6:30am	Wed 07/02/25, 12:00pm	Approval Locked	5 hours, 30 minutes	PCA Services EVV	ID 166

6

You will now see only the shifts pending adjustments or final approval. To adjust a shift, click "**view shift**" - if you are on a mobile device or tablet, click into the box for that shift.

Ahora verás solo los turnos que están pendientes de ajustes o de aprobación final. Para ajustar un turno, haz clic en "**ver turno**"; si estás en un dispositivo móvil o tableta, haz clic dentro del recuadro de ese turno.

With Status

- Adjusted
- Approval Locked
- Approved
- Challenged
- Denial Locked
- Denied
- Replaced
- Submitted

With Issue

- Has Error

Payroll Schedule Range

Employee	Start Time	End Time	Status	Duration	Service Code	Link to Shift
Brittany Varnum (E05811)	Wed 07/09/25, 7:00am	Wed 07/09/25, 12:00pm	Approved	5 hours, 0 minutes	PCA Services EVV	ID 177 <input type="button" value="View Shift"/>

< Prev **1** Next >

7

The "Display Shift" screen will now show all shift details. To adjust the shift, scroll to the bottom of this page and click "**Adjust Shift**"

La pantalla de "Visualizar Turno" ahora mostrará todos los detalles del turno. Para ajustar el turno, desplázate hasta la parte inferior de esta página y haz clic en "**Ajustar Turno**".

EVV Compliant

false

Source System

etimesheets_plus

Shift History

Date & Time	Transitioned From	Transitioned To	Actor	Notes
Wednesday 07/09/25, 2:02pm	Submitted	Approved	Snow White (Consumer)	
Wednesday 07/09/25, 2:01pm	N/A	Submitted	Snow White (Consumer)	

8

On the "Propose Adjustments Shift" page you can **edit the shift** start or end times, depending on where the error occurred.

En la página "Proponer Ajustes de Turno" puedes **editar la hora de inicio o finalización del turno**, según dónde haya ocurrido el error.

The screenshot shows the 'Propose Adjustments Shift' page. At the top, it displays 'End Date & Time Wednesday 07/09/25, 12:00pm'. Below this is a table with columns 'Date & Time', 'Transitioned From', and 'Notes'. The table contains two rows: 'Wednesday 07/09/25, 2:02pm' with 'Submitted' and 'Consumer)', and 'Wednesday 07/09/25, 2:01pm' with 'N/A' and 'Consumer)'. A calendar pop-up is visible, showing the month of July 2025 with the 9th highlighted. Below the table, a grey box contains the text 'Please enter the correct information below:'. Underneath are four input fields: '* Start Date & Time' (Wednesday 07/09/25, 7:00:00 AM), '* Starting Time Zone' ((GMT-05:00) Eastern Time (US)), '* End Date & Time' (Wednesday 07/09/25, 2:00:00 PM), and '* Ending Time Zone' ((GMT-05:00) Eastern Time (US)). Below these are three dropdown menus: '*Consumer Enrollment' (PC - RI Medicaid - F/EA - None), '*Service Code' (PCA Services EVW), and another dropdown menu.

9

You must enter an Exemption and Reason Code when you adjust a shift.

Exemption Code = Visit Verification Exemption.

Reason Code = Scheduling Error

Debes ingresar un Código de Excepción y un Código de Motivo al crear un turno.

Código de Excepción = Visit Verification Exemption

Código de Motivo = Scheduling Error

The screenshot shows the 'Propose Adjustments Shift' page. It features several checkboxes: 'Grocery shop', 'Empty Trash' (checked), and 'Change Linens'. Below these are two dropdown menus: '*Exception' (Visit Verification Exemption) and '*Reason' (Scheduling Error). Below the dropdowns is a 'Phone Number' input field. A note below the phone number reads: 'Please enter a phone number at which you can be reached by a staff member in the event there are issues with this shift.' Below the phone number is a 'Comments' input field. At the bottom, there is a checkbox and a declaration: 'I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services.' At the very bottom, there are two buttons: 'Awaiting confirmation...' and 'Cancel'.

10

Enter a comment each time you correct a shift to describe why the shift was not correct through the Evvie App by the Employee.

This comment can be a brief description including "Forgot to punch in/out"

INGRESA un comentario cada vez que corrijas un turno para describir por qué el turno no fue correcto a través de la aplicación Evvie por el *Empleado*.

Este comentario puede ser una breve descripción que incluya "Olvidó registrar entrada/salida".

Empty Trash
 Change Linens

*Exception
Visit Verification Exception

*Reason
Scheduling Error

Phone Number

Please enter a phone number at which you can be reached by a staff member in the event there are issues with this shift.

Comments
Forgot to Clock out, punched out late|

I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services.

Awaiting confirmation... Cancel

11

Click the "I declare under penalty of perjury" field.

Marca la casilla "Declaro bajo pena de perjurio"

Vital Sign: B/P
 Vital Sign: Pulse
 Vital Sign: Respiration
 Vital Sign: Weight
 Other Special Task
 Grocery shop
 Empty Trash
 Change Linens

*Exception
Visit Verification Exception

*Reason
Scheduling Error

Phone Number

Please enter a phone number at which you can be reached by a staff member in the event there are issues with this shift.

Comments
Forgot to clock out, punched out late.

I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services.

Awaiting confirmation... Cancel

12 Click "Submit Adjustment"

Haz clic en "Enviar Ajuste"

Vital Sign: B/P
 Vital Sign: Pulse
 Vital Sign: Respiration
 Vital Sign: Weight
 Other Special Task
 Grocery shop
 Empty Trash
 Change Linens

*Exception
Visit Verification Exception

*Reason
Scheduling Error

Phone Number

Please enter a phone number at which you can be reached by a staff member in the event there are issues with this shift.

Comments
Forgot to clock out, punched out late.

I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services.

Submit Adjustment Cancel

i Once you submit the shift correction, it is now ready for "Approval Lock".

NOTE: If you are an *EMPLOYER OR REP* correcting your employee's shift, you **CANNOT APPROVAL LOCK** the shift - please notify your employee that they will need to review the shift for approval lock.

Una vez que envíes la corrección del turno, ya estará listo para el "Bloqueo de Aprobación".

NOTA: Si eres un *EMPLEADOR O REPRESENTANTE* corrigiendo el turno de tu *Empleado*, **NO PUEDES BLOQUEAR PARA APROBACIÓN** el turno; por favor notifica a tu *Empleado* que deberá revisar el turno para el bloqueo de aprobación.

Deny a Shift / Rechazar un turno

**** First, follow steps 1 to 4 “How to log in to Evvie Portal”**

**** Primero, sigue los pasos 1 a 4 de “Cómo iniciar sesión en el Portal Evvie”.**

5

On the Listing Shifts page, scroll down until you find the shift you want to deny. To deny a shift, **click "view shift"** - if you are on a mobile device or tablet, click into the box for that shift.

En la página de listado de turnos, desplázate hacia abajo hasta encontrar el turno que deseas rechazar. Para rechazar un turno, **haz clic en "ver turno"**; si estás en un dispositivo móvil o tableta, haz clic dentro del recuadro de ese turno.

Shift ID	Start Time	End Time	Status	Duration	Service Code	Link to Shift
Shift (C00074)	Mon 07/14/25, 2:13pm	Mon 07/14/25, 2:15pm	Approved	0 hours, 2 minutes	PCA Services EVV	View Shift
Shift (C00074)	Thu 07/10/25, 12:00pm	Thu 07/10/25, 7:00pm	Approval Locked	7 hours, 0 minutes	PCA Services EVV	View Shift

6

In the example below, the shift duration was only 2 min. This could have been due to a practice shift, wrong client selected, or a forgotten punch.

If you are a Employer/Rep making this adjustment, it is best practice is to check in with your *employee* to ensure the shift should be denied before you do so.

En el ejemplo a continuación, la duración del turno fue de solo 2 minutos. Esto podría haberse debido a un turno de práctica, a que se seleccionó un cliente incorrecto o a un registro olvidado.

Si eres un Empleador/Representante realizando este ajuste, la mejor práctica es consultar con tu *Empleado* para asegurarte de que el turno debe ser rechazado antes de hacerlo.

Consumer: Snow White (C00074)
Employee: Brittany Varnum (E05811)

Shift Details

Duration: 0 h 2 m 10 s

Start Date & Time: Monday 07/14/25, 2:13pm Eastern Time (US & Canada)
End Date & Time: Monday 07/14/25, 2:15pm Eastern Time (US & Canada)

7

The "Display Shift" screen will show all shift details. To deny the shift, **scroll** to the bottom of this page and **click "Deny Shift"**

La pantalla de "Display Shift" mostrará todos los detalles del turno. Para rechazar el turno, **desplázate** hasta la parte inferior de esta página y **haz clic en "Rechazar Turno"**.

The screenshot shows a "Shift History" table with the following data:

Date & Time	Transitioned From	Transitioned To	Actor	Notes
Monday 07/14/25, 2:17pm	Submitted	Approved	Brittany Varnum (Employee)	
Monday 07/14/25, 2:17pm	N/A	Submitted	Brittany Varnum (Employee)	

Below the table are three buttons: "Adjust Shift" (grey), "Deny Shift" (red, highlighted with a yellow circle), and "View All Shifts" (blue).

8

You must enter a denial code when you deny a shift.
Denial Code = Visit was logged in error

Debes ingresar un código de rechazo al rechazar un turno.
Código de Rechazo = Visit was logged in error

The screenshot shows the "Denial Code" dropdown menu selected with "Visit was logged in error". Below it, the "Phone Number" field contains "(401) 111-1111".

Please enter a phone number at which you can be reached by a staff member in the event there are issues with this shift.

Comments

I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services.

9

It is **not required** for you to enter a comment when denying a shift, but can be helpful if you would like to specify the exact reason for the denial.

No es **obligatorio** ingresar un comentario al rechazar un turno, pero puede ser útil si deseas especificar el motivo exacto del rechazo.

The screenshot shows the 'Shift History' form. At the top, there is a table with the following data:

Date & Time	Transitioned From	Transitioned To	Actor	Notes
Monday 07/14/25, 2:17pm	Submitted	Approved	Brittany Varnum (Employee)	
Monday 07/14/25, 2:17pm	N/A	Submitted	Brittany Varnum (Employee)	

Below the table, there are several input fields:

- * Denial Code: A dropdown menu with the selected option 'Visit was logged in error'.
- Phone Number: A text input field containing '(401) 111-1111'.
- Comments: A text input field that is currently empty. An orange arrow points to this field from the left.

At the bottom of the form, there is a checkbox for a declaration: I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services. Below this checkbox are two buttons: 'Awaiting confirmation...' and 'Cancel'.

10

Click the "I declare under penalty of perjury" field.

Marca la casilla "Declaro bajo pena de perjurio".

This screenshot is identical to the one above, showing the 'Shift History' form. The table and input fields are the same. However, the checkbox for the declaration is now checked, and a yellow circle highlights it. The text of the declaration remains the same: I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services. The 'Awaiting confirmation...' and 'Cancel' buttons are also present at the bottom.

11 Click "Submit Denial"

Haz clic en "Enviar Rechazo"

🔍
Shift History

Date & Time	Transitioned From	Transitioned To	Actor	Notes
Monday 07/14/25, 2:17pm	Submitted	Approved	Brittany Varnum (Employee)	
Monday 07/14/25, 2:17pm	N/A	Submitted	Brittany Varnum (Employee)	

* Denial Code
Visit was logged in error

Phone Number
(401) 111-1111
Please enter a phone number at which you can be reached by a staff member in the event there are issues with this shift.

Comments
Practice Shift

I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services.

Submit Denial Cancel



Once your shift is denied, it will remain in your shift history but it cannot be approved for payment. You do not need to notify The Fogarty Center if you have denied a shift.

Una vez que el turno sea rechazado, permanecerá visible en tu historial de turnos, pero no podrá aprobarse para pago. No es necesario comunicarte con The Fogarty Center para informar que un turno fue rechazado.

Employer & Rep: “Approval Lock” Shifts / Empleador & Rep: “Bloquear para Aprobación” Turnos

** First, follow steps 1 to 4 “How to log in to Evvie Portal”

** Primero, sigue los pasos 1 a 4 de “Cómo iniciar sesión en el Portal Evvie”.



Approval locking of shifts is completed by the Employer/Rep **UNLESS** the Employer/Rep has created or edited the shift through the Portal on *behalf* of the employee. For these shifts, the *employee* would have the **approval lock** button on the shift and would follow these instructions for approval. If you are the Employer/Rep and you **DO NOT** have access to the **approval lock** button, please inform your employee to do so through their Portal.

El **bloqueo para aprobación** de los turnos lo realiza el Empleador/Representante, **SALVO** que el Empleador/Representante haya creado o editado el turno a través del Portal en *nombre* del empleado. Para estos turnos, el *empleado* tendrá el botón de **bloqueo para aprobación** en el turno y seguirá estas instrucciones para la aprobación. Si eres el Empleador/Representante y **NO** tienes acceso al botón de **bloqueo para aprobación**, por favor informa a tu *Empleado* para que lo haga a través de su Portal.

Option 1: Approval Locking *Individual Shifts* /

Opción 1: Aprobación de Turnos *Individuales*

5

On the Listing Shifts page, you can filter your shift results.

Select status "Approved" to see only the shifts that are pending final approval, then **click "Search"**

En la página de listado de turnos, puedes filtrar los resultados de tus turnos.

Selecciona el estado "Aprobado" para ver solo los turnos que están pendientes de aprobación final, luego **haz clic en "Buscar"**.

Choose a Date & Time to filter by

Choose a Date & Time to filter by

With Status

- Adjusted
- Approval Locked
- Approved
- Challenged
- Denial Locked
- Denied
- Replaced
- Submitted

With Issue

- Has Error

Payroll Schedule Range

Search

Reset

6

You will now see only the shifts pending final approval. To approve a shift, click **"view shift"** - if you are on a mobile device or tablet, click into the box for that shift.

Ahora verás solo los turnos que están pendientes de aprobación final. Para aprobar un turno, haz clic en **"ver turno"**; si estás en un dispositivo móvil o tableta, haz clic dentro del recuadro de ese turno.

With Status

- Adjusted
- Approval Locked
- Approved
- Challenged
- Denial Locked
- Denied
- Replaced
- Submitted

With Issue

- Has Error

Payroll Schedule Range

Search Reset

Employee	Start Time	End Time	Status	Duration	Service Code	Link to Shift
Varnum (E05811)	Tue 07/01/25, 12:00pm	Tue 07/01/25, 6:00pm	Approved	6 hours, 0 minutes	PCA Services EVW	ID 180 View Shift

Next >

7

The "Display Shift" screen will now show all shift details. To approve lock the shift, scroll to the bottom of this page and click **"Lock as Approved"**

La pantalla de "Visualizar Turno" ahora mostrará todos los detalles del turno. Para bloquear el turno como aprobado, desplázate hasta la parte inferior de esta página y haz clic en **"Bloquear como Aprobado"**.

Source System

etimesheets_plus

Shift History

Date & Time	Transitioned From	Transitioned To	Actor	Notes
Monday 07/14/25, 5:04pm	Submitted	Approved	Brittany Varnum (Employee)	
Monday 07/14/25, 5:04pm	N/A	Submitted	Brittany Varnum (Employee)	

Adjust Shift

Deny Shift

Lock as Approved

View All Shifts

8 Click the "I declare under penalty of perjury" field.

Marca la casilla "Declaro bajo pena de perjurio".

End Date & Time Tuesday 07/01/25, 6:00pm

Shift History

Date & Time	Transitioned From	Transitioned To	Actor	Notes
Monday 07/14/25, 5:04pm	Submitted	Approved	Brittany Varnum (Employee)	
Monday 07/14/25, 5:04pm	N/A	Submitted	Brittany Varnum (Employee)	

Phone Number

Please enter a phone number at which you can be reached by a staff member in the event there are issues with this shift.

Comments

I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services.

Awaiting confirmation... Cancel

9 Click "Lock as Approved"

Haz clic en "Bloquear como Aprobado"

End Date & Time Tuesday 07/01/25, 6:00pm

Shift History

Date & Time	Transitioned From	Transitioned To	Actor	Notes
Monday 07/14/25, 5:04pm	Submitted	Approved	Brittany Varnum (Employee)	
Monday 07/14/25, 5:04pm	N/A	Submitted	Brittany Varnum (Employee)	

Phone Number

Please enter a phone number at which you can be reached by a staff member in the event there are issues with this shift.

Comments

I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services.

Lock as Approved Cancel

Option 2: Approval Locking *Multiple Shifts* in One Batch / Opción 2: Aprobación de Múltiples Turnos en un Solo Lote

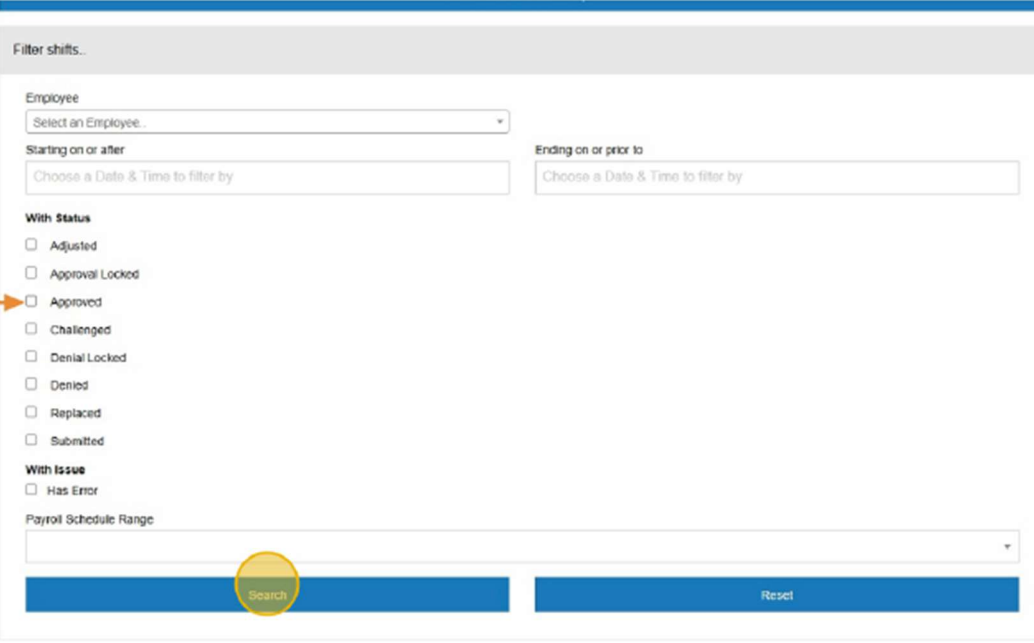
10

On the Listing Shifts page, you can filter your shift results.

Select status "Approved" to see only the shifts that are pending final approval, then **click "Search"**

En la página de listado de turnos, puedes filtrar los resultados de tus turnos.

Selecciona el estado "Aprobado" para ver solo los turnos que están pendientes de aprobación final, luego **haz clic en "Buscar"**.



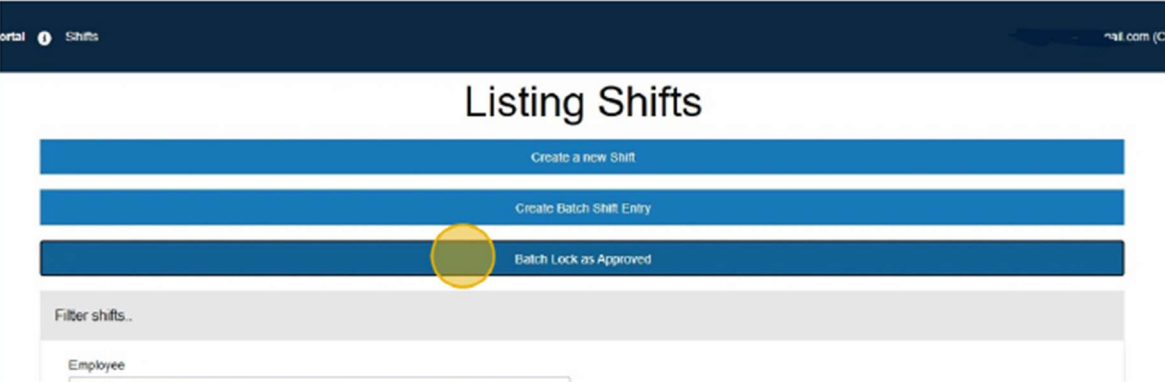
The screenshot shows a 'Filter shifts..' form with the following fields and options:

- Employee: Select an Employee. (dropdown)
- Starting on or after: Choose a Date & Time to filter by (text input)
- Ending on or prior to: Choose a Date & Time to filter by (text input)
- With Status:
 - Adjusted
 - Approval Locked
 - Approved (highlighted with an orange arrow)
 - Challenged
 - Denial Locked
 - Denied
 - Replaced
 - Submitted
- With Issue:
 - Has Error
- Payroll Schedule Range: (text input)
- Buttons: Search (highlighted with a yellow circle), Reset

11

After you click search, a new button at the top of the screen will appear. Click on **"Batch Lock as Approved"** to approval lock all shifts at one time.

Después de hacer clic en "Buscar", aparecerá un nuevo botón en la parte superior de la pantalla. Haz clic en **"Bloquear como Aprobado en Lote"** para bloquear para aprobación todos los turnos al mismo tiempo.



The screenshot shows the 'Listing Shifts' page with the following elements:

- Navigation: portal Shifts
- Buttons:
 - Create a new Shift
 - Create Batch Shift Entry
 - Batch Lock as Approved** (highlighted with a yellow circle)
- Filter shifts.. form (partially visible):
 - Employee: Select an Employee. (dropdown)

12

Review the shifts for accuracy and once confirmed, turn on the **toggle switch to "All"** to select all the shifts.

Revisa los turnos para verificar su exactitud y, una vez confirmados, activa el **interruptor a "Todos"** para seleccionar todos los turnos.

Lock Shifts

Phone Number

Please enter a phone number at which you can be reached by a staff member in the event there are issues with this shift

Comments

All

Here are the Shifts you can lock:

ID	Consumer & Employee	Date & Time	Status	Multiple Time Zones	Add To Batch
118	Snow White (C00074) Brittany Varnum (E05811)	Start: Wed 04/30/25, 12:18pm End: Wed 04/30/25, 1:09pm	Approved 0 hours, 50 minutes		View Shift <input type="checkbox"/>

13

Click the "I declare under penalty of perjury" field.

Marca la casilla "Declaro bajo pena de perjurio".

I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services.

Adding confirmation...

Back to Shifts

ID	Consumer & Employee	Date & Time	Status	Multiple Time Zones	Add To Batch
118	Snow White (C00074) Brittany Varnum (E05811)	Start: Wed 04/30/25, 12:18pm End: Wed 04/30/25, 1:09pm	Approved 0 hours, 50 minutes		View Shift <input checked="" type="checkbox"/>
120	Snow White (C00074) Brittany Varnum (E05811)	Start: Wed 04/30/25, 10:35am End: Wed 04/30/25, 1:09pm	Approved 2 hours, 34 minutes		View Shift <input checked="" type="checkbox"/>
119	Snow White (C00074) Brittany Varnum (E05811)	Start: Wed 04/30/25, 10:35am End: Wed 04/30/25, 1:09pm	Approved 2 hours, 34 minutes		View Shift <input checked="" type="checkbox"/>

14 Click "Lock as Approved"

Haz clic en "Bloquear como Aprobado"

STAFF INCLUDE

Please enter a phone number at which you can be reached by a staff member in the event there are issues with this shift

Comments

Here are the Shifts you can lock:

ID	Consumer & Employee	Date & Time	Status	Multiple Time Zones	Add To Batch
118	Snow White (C00074) Brittany Varnum (E05811)	Start: Wed 04/30/25, 12:18pm End: Wed 04/30/25, 1:09pm	Approved 0 hours, 50 minutes	<input type="checkbox"/>	<input type="checkbox"/> View Shift
120	Snow White (C00074) Brittany Varnum (E05811)	Start: Wed 04/30/25, 10:35am End: Wed 04/30/25, 1:09pm	Approved 2 hours, 34 minutes	<input type="checkbox"/>	<input type="checkbox"/> View Shift
119	Snow White (C00074) Brittany Varnum (E05811)	Start: Wed 04/30/25, 10:35am End: Wed 04/30/25, 1:09pm	Approved 2 hours, 34 minutes	<input type="checkbox"/>	<input type="checkbox"/> View Shift

I declare under penalty of perjury, that all hours worked and descriptions of work performed contained in the submitted shifts, are true and correct, with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services.



Payroll will now process all shifts in "Approval Locked" for payment to the Employee. It is best practice to double check on the "Listing Shifts" page that there are no remaining shifts still pending approval after this step.

Ahora, el departamento de nómina procesará todos los turnos que estén "Bloqueados para Aprobación" para el pago al Empleado. Es buena práctica verificar nuevamente en la página de "Listado de Turnos" que no queden turnos pendientes de aprobación después de este paso.