



Timesheet

Report Overview

The Timesheet Report shows all hours that were created online during a selected date range that have not yet been submitted to Veridian for processing. This report will show both approved and unapproved hours. When approved hours are submitted to Veridian for processing, they will no longer appear on this report. Hours submitted via paper timesheet or Electronic Visit Verification (EVV) will not appear on this report.

Hours that appear in this report will show the following information:

- **Date**-the date of service.
- **Time in/out**-the time in/out for the shift.
- **Code**- the service being provided.
- **Rate**- the pay rate will show as \$0.00 on this report.
- **Hours**- the total hours of the shift.

Service Date	Time IN	Time OUT	Code	Rate	Hours
08/02/2021	12:00 PM	05:00 PM	Respite-Indv (15)	\$0.00	5.00
08/04/2021	12:00 PM	05:00 PM	Respite-Indv (15)	\$0.00	5.00
08/06/2021	12:00 PM	05:00 PM	Respite-Indv (15)	\$0.00	5.00
08/08/2021	12:00 PM	05:00 PM	Respite-Indv (15)	\$0.00	5.00
08/10/2021	08:00 AM	12:00 PM	Respite-Indv (15)	\$0.00	4.00
08/12/2021	08:00 AM	12:00 PM	Respite-Indv (15)	\$0.00	4.00
08/14/2021	08:00 AM	12:00 PM	Respite-Indv (15)	\$0.00	4.00
Total Hours:					32.00

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

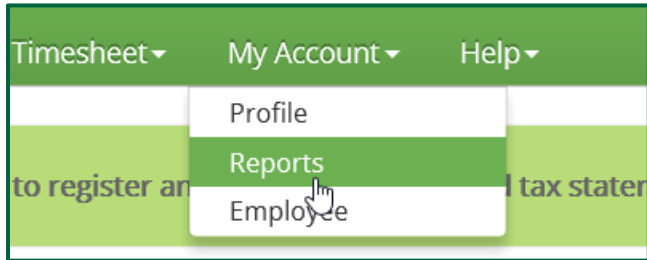
<hr/> Employee Signature Friday, October 29, 2021	<hr/> Consumer Signature Friday, October 29, 2021
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Pulling the Report

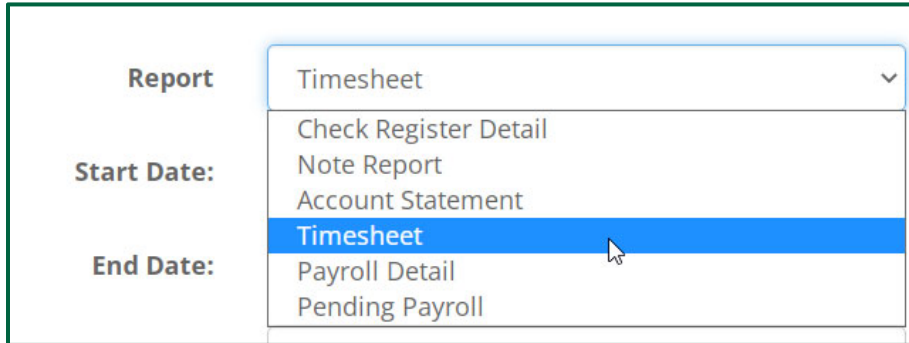
To pull a Timesheet Report on the CCO website, you will take the following steps:

1. Go to our website at www.veridianfiscalsolutions.org/cco/
2. Log in to your account

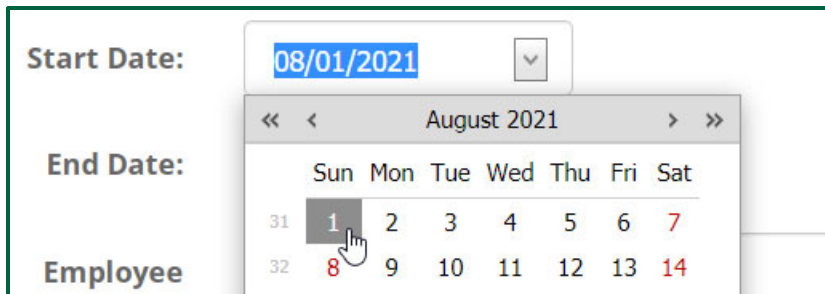
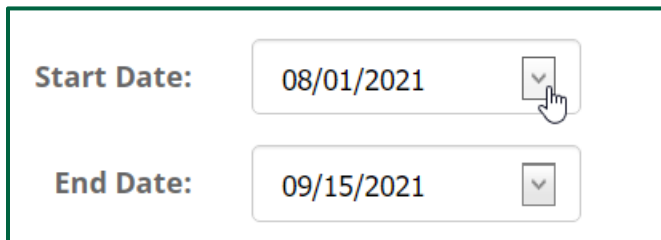
3. Click on My Account and select Reports



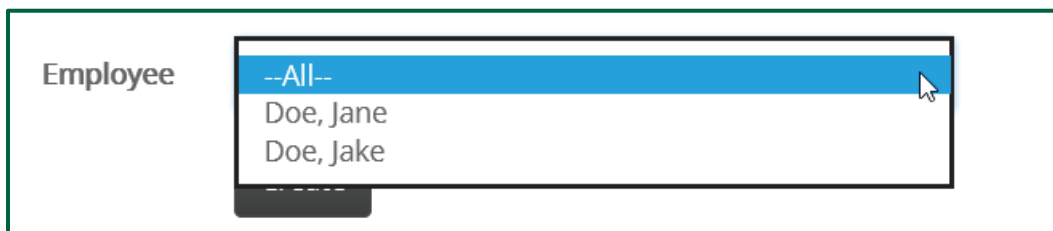
4. Select Timesheet from the Report drop down



5. Enter the Start and End Date for the hours you would like to review.



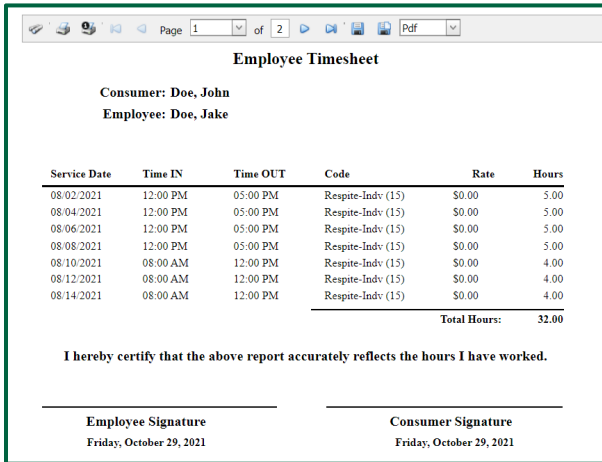
6. Select the employees' hours you would like to appear in the report. If you would like all of your employees' hours to appear, select All.



7. Click Create



8. The Timesheet Report is created and ready for you to review.



Employee Timesheet

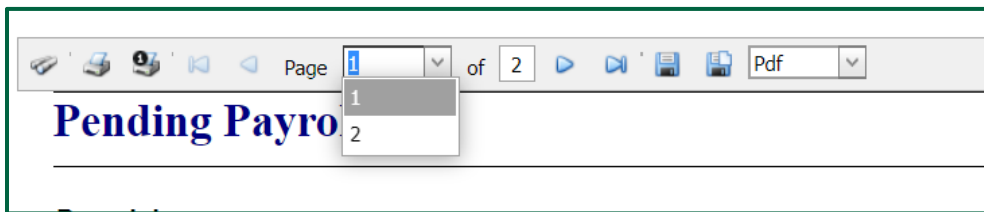
Consumer: Doe, John
Employee: Doe, Jake

Service Date	Time IN	Time OUT	Code	Rate	Hours
08:02:2021	12:00 PM	05:00 PM	Respite-Indv (15)	\$0.00	5.00
08:04:2021	12:00 PM	05:00 PM	Respite-Indv (15)	\$0.00	5.00
08:06:2021	12:00 PM	05:00 PM	Respite-Indv (15)	\$0.00	5.00
08:08:2021	12:00 PM	05:00 PM	Respite-Indv (15)	\$0.00	5.00
08:10:2021	08:00 AM	12:00 PM	Respite-Indv (15)	\$0.00	4.00
08:12:2021	08:00 AM	12:00 PM	Respite-Indv (15)	\$0.00	4.00
08:14:2021	08:00 AM	12:00 PM	Respite-Indv (15)	\$0.00	4.00
Total Hours:					32.00

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

Employee Signature: Friday, October 29, 2021
Consumer Signature: Friday, October 29, 2021

- If the report has more than one page on the website, you can navigate through pages by selecting the page you want to view in the Page drop down near the top of the screen.



- You are able to create a copy of the report by clicking the Save icon and selecting the file format of your choosing from the drop down

