



Telephone Timesheet System (TTS) Using TTS for Timesheet Entry and Submission

Dial (833) 342-5388 to Complete and Submit your Timesheets

Listen to the entire prompts before making your selections. These directions are simplified for your convenience.

Upon Calling, Use the Keypad to Enter and Submit your Timesheet in the Following Steps:

1. Select your preferred language option by pressing (1) for English, (2) Spanish, (3) Armenian, or (4) for Chinese.
2. Select to continue as a **provider** by pressing **(2)** on your keypad.
3. You will then be taken to the main menu press **(1) to log in** or **(2)** to reset your passcode
4. You will then be prompted to enter your login information
 - a. Enter 9-digit provider number then press # (pound key)
 - b. Enter 4-digit passcode then press # (pound key)
5. After successfully logging in, you can **Press (1) to enter time for that day or (2) to enter time for previous days**. Listen to the rest of the options if you would like to know timesheet status, submit a timesheet or act on a rejected timesheet.
6. After making the appropriate selection, **press (1)** to confirm the recipient mentioned or **press (2)** to confirm a different recipient if there are multiple.
7. After recipient selection and confirmation, **press (1) to enter hours** for the date mentioned or press (2) for a different date.
 - a. Enter Hours Worked in 2-digit format (ex. 04 for 4 hours) then press # and press (1) to confirm it's correct. *Repeat process for minutes.*
 - b. Enter Start Time in 4-digit format (ex. 0900 for 9:00) then press # and press (1) to confirms it's correct. Press (1) for AM or (2) for PM.
 - c. Enter End Time in 4-digit format (ex. 1015 for 10:15) then press # and press (1) to confirms it's correct. Press (1) for AM or (2) for PM.
 - d. Select Location: Press (1) for Home, press (2) for Community or press (3) for Both.
 - e. Press (1) to save hours for the day. Then you will be prompted to press (1) to submit time sheet for approval. **ONLY** press (1) if you are finished with pay period and ready to submit timesheet.
8. If you have selected to submit hours, the TTS will then prompt you to electronically sign and submit the timesheet for recipient approval. Listen to the statement TTS will read you then press **(1) to sign and submit** or **(2) to cancel submit action**. You then enter your 4-digit passcode and press # to confirm your signature. Listen to the rest of prompts if you would like a copy of your timesheet.

Tip: Write down the information you need before you start to avoid confusion