

# Web Entry for the Employee

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Web Entry website: <https://loriknapp.carvinsoftware.com/>

## **How to Login**

1. Click Sign In on the black header bar
2. Click drop down next to "Type" and choose Employee
3. **Enter Account #** - LKiChoice will give or has given this number to you via email to start Web Entry.
4. **Enter Password** - LKiChoice will give or has given this password to you via email when account # is sent.
5. Click Submit

## **How to Add hours**

1. Click Timesheet at top of page
2. Choose Add Hours

### ***For Hourly or Per Diem Code:***

- a. Choose Consumer – use drop down arrow to choose consumer.
- b. Choose Code – use drop down arrow to choose type of work you are performing
- c. Choose Date
- d. 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
- e. 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
- f. When working until midnight enter 11:59pm
- g. Enter a comment if you choose
- h. Click Save or Click Save/Add New if you have more days/times to enter for another day

### ***For a Mileage Code:***

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

## **View Hours Entered**

1. Click timesheets then View Hours
2. Click the number on the left side under Edit if you would need to edit hours or mileage



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## **How to Change the Password**

1. Choose the "My Account" tab
2. Click Profile
3. Scroll to the bottom of the page
4. Delete the old password (if showing)
5. Enter a new unique password  
Re-enter the new password
6. Click Submit
7. In red writing at the bottom of the page it will state "Your account information was updated"

## **How to View Reports**

1. Choose the "My Account" tab
2. Click Reports
  - a. Choose from reports of:
    - i. Employee Timesheet
    - ii. Payroll Detail
    - iii. Pending Payroll
3. Click Create



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