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.

Passwor	d			
		I ag	gree	

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

MAIN MENU			
	1		
Enter Timesheets			
Review Timesheets			
Print Timesheets			
Review Paystubs			
Documents			
Send Alert			
Demographics			
		Logout	Change Password

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	Timoshoot						
Curre	ent Pay period: 10/31/20	021 - 11/6/2021 H	lours worked	for period 0.24			
Start	Shift			T			
11/3	3/2021 🗸	Hour: 08 🗸 N	Vin: 00				● ам О рм
End S	Shift						
11/3	3/2021 🗸	Hour: 05 🗸 N	Vin: 00				
Client		Service Code					
Test	t, Test 🗸	r	~				
Q 310	Reason Code	Malfunctioning /or out because	Mobile Applie the mobile of	cation When an levice malfuncti	assigned sta ons, code 31	aff is unat 10 should	ble to check in and be passed.
Code	Description						
105	Services Provided outsid be passed.	de the home. When	the GPS coll	ected does not m	atch the expec	cted location	on, code 105 should
300	Phone Lines not working method for EVV for a red passed.	g - Attendant or ass cipient, but the pho	igned staff no ne lines are n	t able to call in. W ot working at cheo	/hen telephony ck in and / or o	y (IVR) is t out, code 3	the designated 00 should be
405	Phone unavailable - Veri code 405 should be pass	ified services were sed.	provided. Wh	en IVR is the met	hod of EVV bu	ut the phor	ie is unavailable,
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 Ap malfunctions, code 310 s	pplication When an should be passed.	assigned stat	f is unable to che	ck in and /or o	out becaus	e the mobile device
900	Attendant or Assigned Si fails to check in with EV should be passed. (This checking in). The reason there is no actual start tir	taff failed to call in V or checks in late, is rare as most EV n code is necessary me collected by the	or called in ea but checks ou V systems do y as the invoic EVVsystem.	rly/late- verified s at with EVV, and t not allow an assi ed start time will t	services were he services we gned staff to o be different tha	delivered l ere deliver heck out v an the actu	If the assigned staff red, code 900 without first ual start time or
905	Attendant or Assigned St check out or checks out necessary as the invoice theEVV device.	taff failed to call ou early or late, but th ed end time will be	it early/late -v le services we different than	erified services w re delivered, code the actual end tim	ere delivered I e 905 should b ne or there is n	If the assig te passed. to actual e	ned staff fails to The reason code is nd time collected by
910	Attendant or assigned st were delivered If the ass from the invoiced start a	aff failed to call in a igned staff fails to a nd invoiced end, bu	and out – or be call both in an ut the services	oth the in and out d out or both the a were delivered, o	times were la actual start an code 910 shou	te/earlyv d actual er ild be pass	verified services nd will be different sed
915	Wrong phone number - wrong number, code 915	verified services w 5 should be passed	ere delivered	f IVR is the EVV	method but the	e number	collected is the
0	Verified Edit - reduced he fit the budget allowance,	ours to stay within code 0 should be	the plan of car passed	re Changing the ti	imesheet to re	duce the r	number of hours to
Selec	t one or many service a	activities that app	ly			Descrin	otion of the
✓ o □ o Were)ther)ther (provided break to ca there bealth, safety, we	Super	rvision ere any issue	s or concerns		activitie during are che	es provided the time period ecked off here
No	concerns		Information health, safet should be en	regarding the y and welfare tered here			

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. Re 3. Se 4. Se	eview Time elect the cl elect the d	esheets lient from ate range	the di	rop d the d	own r rop de	menu own men	u			If a vi EVV a will s enter edite False	isit is complete app the verified ay True . If a vis red in the webs d the column v	d in the d column it is ite or vill say		lf tř Ed aj b	changes are r ne time entrie dit Button. Ple pproved entrie e edited	eeded to s click the ase note as cannot
Times Select	heets to Re Paid or Un	view paid									Client	Date	Range	P	ay Period	
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Edite the m	d shifts or nobile app	shifts tha	t cros	s mid	Inight	may app	bear	diff	erently i	in						
ClientIC	0 Begin Date <u>Time</u>	End Date Time	Service Code	Last Name	First Name	Description	Hours	Paid	Broker Ap	proved	Rep Approved P	laid <u>VisitlO</u> Late	TimesheettD	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
Ap wil tim	proved time e I say Yes, Not ne entries will	entries status Approved say No	-									Tin in de	ne entered error can be leted]		

View of Timesheet Visits in FMS Website

Add Timesheet Constitution and Hass social to early I tain bott (12/11/2023 v) Has Design form (12/11/2023 v) Has Resist Cuts (Not Searched v)	53 r (64 ~ Max (27 r (64 ~ Max (28	Cas 🕬	they will now see view of the times
Start Sell The Sell Sell Sell Sell Sell Sell Sell Se	r (61 ∞ Mer (27 / 64 ∞ Mer (28	Car Ore	view of the times
12/11/2023 • Has End Set# (2/11/2023 • Total Set# Has Research Cade (Not Securited • Has	r (63 ~ Mir. 27 r (63 ~ Mir. 28	Cau 🗰	view of the times
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Reason Cade Not Selected V	(04 ¥) Mr. [28		
Reason Cade Not Selected V		Can The	visit information v
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VART LOUGH AN Charl an and Salar 700207, 40 20050870005.00 Eng an antisatio 700207, 90 20050870005.00			selected and Comments entere
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w see a full timesheet tion which GPS p, Activities entered

How to Edit a Timesheet

1. Main Menu

2. Click Review Timesheets

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

 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.

 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

Add Timesheet Current Pay period. Hours worked for	cercol 0.00	
Start Shift		
12/10/2020 🗸	Hour 10 V Min 24	SAN OPH
End Shift		
12/10/2020 ¥	Hour 10 ¥ Min: 30	€Au Opu
Reason Code (105 🗸 🗸	Services Provided outside the home. When the GPS collecte	d does not match the expected location, code 105 should be passed.
Ciert	Service Code	
Test-1, Client V	at v	

Select one or many service	activities that apply	
Maintaining a safe environ	ment Sleeping	
C Breathing	Ability to use telephone	
Eating and drinking	Responsibility for own medications	
C Elimination	Cother	
Were there health, safety, w	elfare issues/ concerns during the shift	
Comments can be ent	ered here.	
		Save Cancel

List of Reason Codes

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/earlyverified 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

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 ***

Select Date Range	Select Clie	nt
05/05/19 - 05/11/19 🗸	Test, Client	Y

Example of a Printed Timesheet

Doc	cumentati	on/Informat	tion Mu	st Be Prin	ted &	Servio	e Docu	mentation	n Must Acco	ompany	Timeshee	t	
Consumer Name/ID #		Jones, Joh	n/1001				Pay	Period	5/12/2	019	to	5/18/20)19
Employee Name/ID #	E	mployee1, T	est1/10)0	En	nploye	e Addre	ess/Zip		Not Sele	ected, Not	Selected	
Date Of Service	Ser	vice Provide	ed	Ser	vice P	rovide	d	Ser	vice Provid	ed	Ser	vice Provide	ed
	At	tendant 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
GROS	S TOTAI	. AMOUNT	FOR F	AY PERI	OD								
Service & Billing	Code	Hours	ŀ	Rate		Total							
Atten	dant Care	2.50		11.50			28.75						
	Totals:	2.5					28.75						
Employ	yee Signat	ure		Date				Consu	mer/Represe	entative/]	Employer	Signature	Date
				Suppo	rt Brol	ker Sig	nature		Date				
		PARTICIP	ANT DI	RECTED	SERV	VICES	SERV	ICE DOC	UMENTA	FION	י א		
Doc	cumentati	on/Informat	ion Mu	st Be Prin	ted &	Servic	e Docu	mentation	1 Must Acco	ompany	Timeshee	t	
Consumer Nam	1e & ID #:		Jones,	John/1001			Employ	ee Name	& ID		Employee	1, Test1/1000)
For each date of service the cons	e please ou sumer; 3)	ttline: 1) A b Concerns/iss	rief des ues that	cription of may have	the ac occurr	tivities red; and	provide 1 4) Prog	d; 2) Info gression, r	rmation rega	arding the r mainter	e health, sa nance of g	ufety, and we oals.	lfare of
Date Service I	Provided		H	our(s)					N	otes			
	5/	15/2019			2.50 N	Notes, 1	Notes, N	otes, , Pro	gression				
		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

Add Alert	
User	Program
Test,Employee,Provider	Not Selected V
Message	
Type the message you would like to send to another user in the text box	
Send	Cancel

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

Old Password			
New Password			
Confirm Password			
Save		Cancel	
Passy	vord must b s in length a	e at least and contai	eight n at least

- 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!