

Web Entry for the Employee

To get started go to the Web Entry website: <http://loriknapp.carvinsoftware.com>

Click drop down next to "Type" and choose Employee

The screenshot shows the top navigation bar with links: Lori Knapp Web Portal, Home, Sign Out, Timesheet, My Account, and Help. Below the navigation bar is the "Sign In" heading and a prompt: "Please complete the following information for access to the site." The form includes a "Type:" dropdown menu with "Employee" selected, an "Account #:" text input field, and a "Password:" text input field. A "Submit" button is located below the password field. At the bottom of the form, there are two links: "If you have forgotten your password, please [click here](#), if you have to register please [click here](#)." and "By accessing this site, you are agreeing with our [Terms of Service](#)." The footer contains the copyright notice: "© 2017 Carvin Software, LLC [Privacy Policy](#)".

Enter Account # - LKiChoice will give or has given this number to you via email per your request to start Web Entry.

Enter Password - LKiChoice will give or has given this password to you via email per your request when account # is sent.

Click Submit

This screenshot shows the same "Sign In" page as above, but within a browser window. The browser's address bar shows the URL "loriknapp.carvinsoftware.com/login.aspx". The navigation bar includes "Lori Knapp Web Portal", "Home", "Sign In", "Register", and "Help". The form fields and "Submit" button are identical to the previous screenshot. The footer text is "© 2015 Carvin Software, LLC [Privacy Policy](#)".



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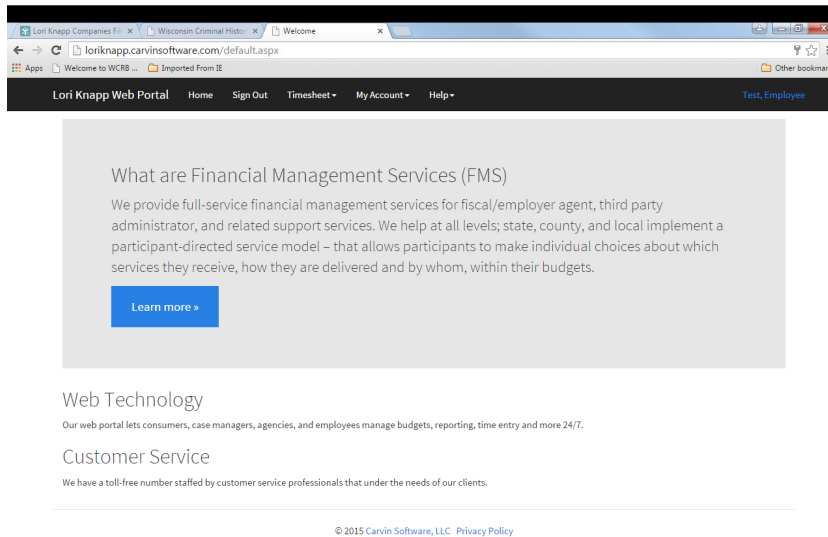
Web Entry for the Employee

How to Change the Password

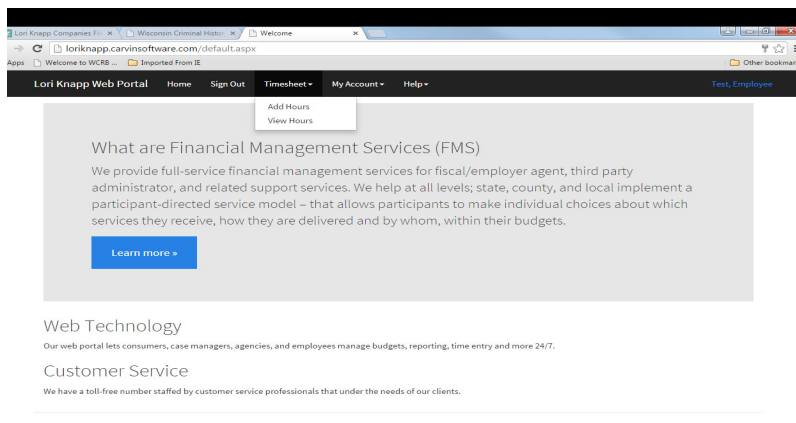
- Choose the “My Account” tab
- Click Profile
- Scroll to the bottom of the page
- Delete the old password
- Enter a new unique password
- Click Submit
- Scroll back down to the bottom of the page
- In red writing it will state “Your account information was updated”

How to Add or View hours

Click Timesheet at top of page



Choose Add Hours



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Web Entry for the Employee

For Hourly Code:

- Choose Consumer – use drop down arrow to choose different consumers
- Choose Code – use drop down arrow to choose type of work you are performing
- Choose Date
- Enter Time IN – highlight the 12:00 AM and type in the time or move the cursor to each of the 12 and 00 and AM and change the time by clicking the up and down arrows on the far right
- Enter Time OUT - highlight the 12:00 AM and type in the time or move the cursor to each of the 12 and 00 and AM and change the time by clicking the up and down arrows on the far right
 - When working until midnight enter 11:59pm
- Enter a comment if you choose
- Click Save or Click Save/Add New if you have more days/times to enter for another day

Lori Knapp Web Portal Home Sign Out Timesheet My Account Help Test, Employee

Hour Entry

I certify, under penalty of removal from the program, prosecution, and repayment of funds, that this is an accurate record of the services this employee has provided.

Consumer: Test, Consumer

Code: S5150 - Respite Care - per 15 min

Date: 02/04/2017

Time IN: 12:00 AM

Time OUT: 12:00 AM

Comments:

Save Save/Add New

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Web Entry for the Employee

If applicable

For a Mileage Code:

- Choose Date
- Enter Starting Mileage
- Enter Ending Mileage
- Enter a comment – please write what the trip was for
- Click Save or Click Save/Add New if you have more mileage to enter for another day

Hour Entry

I certify, under penalty of removal from the program, prosecution, and repayment of funds, that this is an accurate record of the services this employee has provided.

Consumer: Test, Consumer

Code: S0215 RD-Mileage- Transportation-Medical-pe

Date: 11/17/2015

Starting Mileage: 0

Ending Mileage: 0

Comments:

Save Save/Add New

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View Hours Entered

Click timesheets then View Hours

Click the number on the left side under Edit if you would need to edit hours or mileage

View Hours

Add Hours
View Hours

I certify, under penalty of removal from the program, prosecution, and repayment of funds, that this is an accurate record of the services this employee has provided.

Drag a column header here to group by that column

Edit	Status	Consumer	Employee	Date	Time IN	Time OUT	Hours/Miles	Code
3959	Not Approved	Test, Consumer	Test, Employee	11/17/2015			20.00	S0215 RD
3958	Not Approved	Test, Consumer	Test, Employee	11/16/2015	08:00 AM	04:00 PM	8.00	SS150
							28.00	

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Web Entry for the Employee

How to View Reports

Choose the "My Account" tab

Click Reports

Choose from reports of:

Employee Timesheet

Payroll Detail

Pending Payroll

Employee Timesheet Report – this report will show any hours entered for the employee whether they are approved or not approved by the consumer/member.

Choose a Start and End date

Choose one employee or All employees

Click Create

Lori Knapp Web Portal Home Sign Out Timesheet My Account Help

Reports

Report: Timesheet

Start Date: 05/27/2017

End Date: 06/26/2017

Employee: --All--

Create

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Lori Knapp Web Portal Home Sign Out Timesheet My Account Help

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Employee Timesheet

Consumer:

Employee:

Service Date	Time IN	Time OUT	Code	Rate	Hours
					Total Hours:

I hereby certify that the above report accurately reflects the hours I have worked.

Employee Signature
Tuesday, May 09, 2017

Consumer Signature
Tuesday, May 09, 2017



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Web Entry for the Employee

Payroll Detail Report - this report will show any shifts worked by the employee. This report will include the employee name, service code providing, consumer receiving the hours, check in and out time, date worked, check # the hours were paid on, and the total hours of the shift.

Choose a Start and End date

Choose one employee or All employees

Click Create

Lori Knapp Web Portal Home Sign Out Timesheet My Account Help

Reports

Report: Payroll Detail

Start Date: 05/27/2017

End Date: 06/26/2017

Employee: --All--

Create

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Payroll Detail

Code	Consumer	Check In	Check Out	Date	Check #	Hours
						Total Hours:



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Web Entry for the Employee

Pending Payroll Report – this report will show any time entered and approved by the employer/consumer, pulled into our payroll system but not paid out to the employee. Choose one employee or all employees
Click Create

Lori Knapp Web Portal Home Sign Out Timesheet ▾ My Account ▾ Help ▾

Reports

Report Pending Payroll ▾

Employee --All-- ▾

Create

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Lori Knapp Web Portal Home Sign Out Timesheet ▾ My Account ▾ Help ▾

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Pending Payroll

Work Date	TimeIN	TimeOUT	Hours	Rate	Description	Batch #	Check #
Consumer Total							
Employee Total							
Report Total							

Sign Out once you are completed in the website portal



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