

Adding Mileage in eTime - Support Staff

Adding Mileage in eTime is simple. The most important thing is to make sure that you correctly note your location, destination, support activity, and number of miles. The steps to this process are below:

1. Log into the Portal and open eTime

Welcome Carlos Demo Medina

Self-Direction Resource Guidebook

This guidebook contains information and Frequently Asked Questions to help Participants and their teams navigate Self-Direction.

Additional resources are available at <https://help.issny.org/>

[View »](#)

OPEN ETIME

2. Start a shift

ADD TIME OFF

START SHIFT

3. Input your information

ISS eTime

Cancel

Add

Employer	Owen Ellis	✓
Job	COMHAB	✓
Method	Face to Face	✓
Location	Home 123 Example Ave, Tiny Town, NY, 12701 (Distance: 9673 meters)	✓

4. Select your shift

Select a shift to edit.

Owen Ellis

COMHAB - Face to Face

Start Time: 01/01/2025 5:37 PM

End Shift

Depart Home

5. Tap the 'Add Mileage' button

Cancel
Update Details
Update

Shift ID
1718366

Employer
Owen Ellis

Job
COMHAB

Start Time
01/01/2025 5:37 PM

Start Location ▼ EVV Valid - Override
Home
123 Example Ave, Tiny Town, NY, 12701

Shift Expenses

New
You can now add mileage and expenses as part of the shift.
[Click here](#) for more details.

Add Mileage
Add Expense

6. Input your information and tap the 'Confirm' button

Cancel
Trips Details
Confirm

Vehicle Owner *Required
Staff

Starting Location *Required
Owen's House

Destination *Required
Blues House

Support Activities *Required
Watching a Concert

Miles Traveled - only type the number of miles *Required
24

7. Your mileage can be viewed within the shift

Shift Expenses

New
You can now add mileage and expenses as part of the shift.
[Click here](#) for more details.

Mileage

STARTING LOCATION
Owen's House
DESTINATION
Blues House
MILES TRAVELED
24.00
SUPPORT ACTIVITY
Watching a Concert
VEHICLE OWNER
Staff
Edit Delete

Add Trip
Add Expense

Totals
Miles: 24
Expenses: 0
Estimated reimbursement: \$13.44

8. To edit a mileage submission, tap the 'Edit' button and correct any errors in the Trip Details

Shift Expenses

New
You can now add mileage and expenses as part of the shift.
[Click here](#) for more details.

Mileage

STARTING LOCATION
Owen's House
DESTINATION
Blues House
MILES TRAVELED
24.00
SUPPORT ACTIVITY
Watching a Concert
VEHICLE OWNER
Staff
Edit Delete

Add Trip
Add Expense

Totals
Miles: 24
Expenses: 0
Estimated reimbursement: \$13.44

Cancel	Trips Details	Confirm
Vehicle Owner * <i>Required</i>		
Staff		
Starting Location * <i>Required</i>		
Owen's House		
Destination * <i>Required</i>		
Blues House		
Support Activities * <i>Required</i>		
Watching a Concert		
Miles Traveled - only type the number of miles * <i>Required</i>		
24.00		

For further questions, please view our FAQ document:

[FAQ](#)

Disclaimer: All names displayed in the above screen shots are fictional characters. No identification with actual persons (living or dead) is intended or should be inferred.

Updated 01/07/25.

🔍Revision #14

★Created Wed, Jan 1, 2025 10:05 PM by [Chris Sykora](#)

✎Updated Tue, Jan 7, 2025 7:53 PM by [Elizabeth Lukan](#)