

## Mental Health and Disability Services website tutorial

Veridian Fiscal Solutions offers a safe and secure website where employee hours can be entered and approved. This online tool makes managing the hours and payroll of employees faster and easier for members. It is convenient for employees too by making it simple to record hours worked.

It's great:

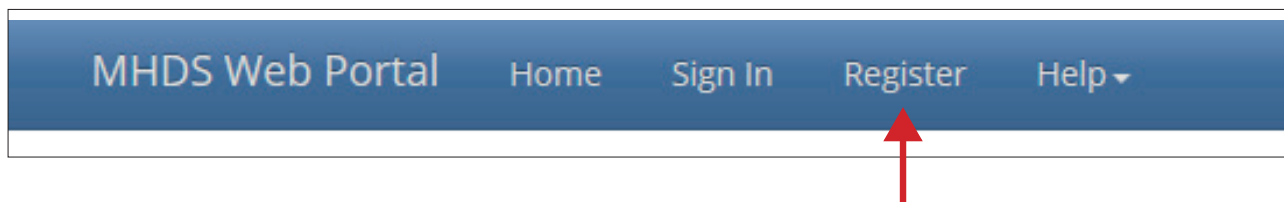
- You will have access to your account anytime and anywhere an Internet connection is available.
- Members can verify that Veridian received their employees' hours.
- Employees can verify if their employer has approved their hours.

This tutorial will help get you started today.

### REGISTER

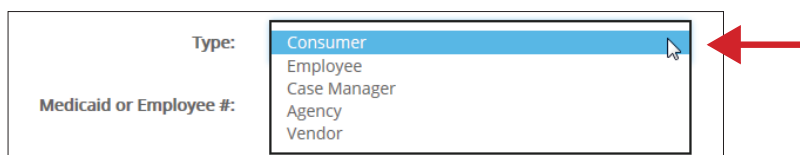
Note: The employer (member) needs to enroll on the website before an employee is eligible to use this service.

- Go to [veridianfiscalsolutions.org/mhds](http://veridianfiscalsolutions.org/mhds).
- To get started, you will need to set up your account by clicking on the "Register" tab at the top of the screen.



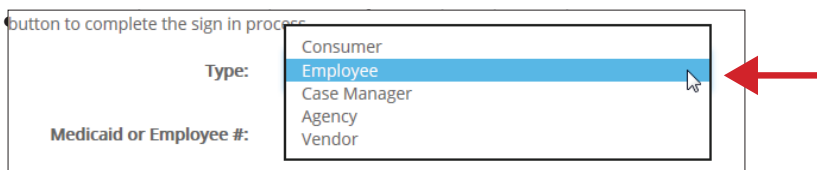
To register as a **member**, please enter the following information:

- Type: Select "Consumer" from the drop-down menu



- Medicaid or Employee #: This is the same as your Medicaid number
- First name
- Last name
- Email address
- Password: Must be at least six characters

An employee provides services to a member. To register as an **employee**, please enter the following information:



- Medicaid or Employee #: Your employee number is provided to you by your member or his/her case manager when you are approved to start working. You can also request your employee number from Veridian by emailing mhdsiowa@veridiancu.org.
- First name
- Last name
- Email address
- Password: Must be at least six characters

## SIGN IN

\*\*You must register before you can sign in.\*\*

If you are a **member**:

- Click on the "Sign In" tab at the top of the screen
- Type: Select "Consumer" from the drop-down menu
- Medicaid or Employee #: This is your Medicaid number
- Password: This is the password you chose when you registered
- Click the "Submit" button to sign in

MHDS Web Portal Home Sign In Register Help

### Sign In

#1: Type - If you are receiving services, select "Consumer" in the "Type" drop down menu. If you are an employee select "Employee"  
 #2: Medicaid or Employee # - If you are a member, please use your Medicaid number. If you are an employee, please use your emp  
 #3: Password - Type in the unique password you created when you registered.  
 #4: Click the "Submit" button to complete the sign in process.

Type: Consumer

Medicaid or Employee #: 1234567a

Password: .....

Submit

If you are an **employee**:

- Click on the "Sign In" tab at the top of the screen
- Type: Select "Employee" from the drop-down menu
- Medicaid or Employee #: Your employee number is provided to you by your member or his/her case manager when you are approved to start working. You can also request your employee number from Veridian by emailing mhdsiowa@veridiancu.org.
- Password: This is the password you chose when you registered
- Click the "Submit" button to sign in

MHDS Web Portal Home Sign In Register Help

### Sign In

#1: Type - If you are receiving services, select "Consumer" in the "Type" drop down menu. If you are an employee select "Employee"  
 #2: Medicaid or Employee # - If you are a member, please use your Medicaid number. If you are an employee, please use your emp  
 #3: Password - Type in the unique password you created when you registered.  
 #4: Click the "Submit" button to complete the sign in process.

Type: Employee

Medicaid or Employee #: 1

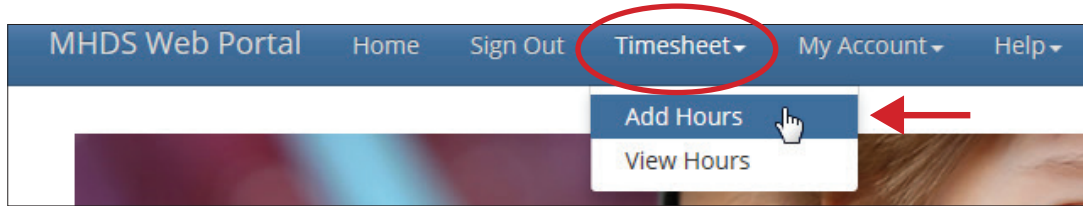
Password: .....

Submit

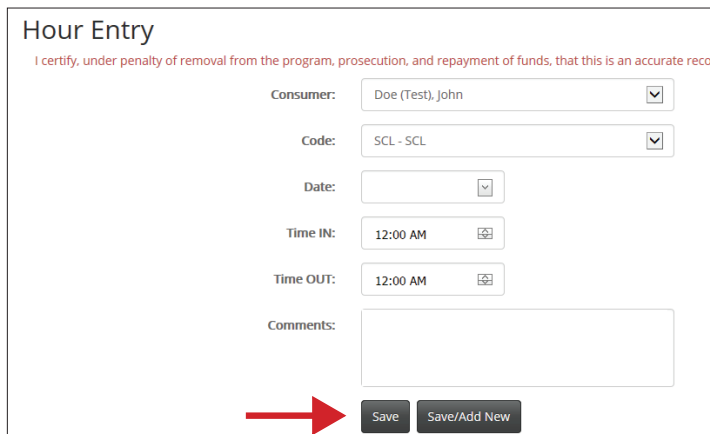
## ADDING HOURS (for employees only)

You must add your own hours. Your member cannot add hours on behalf of his/her employees.

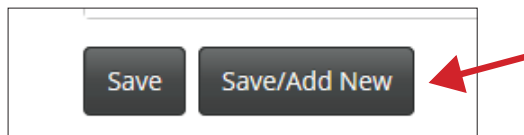
- You must sign in before you can add hours
- Click on the "Timesheet" tab at the top of the screen
- Click on "Add Hours"



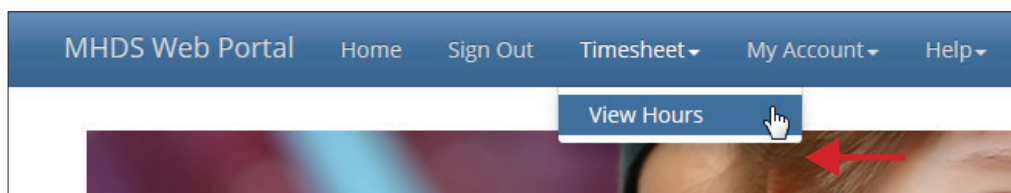
- A screen will appear that prompts you to enter the following information for each day of work:
  - o Consumer: Your member's name
  - o Code: The service you are providing
  - o Date: The date worked
  - o Time IN: Time you started working
  - o Time OUT: Time you stopped working
  - o Comments: Please describe the service you have provided. If this box is left empty, your hours won't be saved.
- Once all the information above is entered, click the "Save" button to add these hours to your timesheet.

A screenshot of the 'Hour Entry' form. The form contains fields for Consumer (Doe (Test), John), Code (SCL - SCL), Date, Time IN (12:00 AM), Time OUT (12:00 AM), and Comments. At the bottom, there are two buttons: 'Save' and 'Save/Add New'. A red arrow points to the 'Save' button.

- If you want to add more hours, click the "Save/Add New" button. You will be routed to the "Hour Entry" screen.



- You can see all of the hours you have added by clicking on "View Hours" under the "Timesheet" tab.



- Please enter your hours into your timesheet as soon as possible.
- All hours must be approved by your employer (MHDS member) no later than the 7th and the 22nd day of each month to ensure payment will be received by the 15th and the last day of the month. Please consult our payment schedule for the actual dates of each pay period. Your employer does not need to wait until the payroll deadline to approve your hours. Hours can be approved by your employer as soon as they have been entered.
- All hours must be entered within 30 days from the last day service was provided.
- Veridian will verify that the hours are eligible to be paid. Once verified, the hours will be processed during payroll for the pay period scheduled.

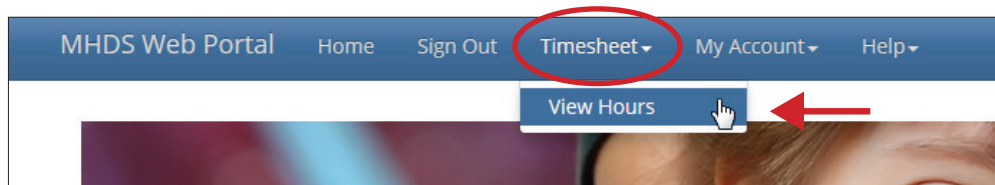
## ADDING MILEAGE

- You must sign in before you can add mileage
- Click on the "Timesheet" tab at the top of the screen
- Click on "Add Hours"
- Code: Mileage-Transportation
- Enter the mileage on your odometer when you started your trip and when the trip ended. Please note the starting mileage cannot be "0."
- Date: The date of the trip
- Comments: Please describe the service you have provided. If this box is left empty, your hours won't be saved.

## APPROVING HOURS (for members only)

You (or your representative) are the only person authorized to approve hours. Employees cannot approve their own hours worked.

- You must sign in before you can approve hours.
- To view the hours your employee has added, click on the "Timesheet" tab at the top of the screen. Then, click on "View Hours."



- To approve the hours your employees added, you must confirm that all the information is correct and factual. Then, you must click on the words "Not Approved" under the "Status" column. Once these words are clicked, your electronic signature will be added to the hours and the status of the hours will change to "Approved."

Drag a column header here to group by that column								
Edit	Status	Consumer	Employee	Date	Time IN	Time OUT	Hours/Miles	Code
1048	Approved	Doe (Test), John	Doe (Test), Jane	9/30/2015			999899.00	31354 - Transport
1047	Not Approved	Doe (Test), John	Doe (Test), Jane	9/29/2015			10.00	31354 - Transport
1046	Not Approved	Doe (Test), John	Doe (Test), Jane	9/29/2015	11:00 AM	09:00 PM	10.00	32329 - SCL
1045	Not Approved	Doe (Test), John	Doe (Test), Jane	8/3/2015			74.00	31354 - Transport
1027	Approved	Doe (Test), John	Doe (Test), Jane	9/1/2015	08:00 AM	11:00 AM	3.00	32329 - SCL
1023	Approved	Doe (Test), John	Doe (Test), Jane	8/16/2015	12:00 PM	05:00 PM	5.00	32329 - SCL
							1,000,001.00	

- After you have approved the hours, Veridian can process the hours.
- If you realize that you marked the incorrect hours approved, simply click on the word “Approved” again and it will change back to “Not Approved.”
- All hours must be approved no later than the 7th and the 22nd day of each month to ensure payment will be received by the 15th and the last day of the month. Please consult our payment schedule for the actual dates of each pay period. You do not need to wait until the payroll deadline to approve your employee’s hours. Hours can be approved as soon as they have been entered.
- Veridian will verify that the hours are eligible to be paid. Once verified, the hours will be processed during payroll for the pay period scheduled.

### EDITING OR DELETING HOURS (employees only)

Note: If your member sees hours that are incorrect, he/she should not approve those hours. He/she should ask you to edit or remove them. Veridian will not process any hours that are not approved.

- You must sign in before you can edit or delete hours
- Click on “Timesheet”
- Click on “View Hours”
- If hours need to be edited, check to see if they are still “Not Approved.” If the hours have not been approved, click on the link under the “Edit” column and you will be able to change the information.

Drag a column header here to group by that column								
Edit	Status	Consumer	Employee	Date	Time IN	Time OUT	Hours/Miles	Code
1048	Approved	Doe (Test), John	Doe (Test), Jane	9/30/2015			999899.00	31354 - Transport
1047	Approved	Doe (Test), John	Doe (Test), Jane	9/29/2015			10.00	31354 - Transport
1046	Not Approved	Doe (Test), John	Doe (Test), Jane	9/29/2015	11:00 AM	09:00 PM	10.00	32329 - SCL
1045	Not Approved	Doe (Test), John	Doe (Test), Jane	8/3/2015			74.00	31354 - Transport
1027	Approved	Doe (Test), John	Doe (Test), Jane	9/1/2015	08:00 AM	11:00 AM	3.00	32329 - SCL
1023	Approved	Doe (Test), John	Doe (Test), Jane	8/16/2015	12:00 PM	05:00 PM	5.00	32329 - SCL
							1,000,001.00	

- If the hours that need to be edited have already been approved, your member will need to log in and unapprove the hours. Once the hours are unapproved, you can login and make changes to the hours. Your member will need to reapprove the hours after the changes have been made.
- To delete hours, click on the link under the “Edit” column. Check to be sure these are the hours that should be removed. Then, click on the “Delete” button.

#### Edit Hours

I certify, under penalty of removal from the program, prosecution, and repayment of funds, that this is an accurate record o

Consumer:

Code:

Date:

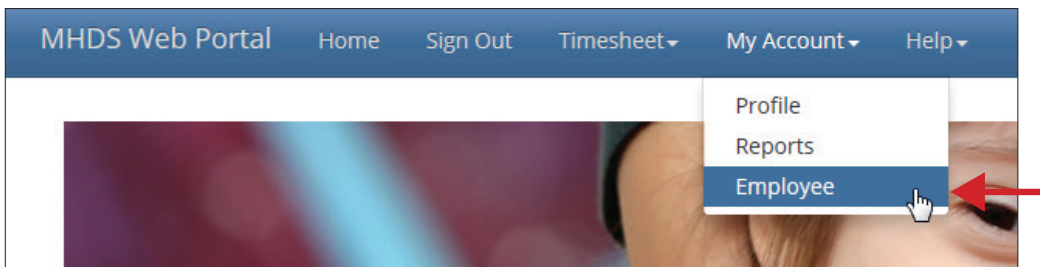
Starting Mileage:

Ending Mileage:

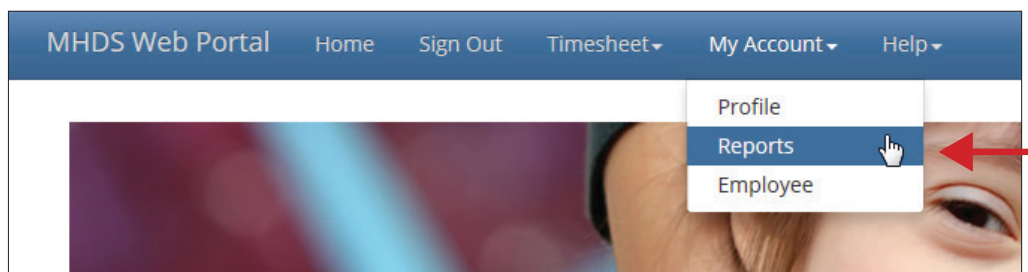
Comments:

## OTHER HELPFUL INFORMATION

- If you are a member, you can view your employee's information when you log in. This can be found under the "My Account" tab at the top of the screen – choose "Employee". This is a great way to provide Veridian with information on inactive employees or to let us know when an employee's contact information needs to be updated. You must sign in before you can view this information.



- If you are a member, you can view notes, reports and your account statements when you log in. This information can be found under the "My Account" tab at the top of the screen – choose "Reports." The account statement provides real-time balances – just enter the first day of the current month through the last day of the month.



- We recommend using Google Chrome or Firefox as your Internet browser. When using Internet Explorer, please make sure "Compatibility Mode" is turned off or there may be formatting issues.

Veridian Fiscal Solutions representatives are happy to assist you. If you have questions as you use the website, send us a message using the online form located under the "Help" and "Contact Us" tab. You can also contact us in any of these other ways:

Email: [mhdsiowa@veridiancu.org](mailto:mhdsiowa@veridiancu.org)

Phone: 866-226-4692