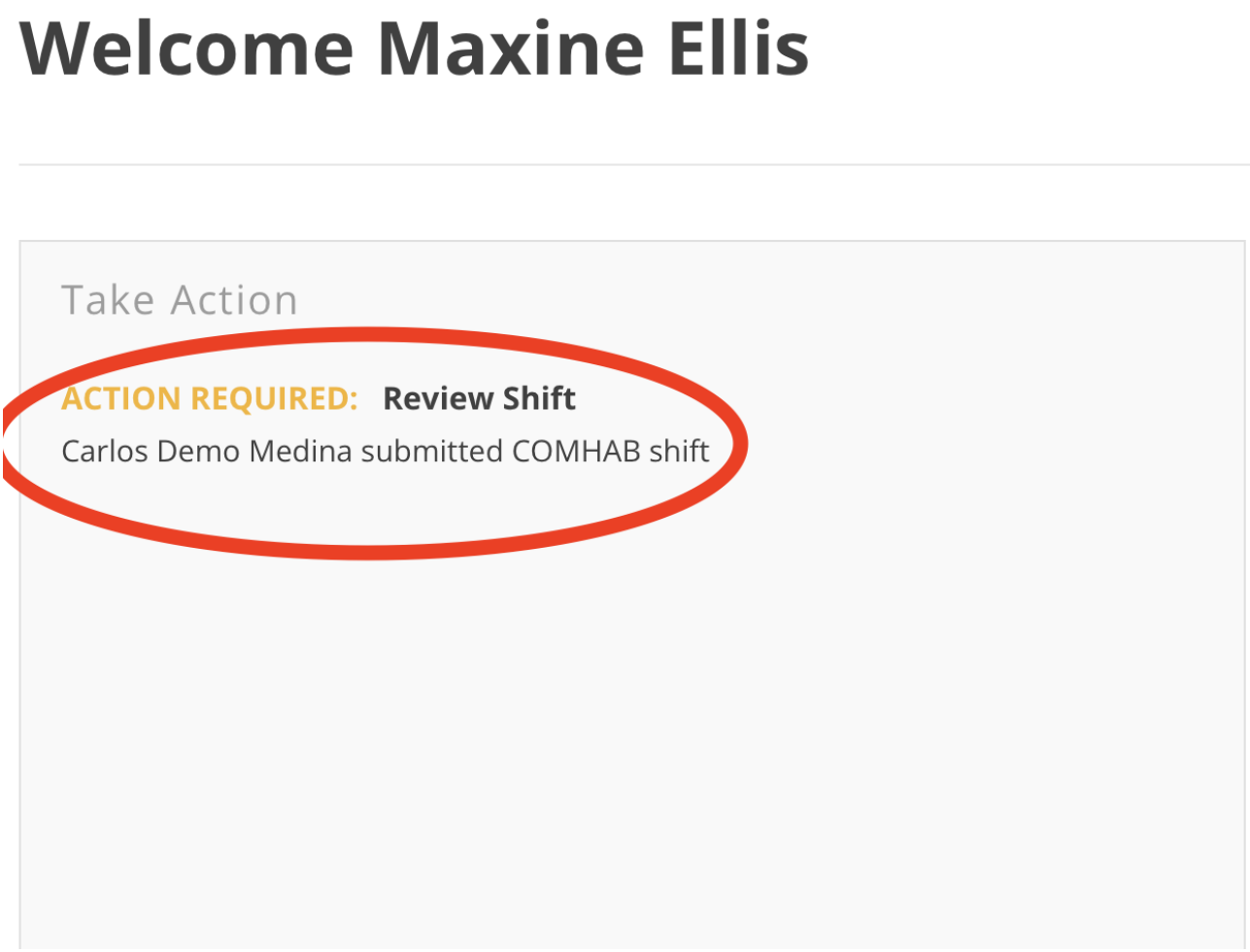
Reviewing Expenses and Mileage in eTime - Circle of Support

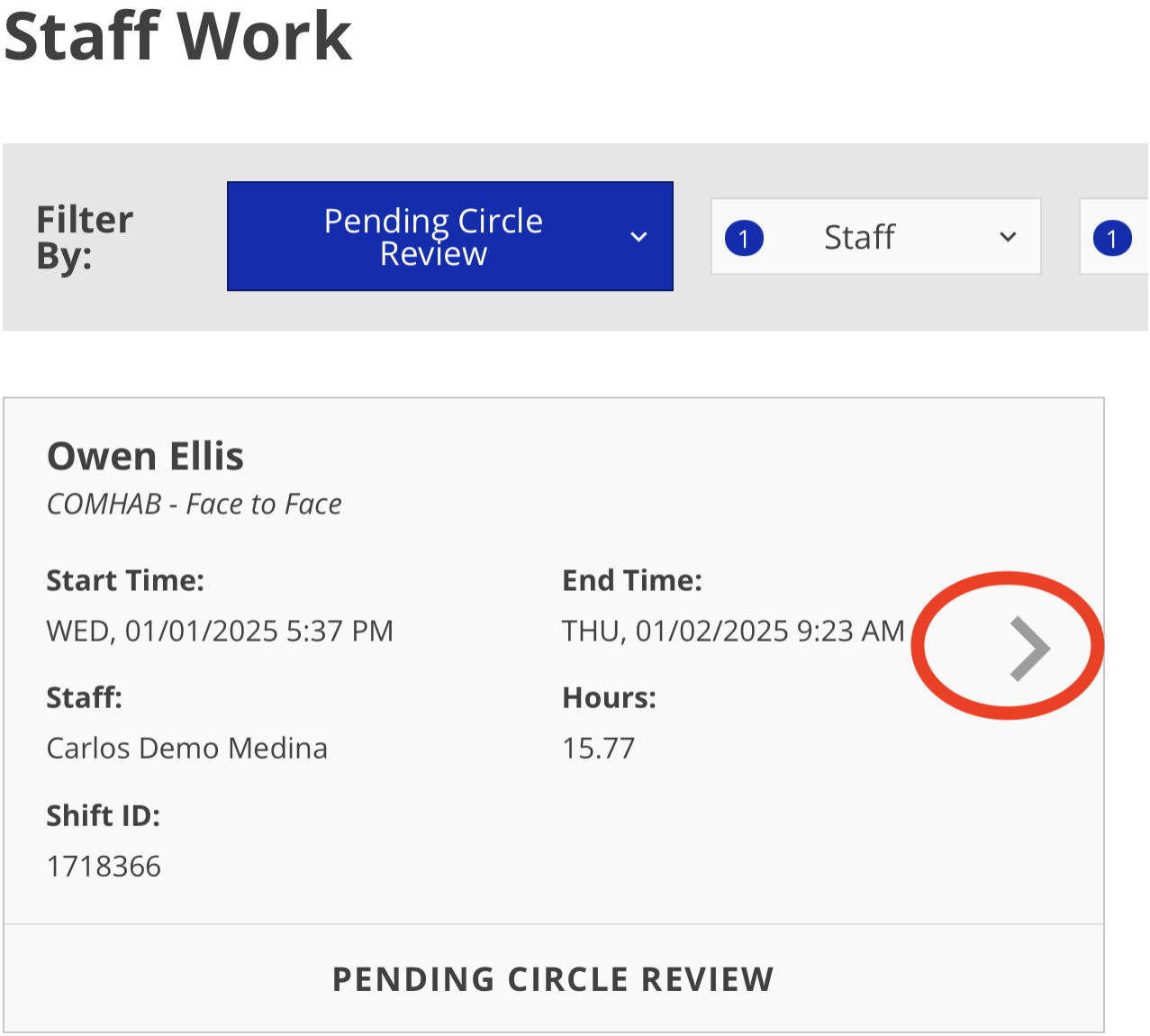
The most important things to verify when it comes to Expenses & Mileage are these: Verify that (1) Starting locations and destination make sense, (2) the activity makes sense, (3) the amount makes sense, (4) and that the provided documentation confirms the written story.

If there is an issue with any part of the shift, you must return the entire shift. Here are the steps to approve AND return a shift:

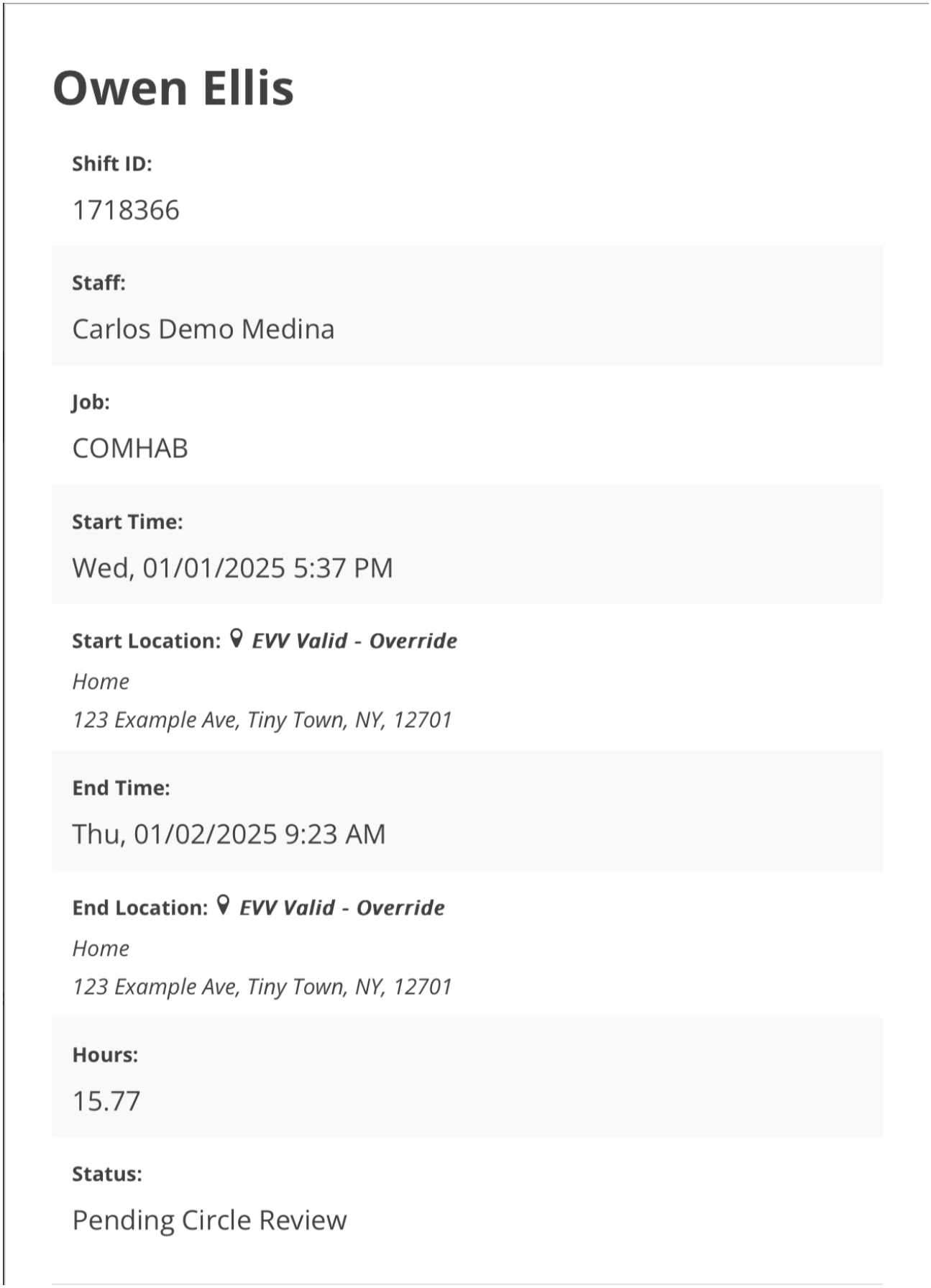
1. Log in to the Portal and tap on the Shift you need to review



2. Tap into the shift



3. Verify that the basic information of the shift looks correct



Owen Ellis

Shift ID:

1718366

Staff:

Carlos Demo Medina

Job:

COMHAB

Start Time:

Wed, 01/01/2025 5:37 PM

Start Location: ***EVV Valid - Override***

Home

123 Example Ave, Tiny Town, NY, 12701

End Time:

Thu, 01/02/2025 9:23 AM

End Location: ***EVV Valid - Override***

Home

123 Example Ave, Tiny Town, NY, 12701

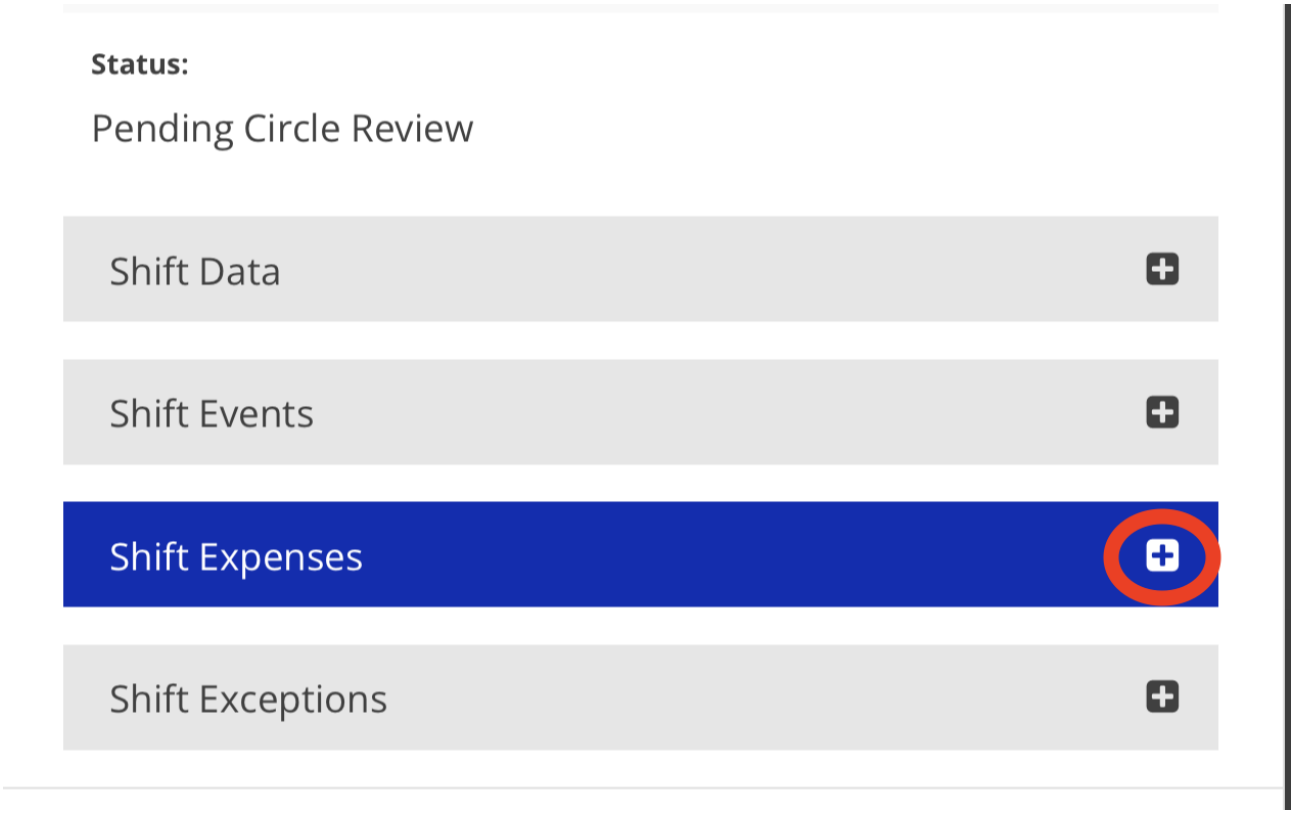
Hours:

15.77

Status:

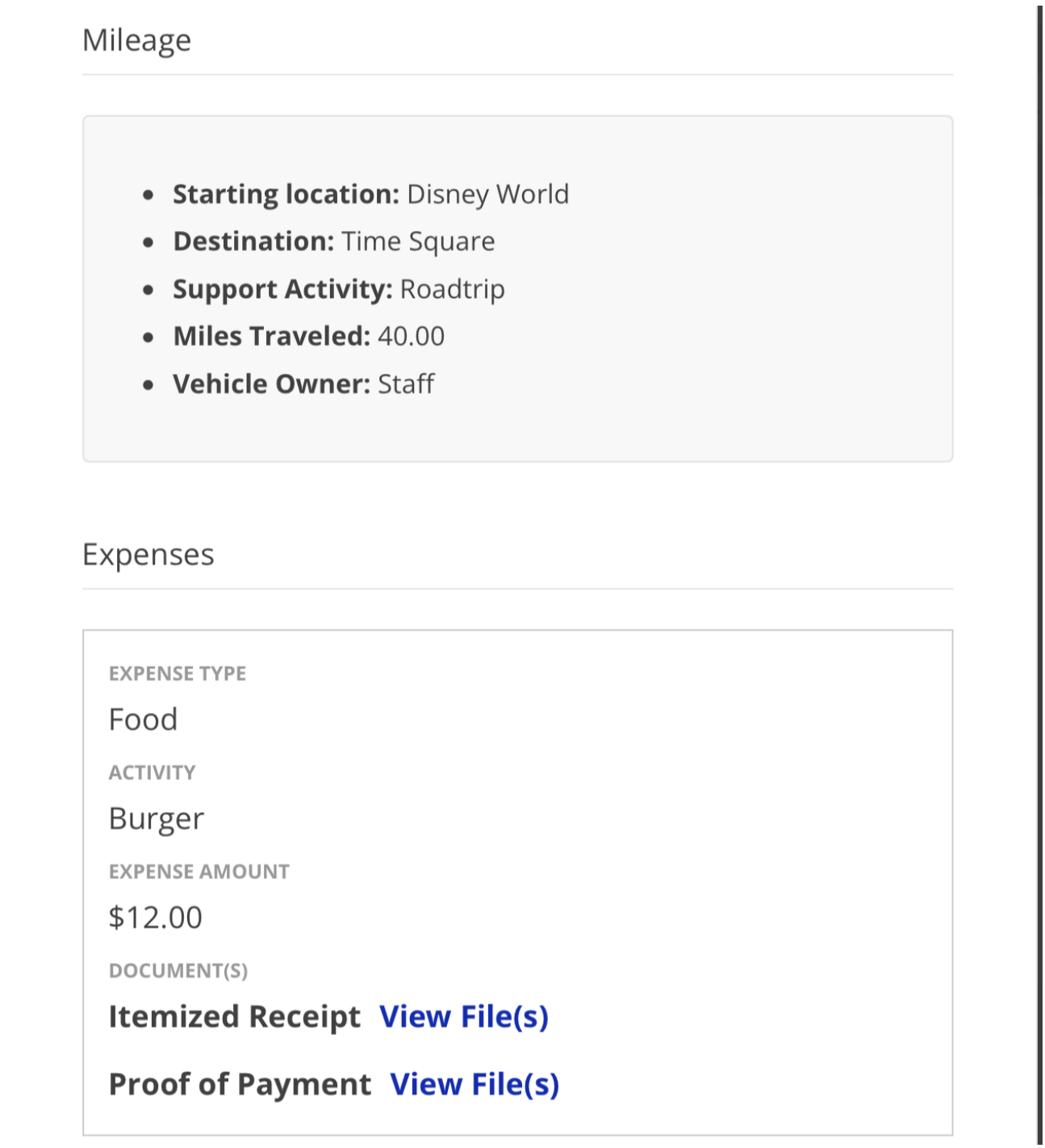
Pending Circle Review

4. Tap on any section to reveal details. In this case, tap on "Shift Expenses"

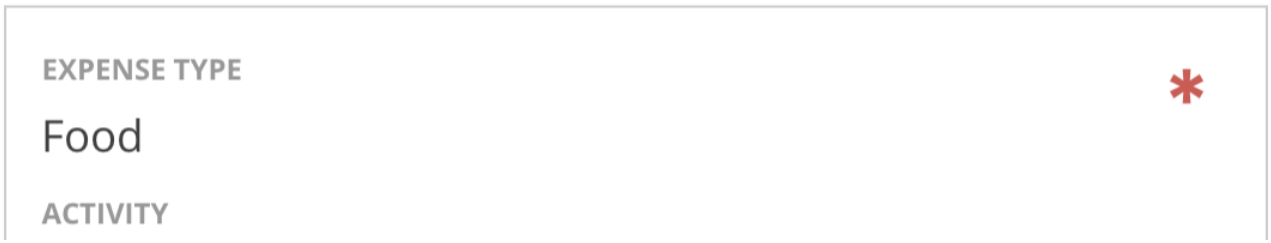


5. Review the Mileage and Expense details

Verify that (1) Starting locations and destination make sense, (2) the activity makes sense, (3) the amount makes sense, (4) and that the provided documentation confirms the written story.

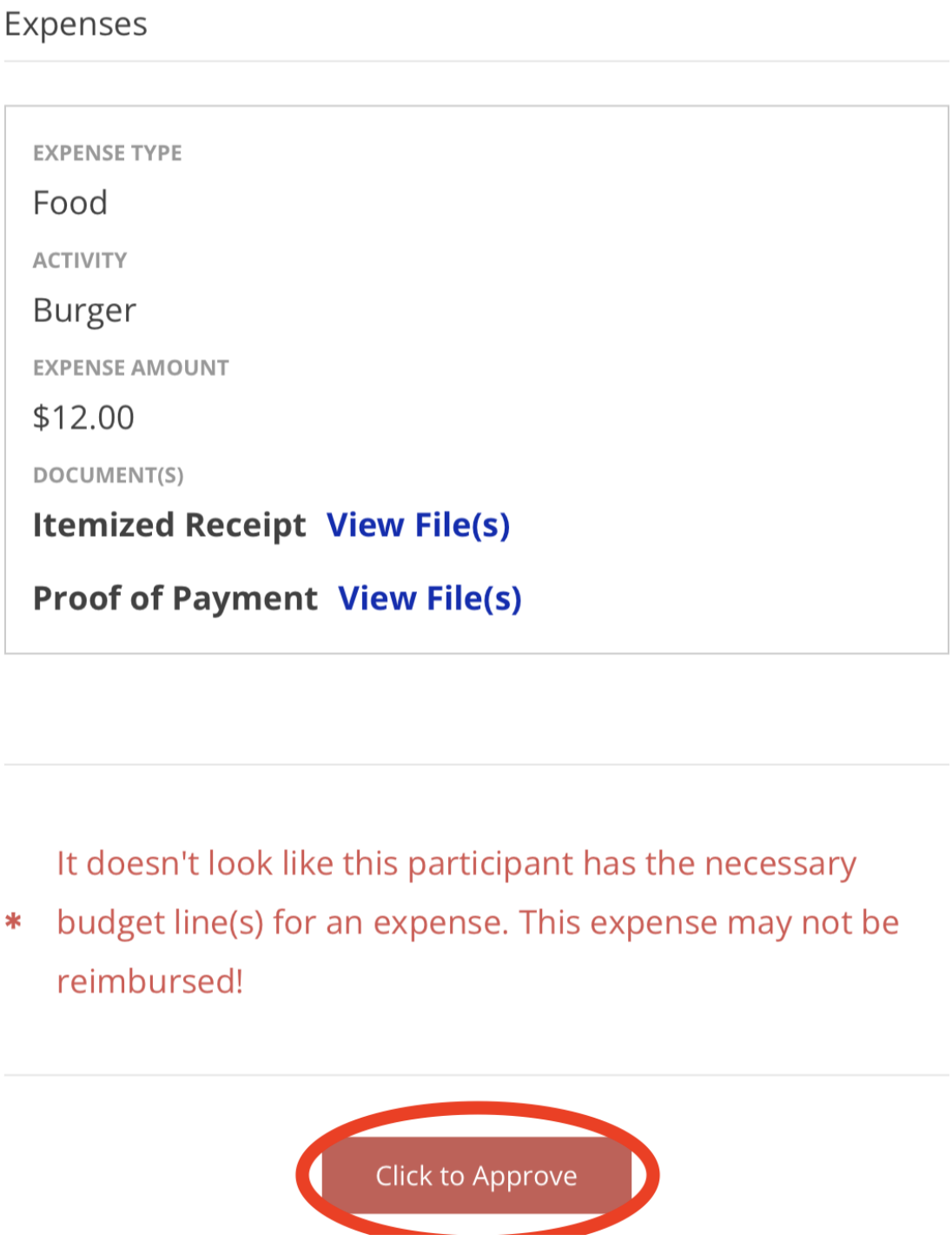


6. Underneath the details, take note of any budget line warnings, the red asterisk indicates which expenses won't be covered.



* It doesn't look like this participant has the necessary budget line(s) for an expense. This expense may not be reimbursed!

7. If everything looks good with the Mileage and Expenses, tap the 'Click to Approve' button



8. In the "Shift Exceptions" section, take note of any EVV Override requests, and approve if appropriate

Shift Exceptions

This shift has an EVV Override Request

Start Location: 123 Example Ave Tiny Town, NY 12701 (Distance: 9673 meters)

Address Given: 123 Example Ave, Tiny Town, NY, 12701

End Location: 123 Example Ave Tiny Town, NY 12701 (Distance: 9660 meters)

Address Given: 123 Example Ave, Tiny Town, NY, 12701

Click to Approve

This shift has an EVV Override Request

Start Location: 123 Example Ave Tiny Town, NY 12701 (Distance: 9673 meters)

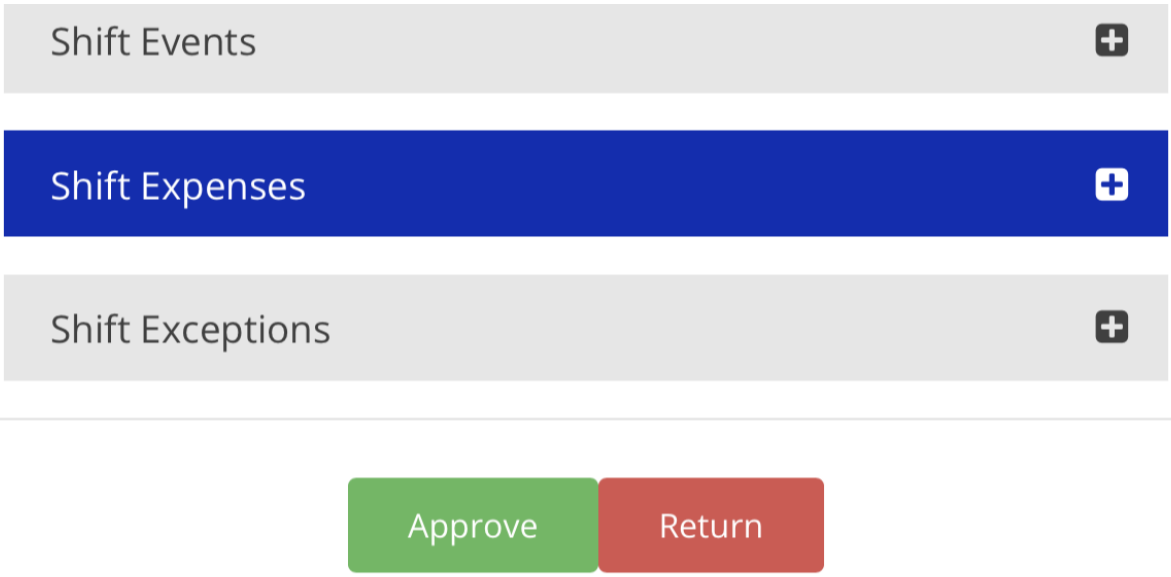
Address Given: 123 Example Ave, Tiny Town, NY, 12701

End Location: 123 Example Ave Tiny Town, NY 12701 (Distance: 9660 meters)

Address Given: 123 Example Ave, Tiny Town, NY, 12701

Override Approved

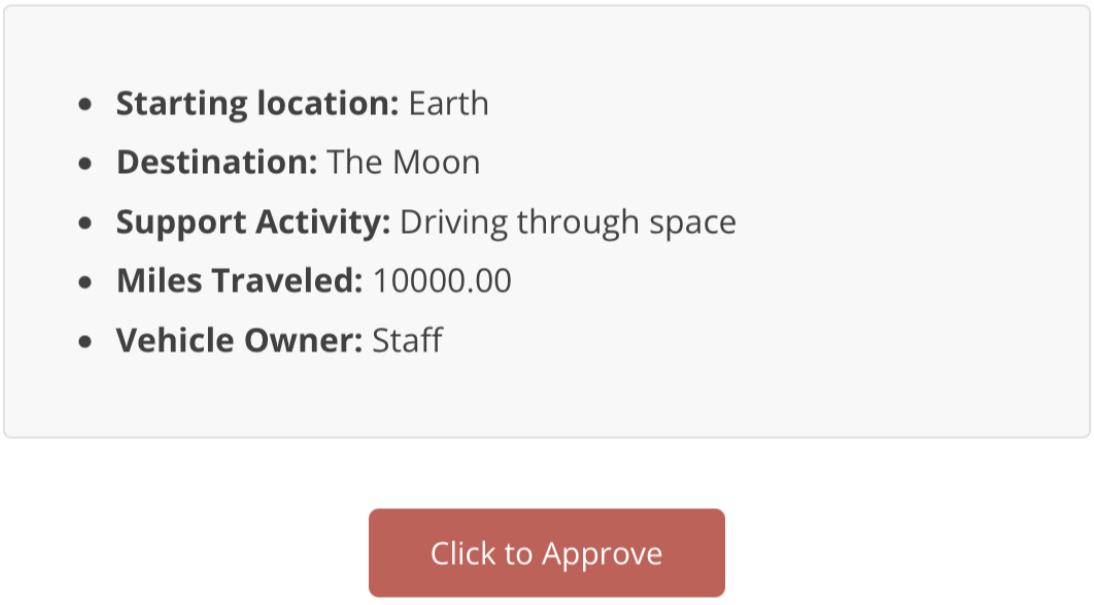
9. If everything looks good to submit, tap the green ' Approve' button



You're done! Unless...

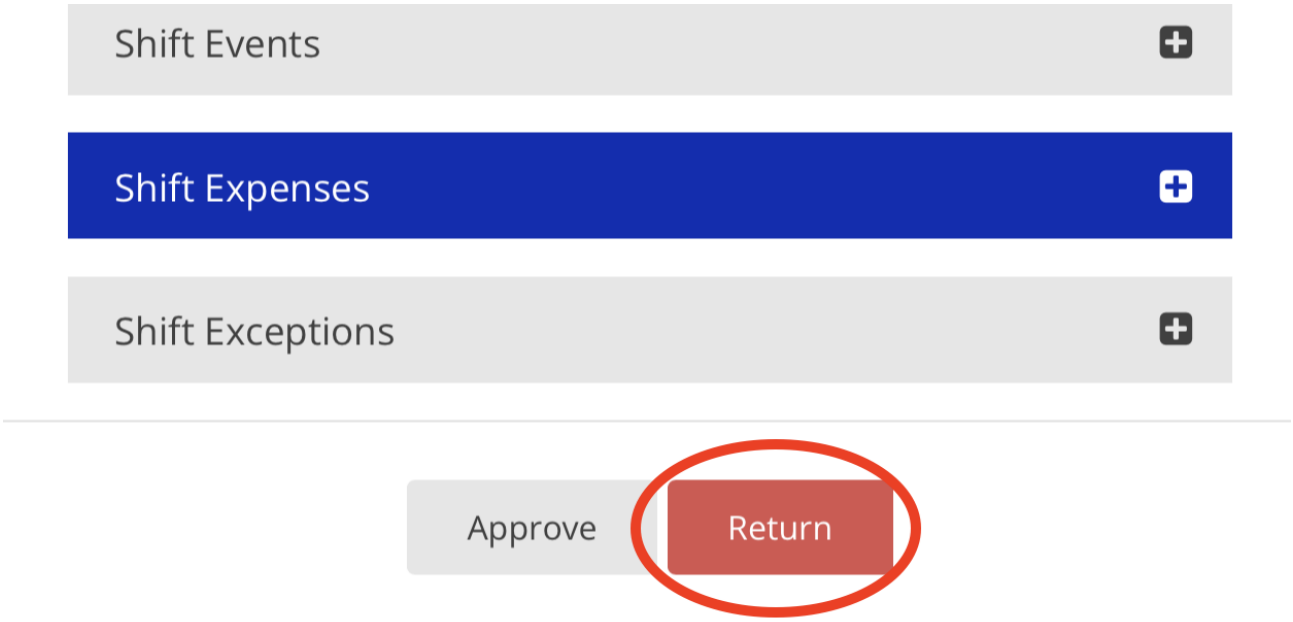
10. If the shift has an issue, as seen below, it will need to be returned

Common issues are (1) incorrect starting locations and destinations, (2) incorrect activities, (3) incorrect dollar amounts, (4) and issues with provided documentation.

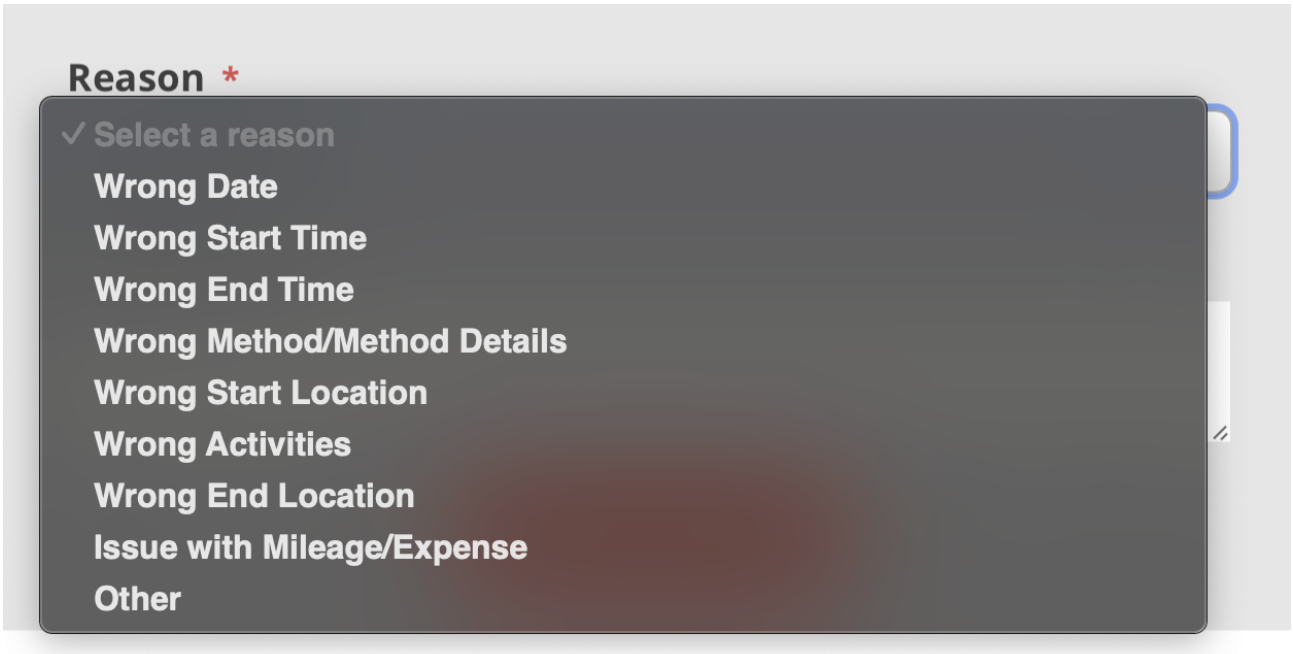


11. To return a shift, tap the 'Return' button

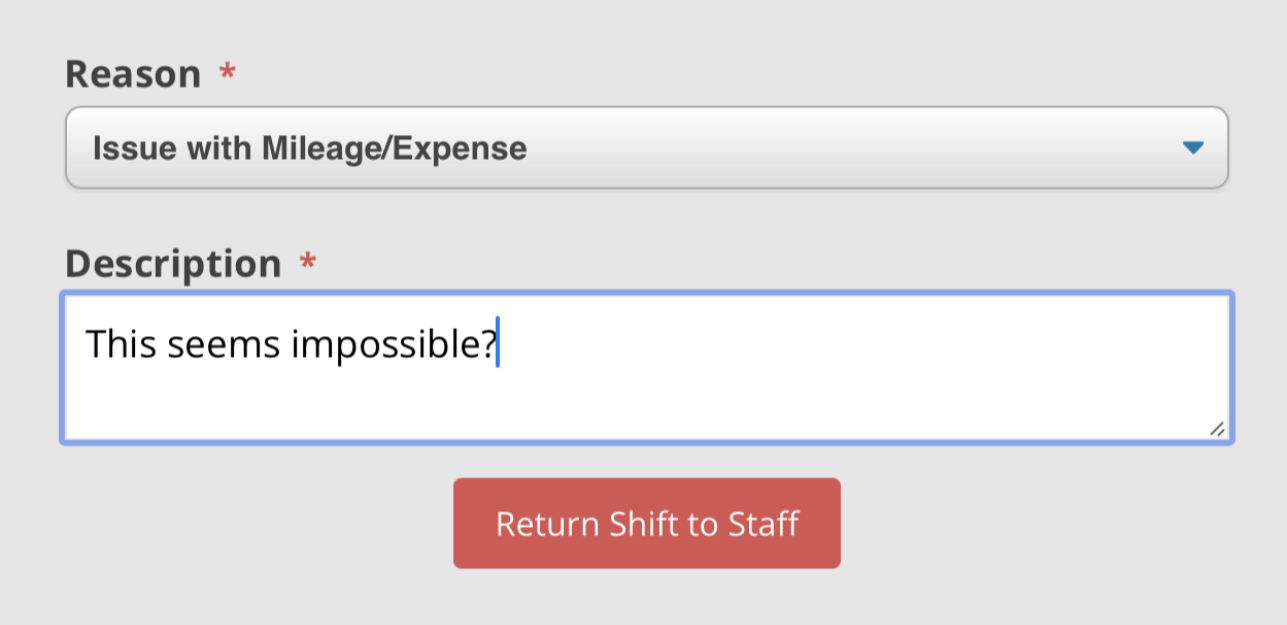
If the shift has an issue of any kind, the whole thing must be returned.



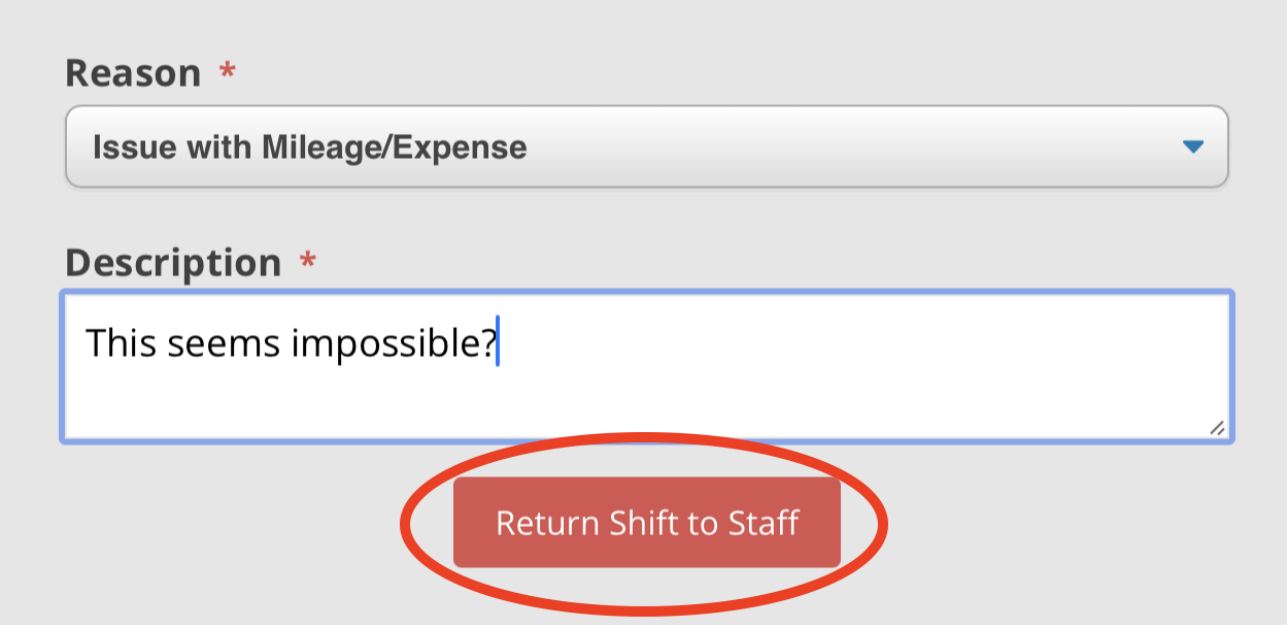
12. Select the reason for your Shift return



13. Write a clarifying comment to the Staff member



14. Tap the 'Return Shift to Staff' button to complete the return process



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 01/24/25.

Revision #17
★Created 2025-01-01 22:07:06 UTC by Chris Sykora
Updated 2025-02-04 21:11:27 UTC by Elizabeth Lukan