Welcome to the
FMS System Employee Tutorial. To begin you will need to enter your user name and password and click on the I agree button.

You have reached the Mains'l Financial Management System. This site is intended to provide an electronic interface for entering Mainsl FMS Timesheets and Invoices. All actions performed by the logged in user are deemed to be electronically signed by the user. If you agree to honor this policy please provide your digital signature -- enter your login name and password then click on the I agree.

UserName [_____]
Password [_____]

[I agree]

To reset your password please enter your user name and press Reset Password

[Reset Password]

If you are having technical difficulty please send an email to . You will receive a call or email back within 24 business hours
(Monday – Friday 8:30am-5:00pm).

Main Menu Page

The Main Menu button at the top of the page is a Navigation Bar
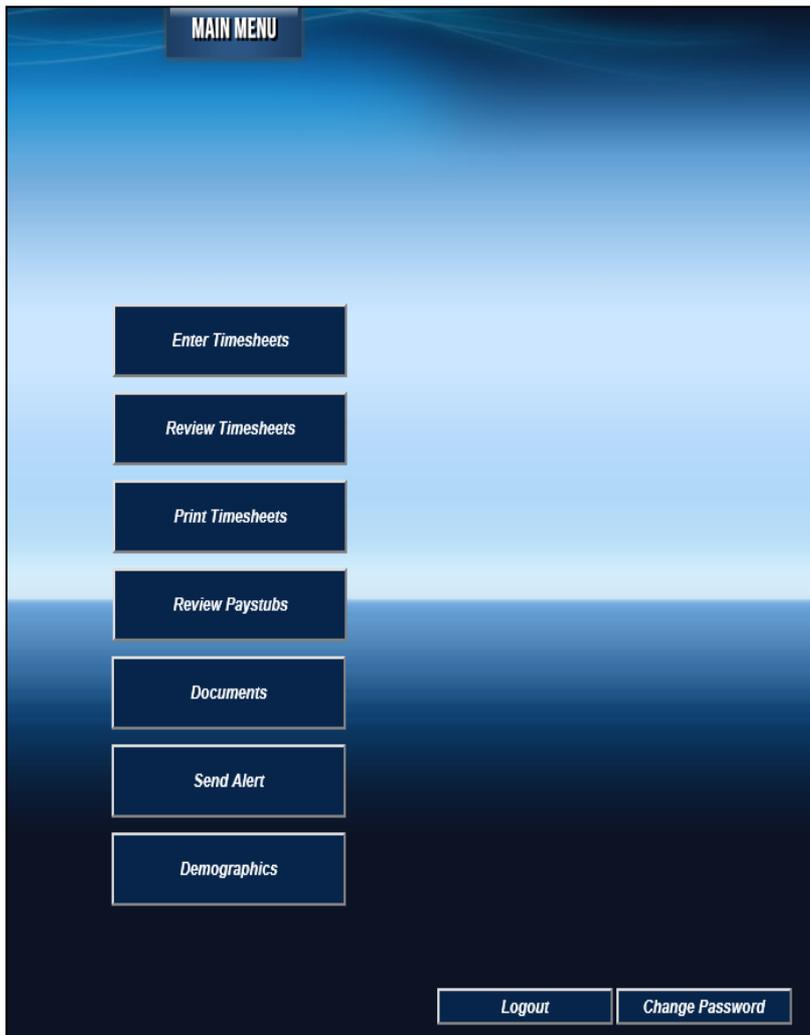
- ✓ "Enter Timesheets" allows you to add a **late** timesheet

    *Per Federal regulations, time must be entered via the EVV application

- ✓ "Review Timesheets" allows you to review all paid and unpaid timesheets by client and date

- ✓ "Print Timesheets" allows you to view/print timesheet information

- ✓ "Review Paystubs" allows you to access your past paystubs

- ✓ "Documents" allows you quick access to user guides and commonly used forms

- ✓ "Send Alerts" allows you to send a message to another user in the system

- ✓ "Demographics " allows you to see your demographic information as well as employees you are assigned to support

How to Enter a **Late** Timesheets

1. Main Menu

2. Enter Timesheets

3. Select the start shift date from the drop down menu

4. Enter the hour and minute shift started, select AM or PM

5. Select the end shift date from the drop down menu

6. Enter the hour and minute shift ended, select AM or PM

7. Select the client name from the drop down menu

8. Select the service code from the drop down menu

9. Select the proper Reason Code from the dropdown list. * To see the reason code definitions please click the magnifying glass

10. Enter any required documentation related to time period in check off and text boxes*.

   Required time entry notes will vary depending on the services the participant is receiving.

11. Select Save

Add Timesheet

Current Pay period: 10/31/2021 - 11/6/2021 Hours worked for period 0.24

Start Shift

| 11/3/2021 ▾ | Hour: 08 ▾ Min: 00 | ● AM ○ PM |

End Shift

| 11/3/2021 ▾ | Hour: 05 ▾ Min: 00 | ○ AM ● PM |

| Client | Service Code |
| Test, Test ▾ | r ▾ |

🔍 Reason Code
310 ▾

Malfunctioning Mobile Application When an assigned staff is unable to check in and /or out because the mobile device malfunctions, code 310 should be passed.

Code	Description
105	Services Provided outside the home. When the GPS collected does not match the expected location, code 105 should be passed.
300	Phone Lines not working - Attendant or assigned staff not able to call in. When telephony (IVR) is the designated method for EVV for a recipient, but the phone lines are not working at check in and / or out, code 300 should be passed.
405	Phone unavailable - Verified services were provided. When IVR is the method of EVV but the phone is unavailable, code 405 should be passed.
410	Individual / Member refused attendant or assigned staff use of phone - verified services were delivered. When IVR is the method of EVV but the member refused to allow the assigned staff to use the phone, code 410 should be passed.
310	Malfunctioning Mobile Application When an assigned staff is unable to check in and /or out because the mobile device malfunctions, code 310 should be passed.
900	Attendant or Assigned Staff failed to call in or called in early/late– verified services were delivered If the assigned staff fails to check in with EVV or checks in late, but checks out with EVV, and the services were delivered, code 900 should be passed. (This is rare as most EVV systems do not allow an assigned staff to check out without first checking in). The reason code is necessary as the invoiced start time will be different than the actual start time or there is no actual start time collected by the EVVsystem.
905	Attendant or Assigned Staff failed to call out early/late –verified services were delivered If the assigned staff fails to check out or checks out early or late, but the services were delivered, code 905 should be passed. The reason code is necessary as the invoiced end time will be different than the actual end time or there is no actual end time collected by theEVV device.
910	Attendant or assigned staff failed to call in and out – or both the in and out times were late/early --verified services were delivered If the assigned staff fails to call both in and out or both the actual start and actual end will be different from the invoiced start and invoiced end, but the services were delivered, code 910 should be passed
915	Wrong phone number – verified services were delivered If IVR is the EVV method but the number collected is the wrong number, code 915 should be passed
0	Verified Edit - reduced hours to stay within the plan of care Changing the timesheet to reduce the number of hours to fit the budget allowance, code 0 should be passed

Select one or many service activities that apply

☑ Other   ☑ Supervision
☐ Other (provided break to caregiver)   ☐ Are there any issues or concerns

Were there health, safety, welfare issues/ concerns during the shift

No concerns

Description of the activities provided during the time period are checked off here

Information regarding the health, safety and welfare should be entered here

Save   Cancel

MPW – Time Entry Rules

- **The Time entries must comply with the following rules:**

1. All services combined (with the exception of respite) cannot exceed 40 hours a week between all employees/services, Sunday – Saturday.
2. Employees are not allowed to have overlapping hours across all clients that employee provides for
3. If employee contract is outdated, employee can't enter time
4. Service Documentation-required to provide the following four responses to each service provided
   - Brief description of the activities provided
   - Information regarding the health, safety, and welfare of the consumer
   - Concerns/issues that may have occurred
   - Progression, regression, maintenance-drop down box
   - Comment section for progression, regression, maintenance
5. AM and PM are required for all shifts entered
6. Representative must review all time and service documentation prior to approving time
7. Support Broker must review all time and service documentation prior to approving time

HCB2 – Time Entry Rules

The Time entries must comply with the following rules:

1. All services combined (with the exception of respite) cannot exceed 45 hours a week between all employees/services, Sunday – Saturday.
2. Employees are not allowed to have overlapping hours across all clients that employee provides for
3. If employee contract is outdated, employee can't enter time
4. Service Documentation-required to provide the following four responses to each service provided
   - A brief description of the activities provided
   - What choices of activities made
   - Issues or concerns regarding the wellbeing of the participant
5. AM and PM are required for all shifts entered
6. Representative must review all time and service documentation prior to approving time
7. Support Broker must review all time and service documentation prior to approving time

How to Review Timesheets

1. Main Menu

2. Review Timesheets
3. Select the client from the drop down menu

4. Select the date range from the drop down menu

If a visit is completed in the EVV app the verified column will say **True**. If a visit is entered in the website or edited the column will say **False**.

If changes are needed to the time entries click the Edit Button. Please note approved entries cannot be edited

Timesheets to Review
Select Paid or Unpaid

	Client	Date Range	Pay Period
All ▾	All ▾	All ▾	All ▾

Search	Add hours

Edited shifts or shifts that cross midnight may appear differently in the mobile app

ClientID	Begin Date Time	End Date Time	Service Code	Last Name	First Name	Description	Hours	Paid	Broker_Approved	Rep_Approved	Paid Date	VisitID	TimesheetID	Verified		
1	12/8/2020 6:06:12 PM	12/8/2020 6:06:21 PM	ac	Test-1	Client	Attendant Care	0.00	No	No	No		1057	467876	True	View/Edit	Delete
1	12/8/2020 6:05:53 PM	12/8/2020 6:06:00 PM	ac	Test-1	Client	Attendant Care	0.00	No	No	No		1056	467875	True	View/Edit	Delete
1	12/8/2020 5:55:33 PM	12/8/2020 5:55:42 PM	ac	Test-1	Client	Attendant Care	0.00	No	No	No		1055	467874	True	View/Edit	Delete

Approved time entries status will say Yes, Not Approved time entries will say No

Time entered in error can be deleted

View of Timesheet Visits in FMS Website

Once user clicks edit they will now see a full view of the timesheet visit information which includes the GPS Location Map, Activities selected and Comments entered

How to Edit a Timesheet

1. Main Menu

2. Click Review Timesheets

3. Select the client from the drop down menu

4. Select the View/Edit button

5. Edit the hour and minute shift started, select AM or PM

6. Edit the hour and minute shift ended, select AM or PM

7. If a shift is being edited the user **must** select a Reason Code from the provided drop down menu. When a code is selected the definition of the reason code will appear.

8. You will be able to edit service documentation for the visit by clicking the checkboxes under Activities.

9. You will also be able to edit or enter Comments for the Visit

10. When finished click the Save Button

List of Reason Codes

Code	Description
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915	Wrong phone number – verified services were delivered If IVR is the EVV method but the number collected is the wrong number, code 915 should be passed

How to Print an Employee Timesheet

1. Main Menu
2. Print Timesheets
3. Select the client from the drop down menu
4. Select the date range from the drop down menu
5. Print Timesheets

*** Please note, you are not required to print and submit your timesheet, this is simply a function available to you if you want a paper copy for your records ***

Example of a Printed Timesheet

Documentation/Information Must Be Printed & Service Documentation Must Accompany Timesheet

Consumer Name/ID #	Jones, John/1001						Pay Period	5/12/2019	to	5/18/2019
Employee Name/ID #	Employee1, Test1/1000						Employee Address/Zip	Not Selected, Not Selected		

Date Of Service	Service Provided			Service Provided			Service Provided			Service Provided		
	Attendant Care											
	Time IN	Time OUT	Hours	Time IN	Time OUT	Hours	Time IN	Time OUT	Hours	Time IN	Time OUT	Hours
2019/5/15	3:30PM	6:00PM	2.50									
Subtotals Wk			2.5			0.00			0.00			0.00
Total hours			2.50			0.00			0.00			0.00

GROSS TOTAL AMOUNT FOR PAY PERIOD

Service & Billing Code	Hours	Rate	Total
Attendant Care	2.50	11.50	28.75
Totals:	**2.5**		**28.75**

Employee Signature Date	Consumer/Representative/Employer Signature Date

Support Broker Signature   Date

PARTICIPANT DIRECTED SERVICES SERVICE DOCUMENTATION

Documentation/Information Must Be Printed & Service Documentation Must Accompany Timesheet

Consumer Name & ID #:	Jones, John/1001	Employee Name & ID	Employee1, Test1/1000

For each date of service please outline: 1) A brief description of the activities provided; 2) Information regarding the health, safety, and welfare of the consumer; 3) Concerns/issues that may have occurred; and 4) Progression, regression, or maintenance of goals.

Date Service Provided	Hour(s)	Notes
5/15/2019	2.50	Notes, Notes, Notes, , Progression
Total	**2.5**	

How to View Documents

1. Main Menu
2. Documents
3. Select the type of documents you wish to view from the specific buttons

How to Send Alerts

1. Main Menu
2. Send Alerts
3. Select the user from the drop down menu
4. Select the Program from the drop down menu
5. Type the Message in the text box
6. Send

How to Log Out

To properly logout the user can click the Logout Button located on the bottom of every screen the user has access to. If there is inactivity, the system has an automatic log out feature built in that will logout the user after 15 minutes of inactivity.

How to Change Password

1. The user can click the Change Password Button
2. The user will enter the Old Password
3. The user will enter the New Password
(Password parameters will be located at the bottom of the screen)
4. The user will confirm the New Password
5. When finished the user can click the Save Button

This will conclude the Employee Tutorial
Thank you!