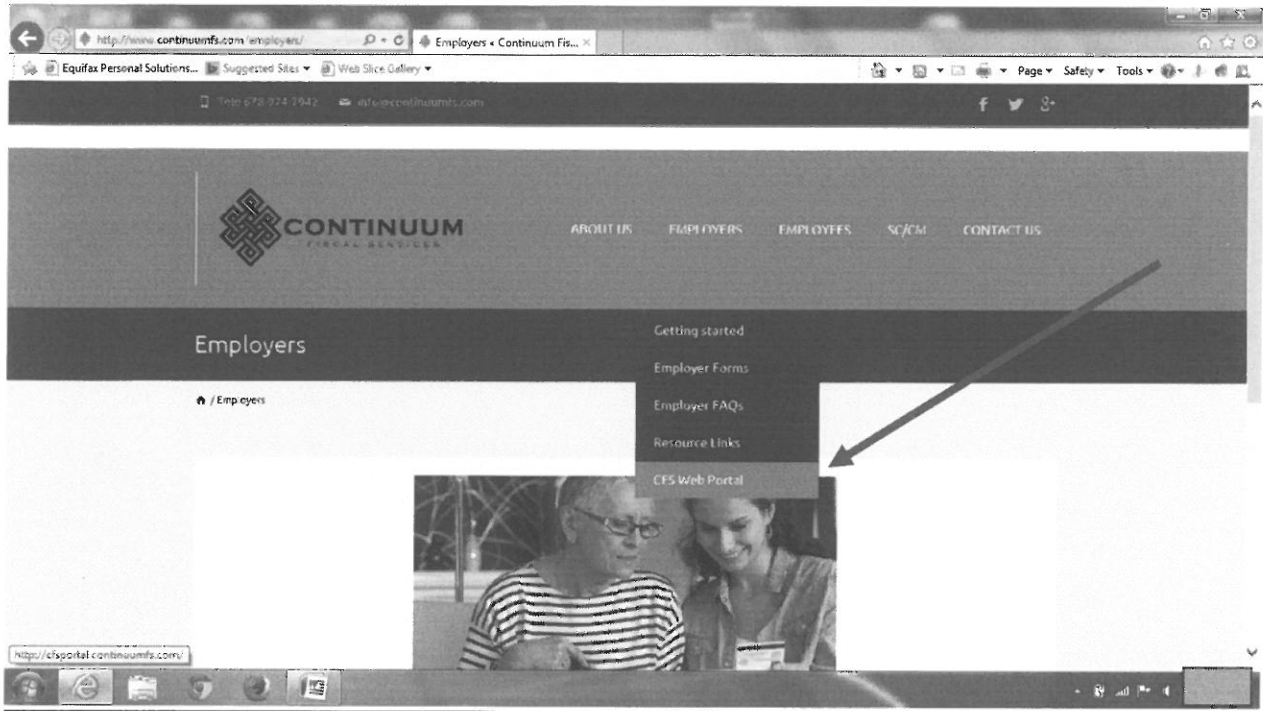
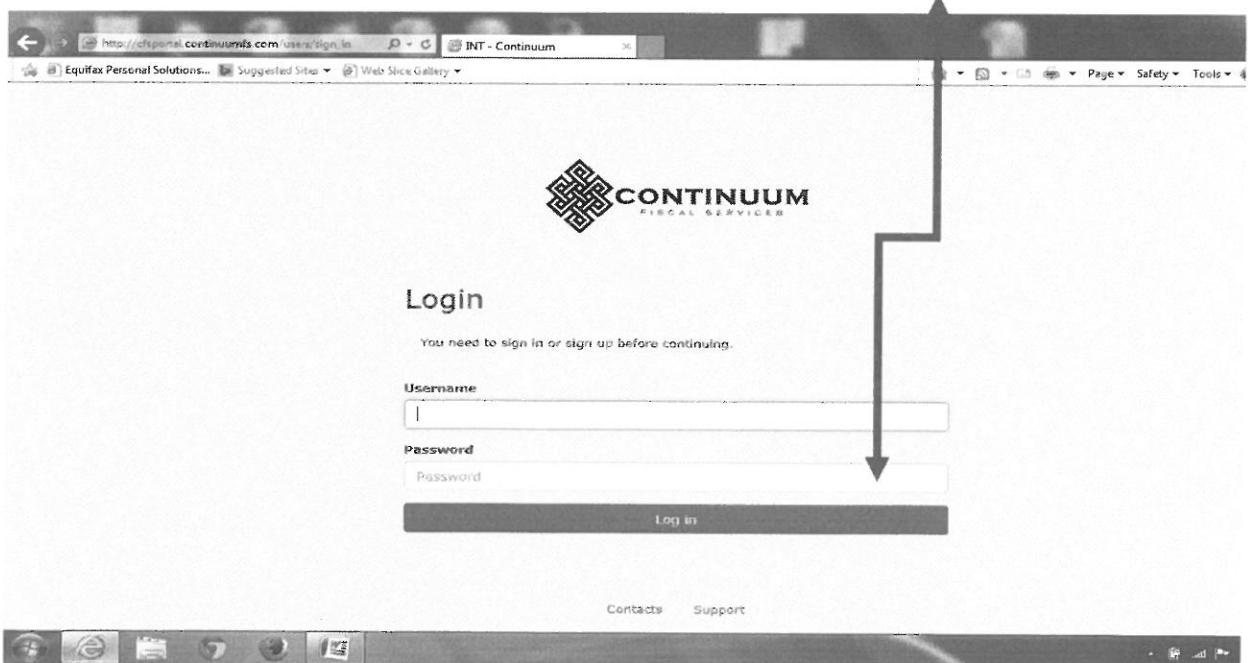


## Navigating the CFS Web Portal



Users should click on the "CFS Web Portal" link from the appropriate tab, ie. Employers should click from the Employers tab and so on..

Once the user has clicked on the CFS Web Portal link, they will be brought to the Log in page and will be prompted to enter the User Name and Password and then click the blue bar labeled "log in"



If the "Employer" is accessing the portal - Once the Employer's User Name and Password have been entered, the user immediately has access to the budget and the ability to enter / approve timesheets

Procedure code	Auth Units	Rate	Tot Auth	Units Remaining	Budget Remaining	Max Units / Day	Max Amount / Day	Begin	End	Fiscal year
<b>TOTAL</b>	<b>118398</b>		<b>129,833.47</b>	<b>64,829.41</b>	<b>72,515.84</b>					
T2025:U6:UC - Community Living Support - Daily	46909	1.00	46,909.00	35,580.41	25,580.41			05/13/2015	05/12/2016	2015
T2025:UB:UC - Community Access Individual	5054	1.00	5,054.00	3,558.47	3,558.47			05/13/2015	05/12/2016	2015
S5151:UC - Respite Services - Overnight	39	96.00	3,744.00	24.00	2,304.00			05/13/2015	05/12/2016	2015
T2040:UC - Financial Support Services	12	75.00	900.00	12.00	900.00			05/13/2015	05/12/2016	2015
T2028:UC - Specialized Medical Supplies	500	1.00	500.00	500.00	500.00			05/13/2015	05/12/2016	2015
T2025:U5:UC - Community Living Support - 15 Min	5809	1.00	5,809.00	5,809.00	5,809.00			05/13/2015	05/12/2016	2015
T2025:U5:UC - Community Living Support - 15 Min	5609	1.00	5,609.00	5,609.00	5,609.00	0	0.00	05/13/2014	05/12/2015	2014
T2028:UC - Specialized Medical Supplies	590	1.00	590.00	590.00	20.80	0	0.00	05/13/2014	05/12/2015	2014
T2025:UB:UC - Community Access Individual	120	3.51	421.20	84.00	738.94	0	0.00	05/01/2014	05/12/2014	2014

The budget is "read only"; however, new timesheets may be "entered" / "approved"

Worked	Employee	Procedure Code	Units	Amount	Status	Start Time	End Time
<b>TOTAL</b>			<b>53,571.11</b>	<b>57,219.90</b>			
08/31/2015		T2025:UB:UC - Community Access Individual	61.18	61.18	Payment Pending	10:30 AM	03:00 PM
08/30/2015		T2025:U6:UC - Community Living Support - Daily	124.49	124.49	Payment Pending	03:30 AM	04:30 PM
08/29/2015		T2025:U6:UC - Community Living Support - Daily	124.49	124.49	Payment Pending	08:00 AM	05:00 PM
08/28/2015		T2025:U6:UC - Community Living Support - Daily	124.49	124.49	Payment Pending	08:00 AM	05:00 PM
08/27/2015		T2025:U6:UC - Community Living Support - Daily	124.49	124.49	Payment Pending	08:00 AM	05:00 PM
08/26/2015		T2025:U6:UC - Community Living Support - Daily	124.49	124.49	Payment Pending	09:00 AM	05:00 PM
08/25/2015		T2025:U6:UC - Community Living Support - Daily	124.49	124.49	Payment Pending	09:00 AM	05:00 PM
08/24/2015		T2025:UB:UC - Community Access Individual	61.18	61.18	Payment Pending	10:30 AM	03:00 PM
08/23/2015		T2025:U6:UC - Community Living Support - Daily	124.49	124.49	Payment Pending	08:00 AM	05:00 PM

# Entering Timesheets Via Web Portal

## 1. Select The Timesheet Tab

The screenshot shows the Continuum web portal interface. At the top, there is a navigation bar with the Continuum logo and a 'Welcome' message. Below the navigation bar, there are two tabs: 'Budget' and 'Timesheet'. The 'Timesheet' tab is selected and highlighted with a red box. Below the tabs, there is a 'Pay period' dropdown menu and several buttons: 'Add Entry', 'Edit Entry', 'Approve Entry', 'Decline Entry', 'Print', and 'Delete Entry'. The main content area displays a table with the following columns: 'Worked', 'Employee', 'Procedure Code', 'Units', 'Amount', 'Status', 'Start Time', and 'End Time'. The table contains several rows of data, including a 'TOTAL' row and individual entries for various dates and procedure codes. A red box highlights the 'Timesheet' tab in the navigation bar.

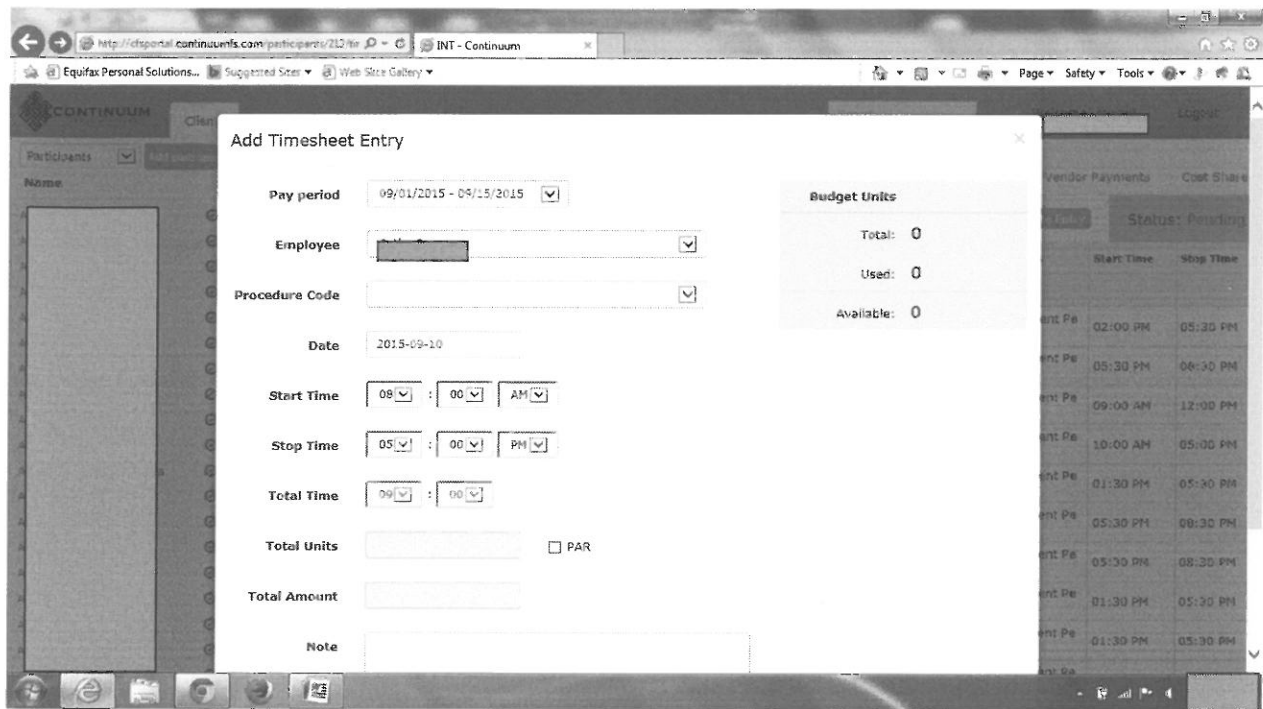
Worked	Employee	Procedure Code	Units	Amount	Status	Start Time	End Time
TOTAL			53,571.11	57,219.90			
08/31/2015		T2025:UB:UC - Community Access Individual	61.18	61.18	Payment Pending	10:30 AM	03:00 PM
08/30/2015		T2025:U6:UC - Community Living Support - Daily	124.49	124.49	Payment Pending	08:30 AM	04:30 PM
08/29/2015		T2025:U6:UC - Community Living Support - Daily	124.49	124.49	Payment Pending	08:00 AM	05:00 PM
08/28/2015		T2025:U6:UC - Community Living Support - Daily	124.49	124.49	Payment Pending	08:00 AM	05:00 PM
08/27/2015		T2025:U6:UC - Community Living Support - Daily	124.49	124.49	Payment Pending	08:00 AM	05:00 PM
08/26/2015		T2025:U6:UC - Community Living Support - Daily	124.49	124.49	Payment Pending	09:00 AM	05:00 PM
08/25/2015		T2025:U6:UC - Community Living Support - Daily	124.49	124.49	Payment Pending	09:00 AM	05:00 PM
08/24/2015		T2025:UB:UC - Community Access Individual	61.18	61.18	Payment Pending	10:30 AM	03:00 PM
08/23/2015		T2025:U6:UC - Community Living Support - Daily	124.49	124.49	Payment Pending	08:00 AM	05:00 PM

## 2. Select The Pay Period - select the pay period for which the employee has worked

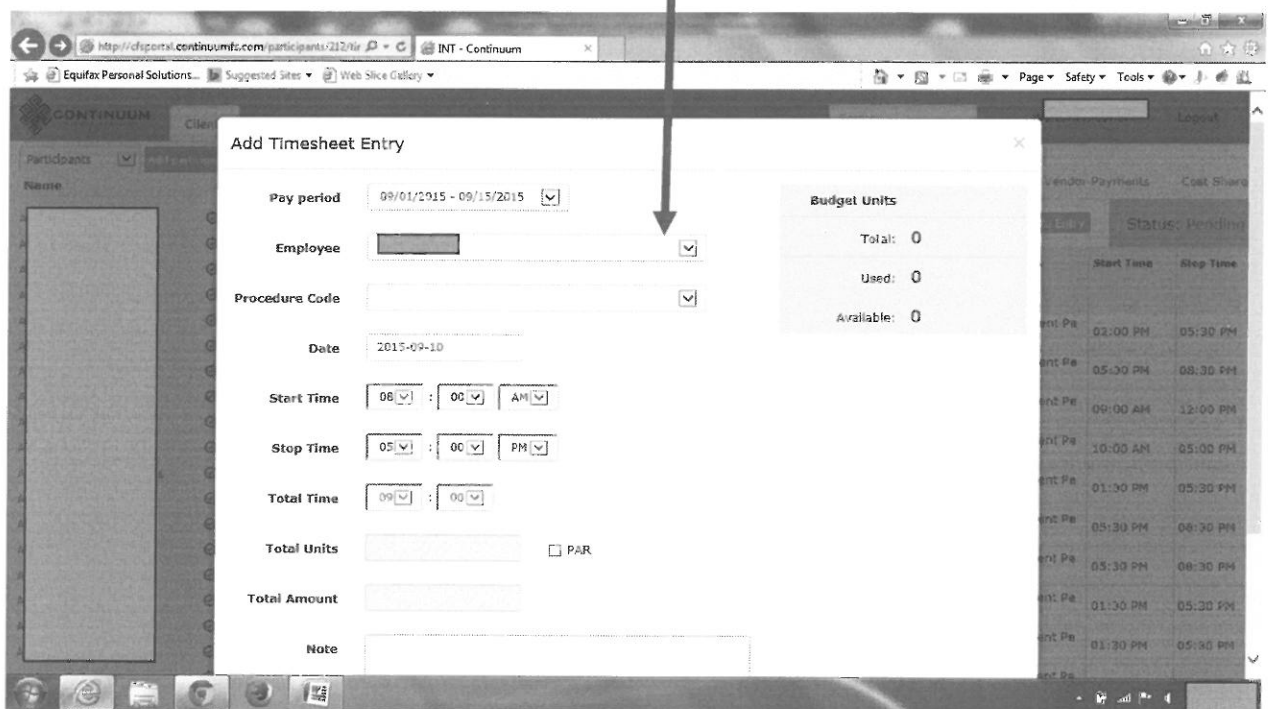
The screenshot shows the Continuum web portal interface. At the top, there is a navigation bar with the Continuum logo and a 'Welcome' message. Below the navigation bar, there are two tabs: 'Budget' and 'Timesheet'. The 'Timesheet' tab is selected. Below the tabs, there is a 'Pay period' dropdown menu and several buttons: 'Add Entry', 'Edit Entry', 'Approve Entry', 'Decline Entry', 'Print', and 'Delete Entry'. The 'Pay period' dropdown menu is open, showing a list of date ranges. A red box highlights the dropdown menu. The main content area displays a table with the following columns: 'Procedure Code', 'Units', 'Amount', 'Status', and 'Start Time'. The table contains several rows of data, including a 'TOTAL' row and individual entries for various dates and procedure codes. A red box highlights the 'Pay period' dropdown menu.

Procedure Code	Units	Amount	Status	Start Time
TOTAL			53,571.11	57,219.90
T2025:UB:UC - Community Access Individual	61.18	61.18	Payment Pending	10:30 AM
T2025:U6:UC - Community Living Support - Daily	124.49	124.49	Payment Pending	08:30 AM
T2025:U6:UC - Community Living Support - Daily	124.49	124.49	Payment Pending	08:00 AM
T2025:U6:UC - Community Living Support - Daily	124.49	124.49	Payment Pending	08:00 AM
T2025:U6:UC - Community Living Support - Daily	124.49	124.49	Payment Pending	09:00 AM
T2025:U6:UC - Community Living Support - Daily	124.49	124.49	Payment Pending	09:00 AM
T2025:UB:UC - Community Access Individual	61.18	61.18	Payment Pending	10:30 AM
T2025:U6:UC - Community Living Support - Daily	124.49	124.49	Payment Pending	08:00 AM

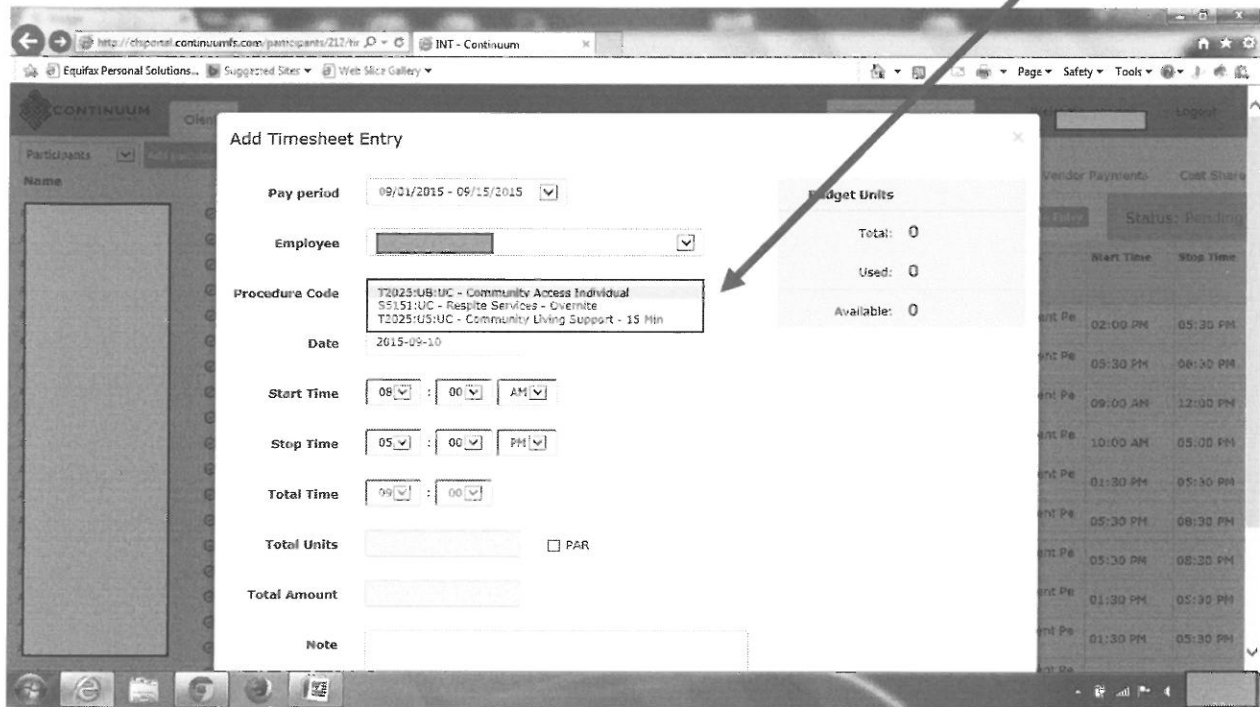
3. Next - Select "Add Entry" - You will be brought to a page to add employees time



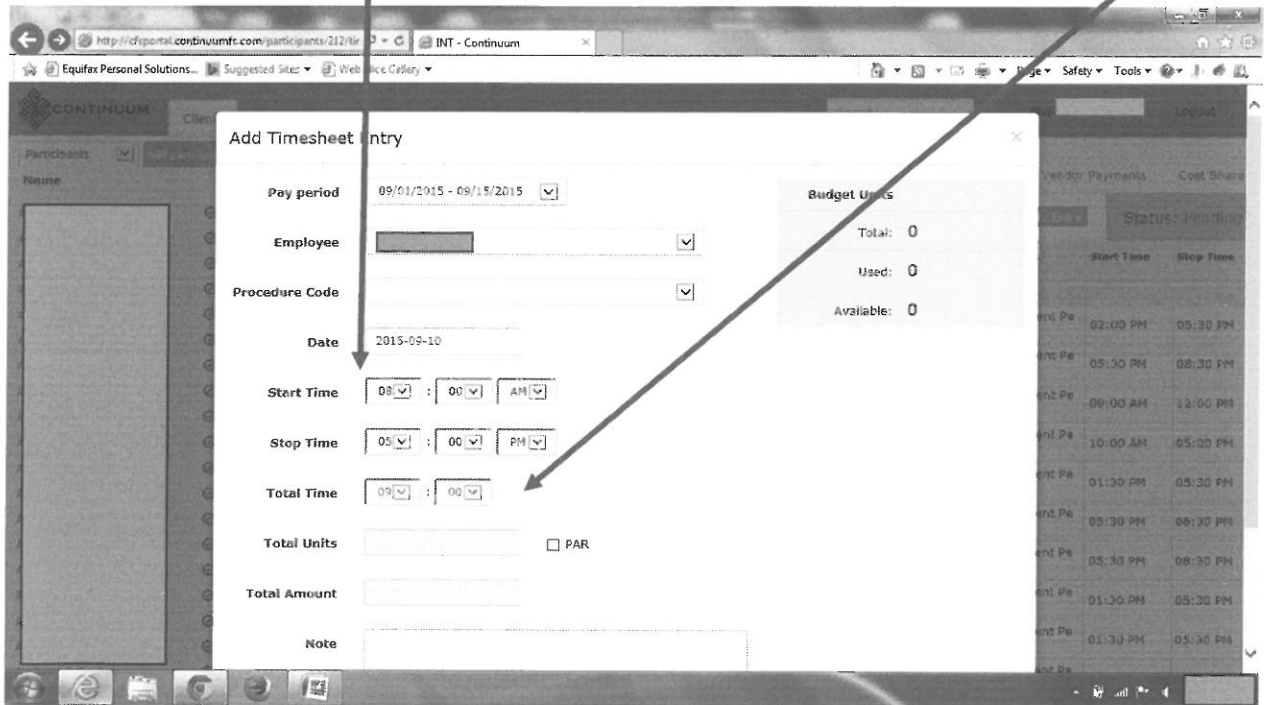
4. Select the employee's name from the drop down



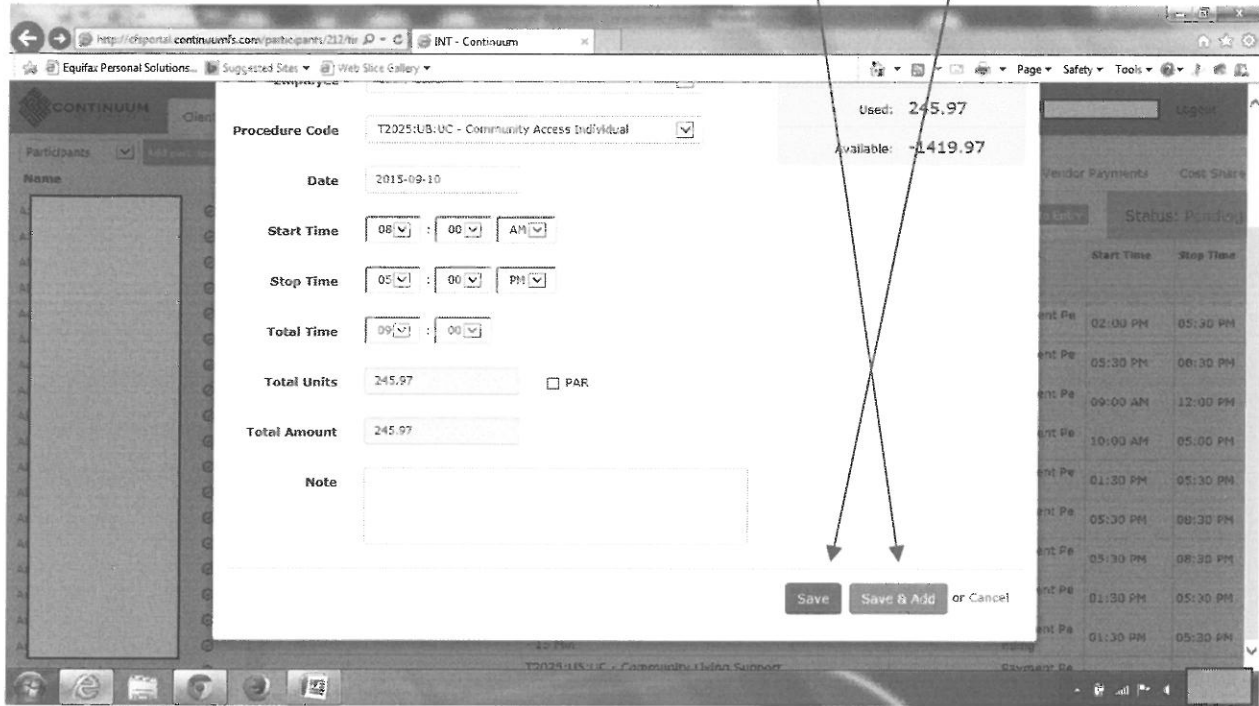
5. Next, select the appropriate service form the Procedure Code drop down tab



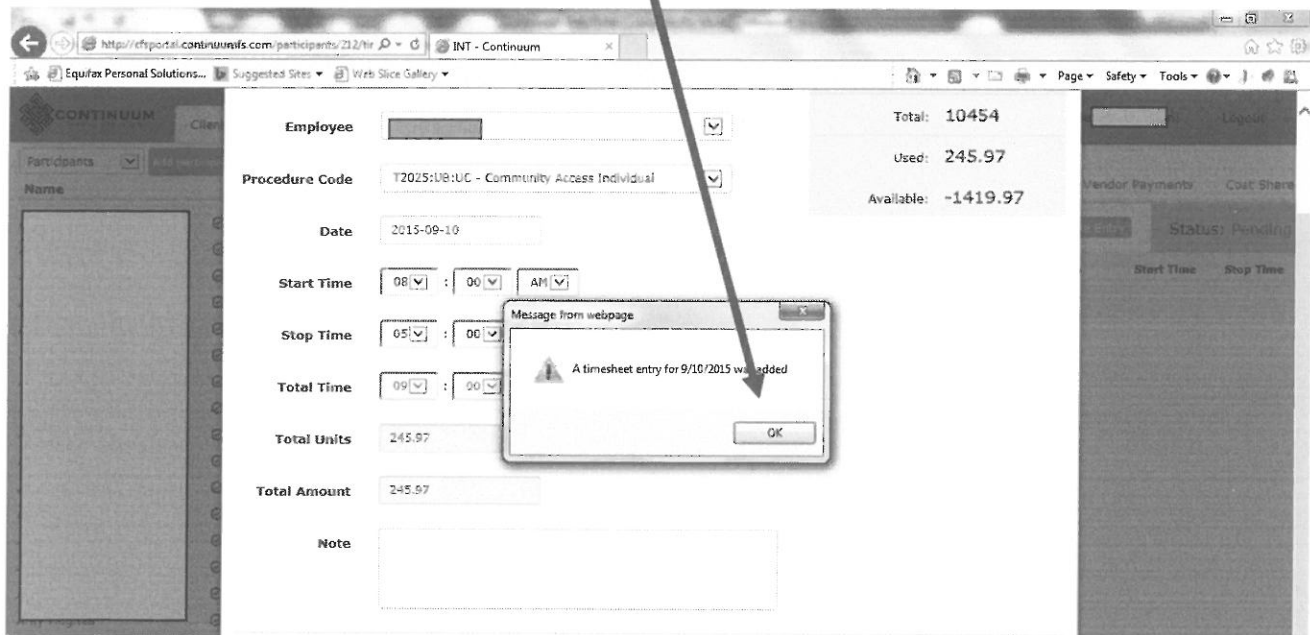
6. Select the appropriate start and end times. The total time worked will calculate automatically



7. Once appropriate times worked has been added, select "save and add" if additional dates and times need to be added. Once all dates and times have been added, select "save"

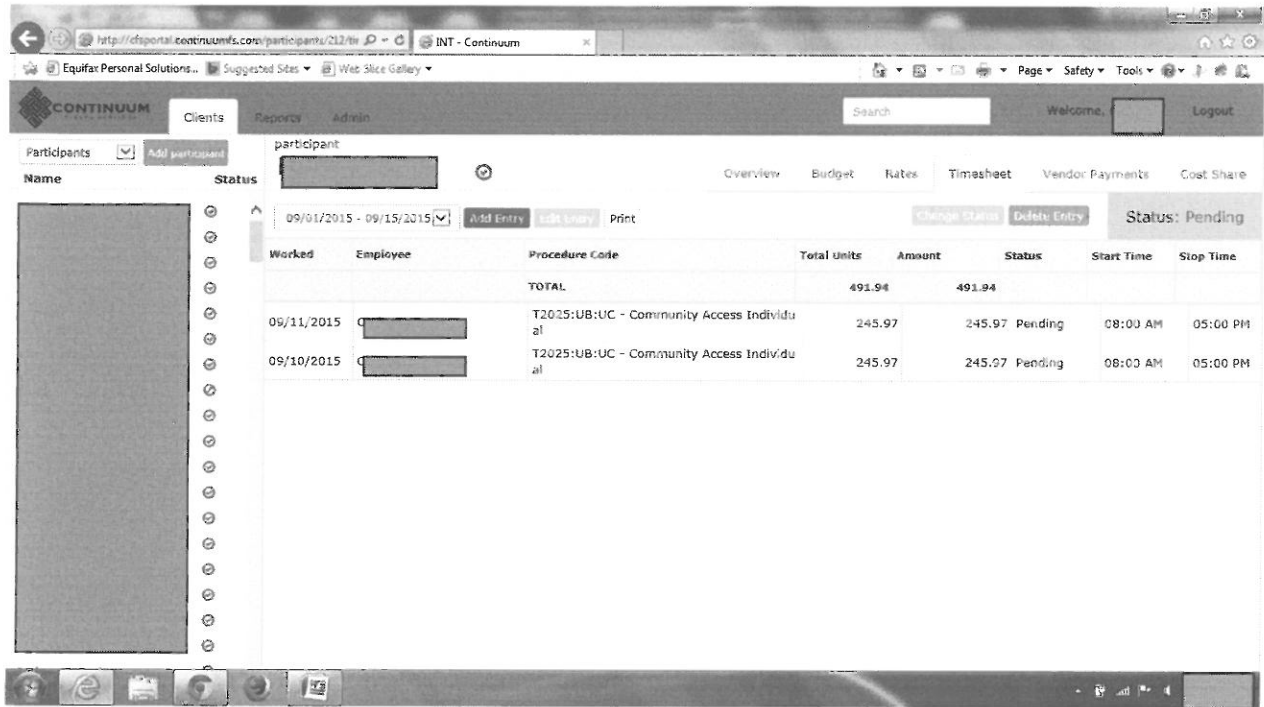


8. Once you select "save or save and add" you will receive notice that the date and time has been added. If the date and time is correct, select OK





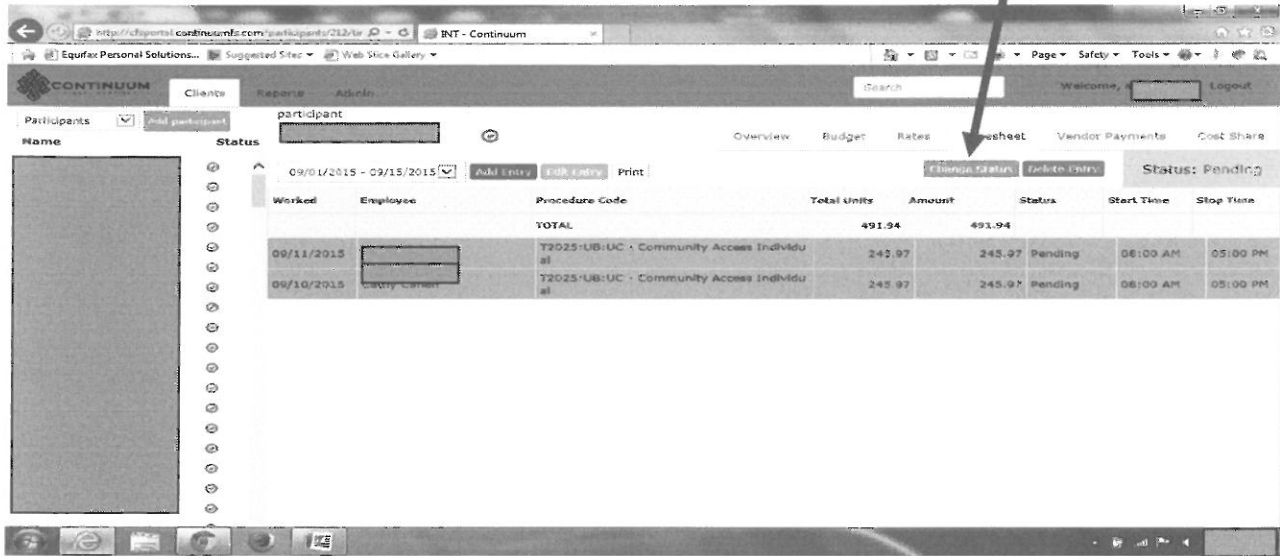
9. You will now be brought to a summary page where you may approve or otherwise review and edit the time you have entered



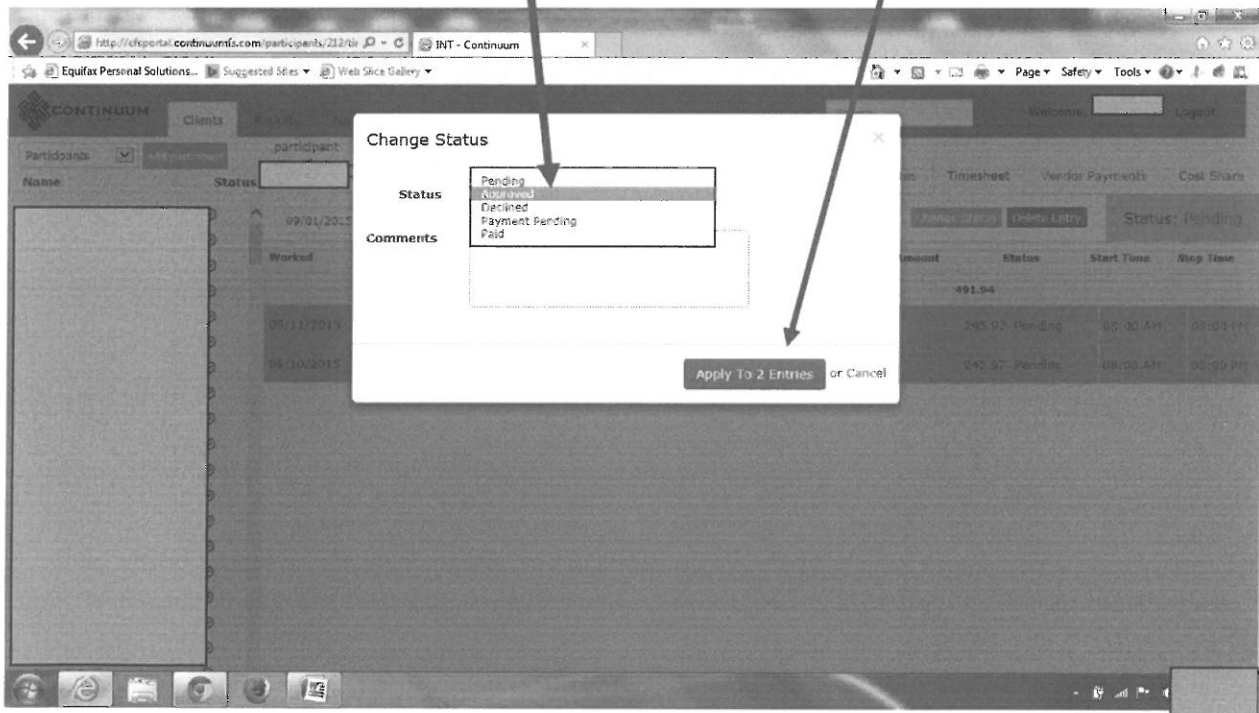
10. The timesheet is in "pending" status. To APPROVE the timesheet, click on each row you want to approve. The row you select will appear orange. Select multiple rows by holding down the Ctrl key on your keyboard while selecting each row - All selected rows will appear orange.



11. Once you have selected the rows, you want to APPROVE, select the "Change Status" tab

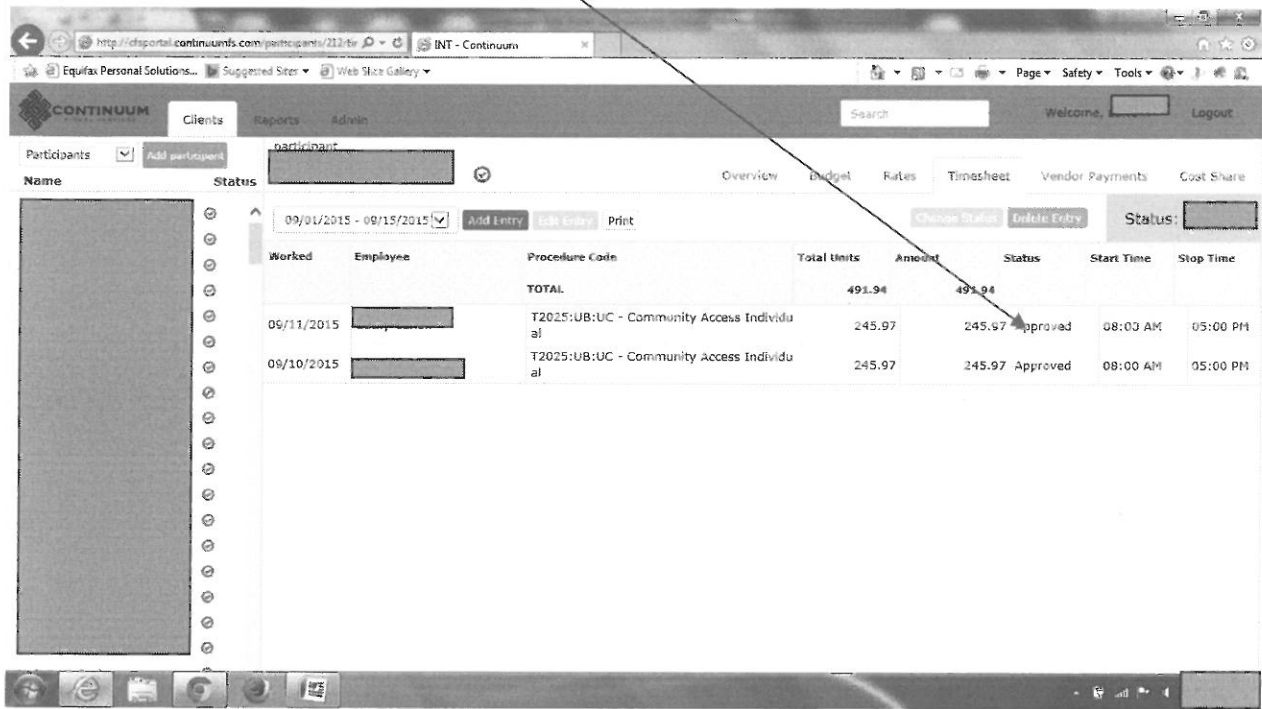


12. Change the status to the desired status and select "Apply to \_\_ entries"

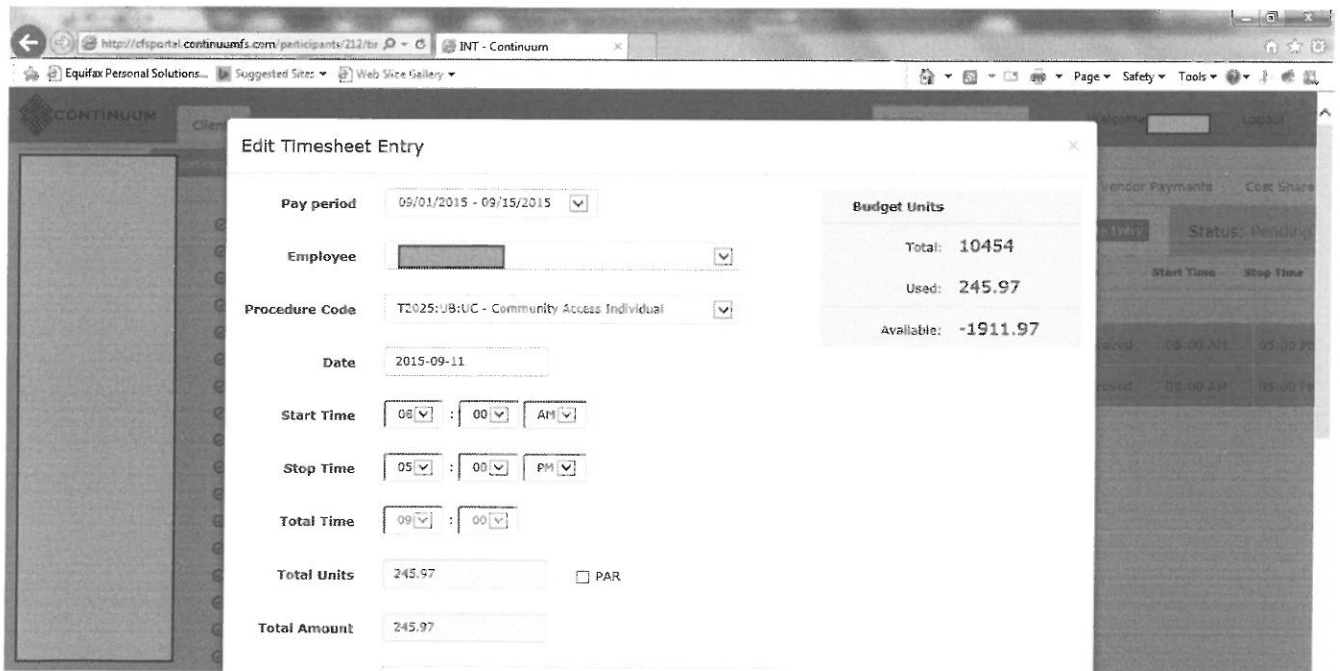




13. Status will change once you select APPLY



14. EDIT - If you have made a mistake and would like to edit your timesheet, you should select the entry you want to edit by clicking the rows you want to edit and click the "Edit Entry" tab. Once you have made your edit, select SAVE



15. **Delete** - To delete an entry, select the rows you want to delete and select the "delete entry" tab. Confirm and select Yes or cancel

