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

Click drop down next to "Type" and choose Employee

Lori Knapp Web Portal	Home	Sign Out	Timesheet -	My Account -	Help -
Sign In					
Please complete the followir	ıg informat	ion for access	to the site.		
		Тур	e: Empl	oyee	v
		Account	#:		
		Passwor	d:		
			Subm	t	
If you have forgotten your pa	ssword, pl	ease click here	e, if you have to r	egister please click	k here.
By accessing this site, you ar	e agreeing	with our Term	s of Service.		
			0	2017 Carvin Softw	are, LLC Privacy Policy

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

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

Click Submit

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Please complete the following information for access to the	r site.
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Password:	
	Submit
If you have forgotten your password, please click here, if yo	u have to register please click here.
By accessing this site, you are agreeing with our Terms of Se	ervice.
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LKiChoice

How to Change the Password

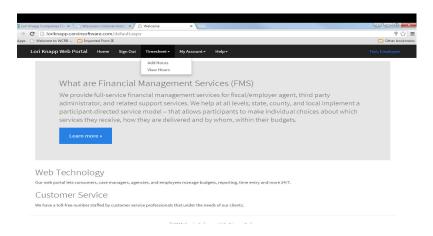
Choose the "My Account" tab Click Profile Scroll to the bottom of the page Delete the old password Enter a new unique password Click Submit Scroll back down to the bottom of the page In red writing it will state "Your account information was updated"

How to Add or View hours

Click Timesheet at top of page

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Lori Knapp Web Portal Home Sign Out Timesheet - My Account - Help -	Test, Employee
What are Financial Management Services (FMS)	
We provide full-service financial management services for fiscal/employer agent, third party administrator, and related support services. We help at all levels; state, county, and local implement a participant-directed service model – that allows participants to make individual choices about which services they receive, how they are delivered and by whom, within their budgets.	
Learn more >	
Web Technology Our web portal lets consumers, case managers, agencies, and employees manage budgets, reporting, time entry and more 24/7.	
CUSTOMET SERVICE We have a toll-free number staffed by customer service professionals that under the needs of our clients.	
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Choose Add Hours





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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 <u>12</u> and <u>00</u> and <u>AM</u> 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 <u>12</u> and <u>00</u> and <u>AM</u> 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

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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 S0215 RD-Mileage - Transportation - Medical-per mile Date: S5150 - Respite Care - per 15 min Time IN: 12:00 AM C		wheat- MuAssaunt- Hala-		Test, Employee
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 S0215 RD-Mileage - Transportation - Medical-per mile Date: S5150 - Respite Care - per 15 min Time IN: 12:00 AM Time OUT: 12:00 AM		sheet * My Account * Help *		rest, Employee
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Comments:	Time OOT.			
	Comments:			
Save Save/Add New		Save Save/Add New		

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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

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Lori Knapp Web Portal Home Sign Out Time	esheet • My Account • Help •	Test, Employee
Hour Entry		
I certify, under penalty of removal from the program, prose	cution, and repayment of funds, that this is an accurate record of the services this employee has	s provided.
Consumer:	Test, Consumer	
Code:	S0215 RD-Mileage - Transportation- Medical-per 🔹	
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

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D	rag a column header he	ere to group by that column								
	lit Status	Consumer	Employee		Date	Time IN	Time QUT	Hours/Miles	Code	
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How to View Reports

Choose the "My Account" tab Click Reports Choose from reports of: Employee Timesheet Payroll Detail Pending Payroll

<u>*Employee Timesheet Report*</u> – 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 T	īmesheet -	My Account -	Help -
Reports					
		Report	Times	heet	•
		Start Date:	05/27	/2017 💟	
		End Date:	06/26	/2017 💟	
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				Employee 7	Timesheet		
	Con	sumer:					
	Em	ployee:					
	2	noyee.					
	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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<u>Payroll Detail Report</u> - 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						
		Repo	rt Payro	ll Detail	v	
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		End Date	e: 06/26	5/2017 💟		
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Payroll Detail										
Code	Consumer			Check Out	Date	Check #	Hours			
					-	Fotal Hours:				



<u>Pending Payroll Report</u> – 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

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Reports								
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Pendin	ig Payı	roll						
Work Date		TimeOUT	Hours	Rate Descriptio	n		Batch #	Check #
	Employ	ner Total yee Total ort Total						

Sign Out once you are completed in the website portal



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