



## North Dakota 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 participants. It is convenient for employees too by making it simple to record hours worked and viewing pay stubs.

It's great:

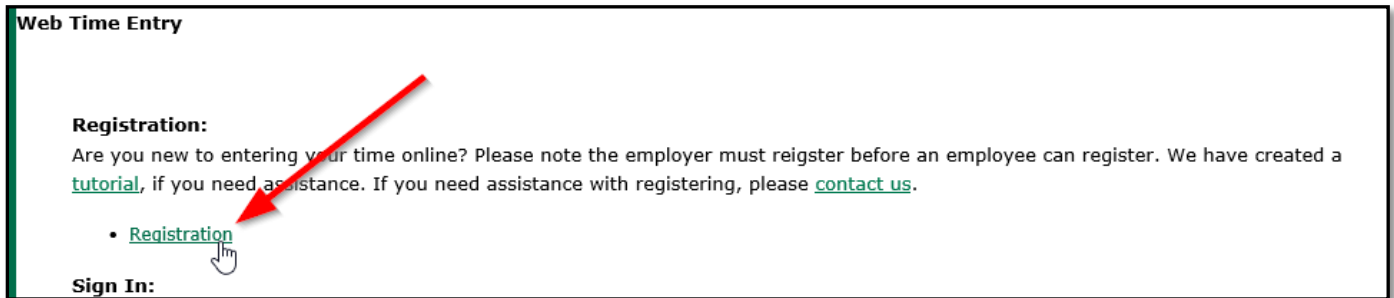
- You will have access to your account anytime and anywhere an Internet connection is available.
- Participants can verify that Veridian received their employees' hours.
- Employees can verify if their employer has approved their hours.

This tutorial will help get you started today.

### REGISTER

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

- Go to [www.veridianfiscalsolutions.org/nd](http://www.veridianfiscalsolutions.org/nd) and click on Web Time Entry.
- To get started, you will need to set up your account by clicking on the link to "Registration".



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

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

The screenshot shows a registration form with a 'Type:' dropdown menu. The dropdown is open, showing options: 'Consumer', 'Employee', 'Case Manager', 'Agency', and 'Vendor'. 'Consumer' is selected and highlighted in blue. A red arrow points to the dropdown menu.

- Account #: This is the same as your Participant ID
- First name of participant
- Last name of participant
- Email address
- Password: Must be at least six characters

To register as an **employee**, please enter the following information:

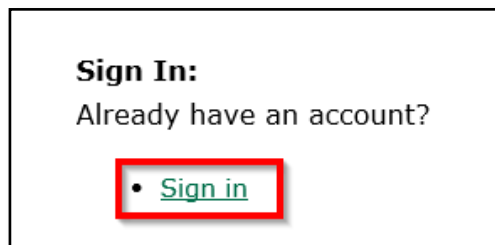
- Type: Select “Employee” from the drop-down menu
- Account #: This is the same as your Employee ID. You can also request your employee number from Veridian by emailing [northdakota@veridiancu.org](mailto:northdakota@veridiancu.org).
- First name
- Last name
- Email address
- Password: Must be at least six characters

## SIGN IN

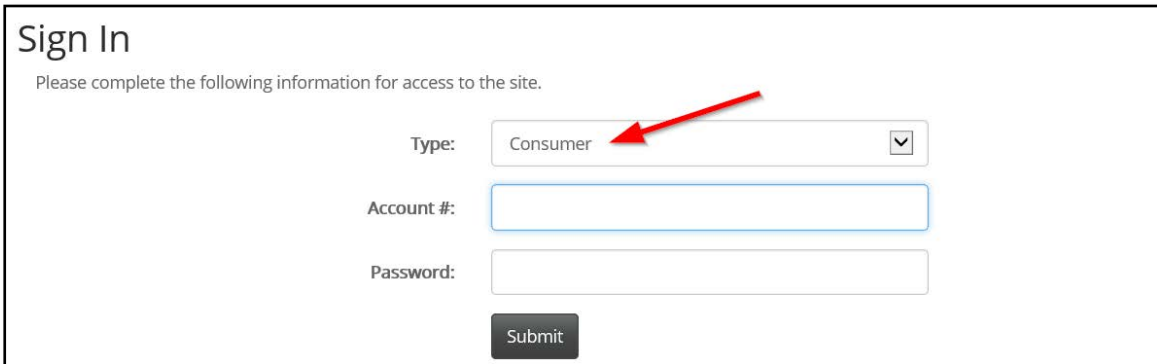
**\*\*You must register before you can sign in.\*\***

If you are a **participant**:

- Access your account by clicking on the “Sign In” link on the Web Time Entry page of the website.



- Type: Select “Consumer” from the drop-down menu
- Account #: This is your Participant ID
- Password: This is the password you chose when you registered
- Click the “Submit” button to sign in

A screenshot of a "Sign In" form. The title "Sign In" is at the top left. Below it is the instruction "Please complete the following information for access to the site." The form has three input fields: "Type:" with a dropdown menu showing "Consumer" and a red arrow pointing to it; "Account #:" with an empty text box; and "Password:" with an empty text box. At the bottom is a "Submit" button.

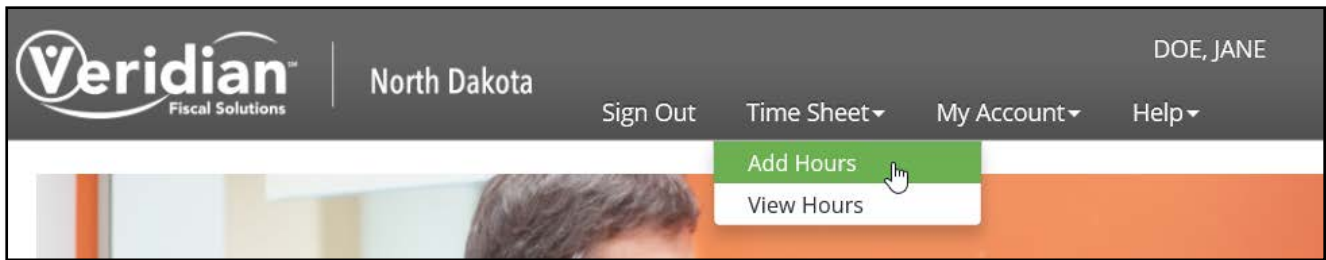
If you are an **employee**:

- Access your account by clicking on the “Sign In” link on the Web Time Entry page of the website.
- Type: Select “Employee” from the drop-down menu
- Account #: This is your Employee ID
- Password: This is the password you chose when you registered
- Click the “Submit” button to sign in

## ADDING HOURS (for employees only)

You must add your own hours. The participant 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 participant’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 add comments about service provided. If this box is left empty, your hours won’t be saved.

### 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:

Code:

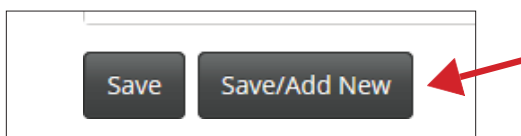
Date:

Time IN:

Time OUT:

Comments:

- Once all the information above is entered, click the “Save” button to add these hours to your timesheet.
- If you want to add more hours, click the “Save/Add New” button. You will be routed to the “Hour Entry” screen.



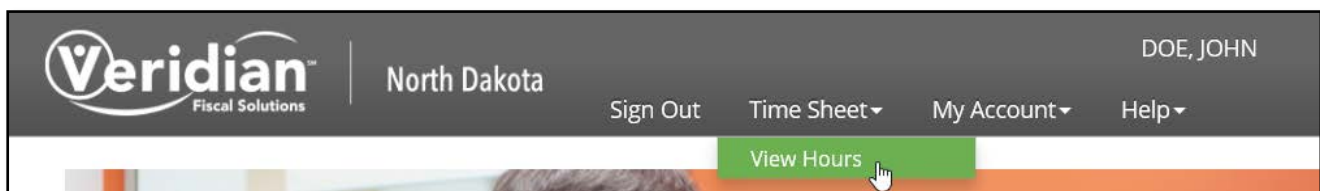
- You can review all of the hours you have added by clicking on “View Hours” under the “Timesheet” tab.

- Please enter your hours into your timesheet as soon as possible.
- All hours must be approved by your employer (participant) no later than the 5th and the 20th day of each month to ensure payment will be received by the 15th and the last day of the month.
- Please consult the 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.
- 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.

## APPROVING HOURS (for participants 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 employee(s) 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.”

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
1005	Not Approved	Doe, John	Doe, Jane	8/6/2018	08:00 AM	09:00 AM	1.00	In Home Support
1004	Approved	Doe, John	Doe, Jane	8/29/2018	12:00 AM	10:10 AM	10.17	In Home Support
1003	Approved	Doe, John	Doe, Jane	8/16/2018	04:00 AM	10:00 AM	6.00	In Home Support
1002	Approved	Doe, John	Doe, Jane	8/1/2018	12:00 PM	06:00 PM	6.00	In Home Support
							22.17	

- 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 5th and the 20th 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 participant 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.

**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
<a href="#">1005</a>	Not Approved	Doe, John	Doe, Jane	8/6/2018	08:00 AM	09:00 AM	1.00	In Home Support
<a href="#">1004</a>	Approved	Doe, John	Doe, Jane	8/29/2018	12:00 AM	10:10 AM	10.17	In Home Support
<a href="#">1003</a>	Approved	Doe, John	Doe, Jane	8/16/2018	04:00 AM	10:00 AM	6.00	In Home Support
<a href="#">1002</a>	Approved	Doe, John	Doe, Jane	8/1/2018	12:00 PM	06:00 PM	6.00	In Home Support
							23.17	

- If the hours that need to be edited have already been approved, your participant will need to log in and unapprove the hours. Once the hours are unapproved, you can login and make changes to the hours. Your participant 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 of the services this employee has provided.

Consumer: Doe, John

Code: IHS - In Home Support

Date: 08/06/2018

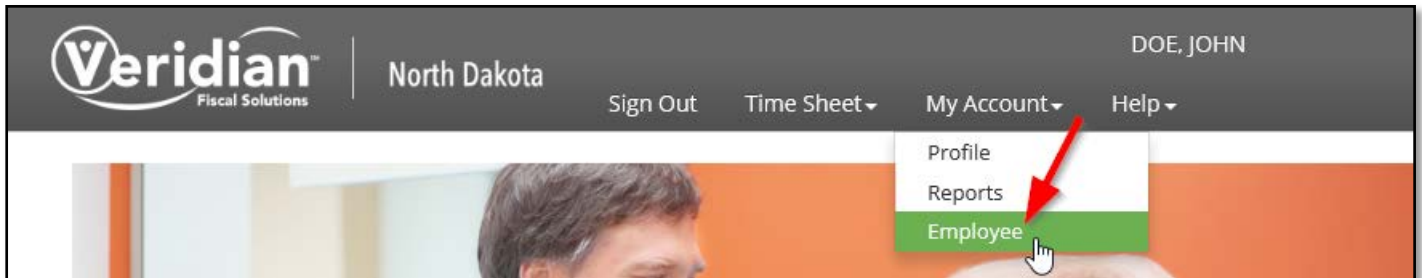
Time IN: 8:00 AM

Time OUT: 9:00 AM

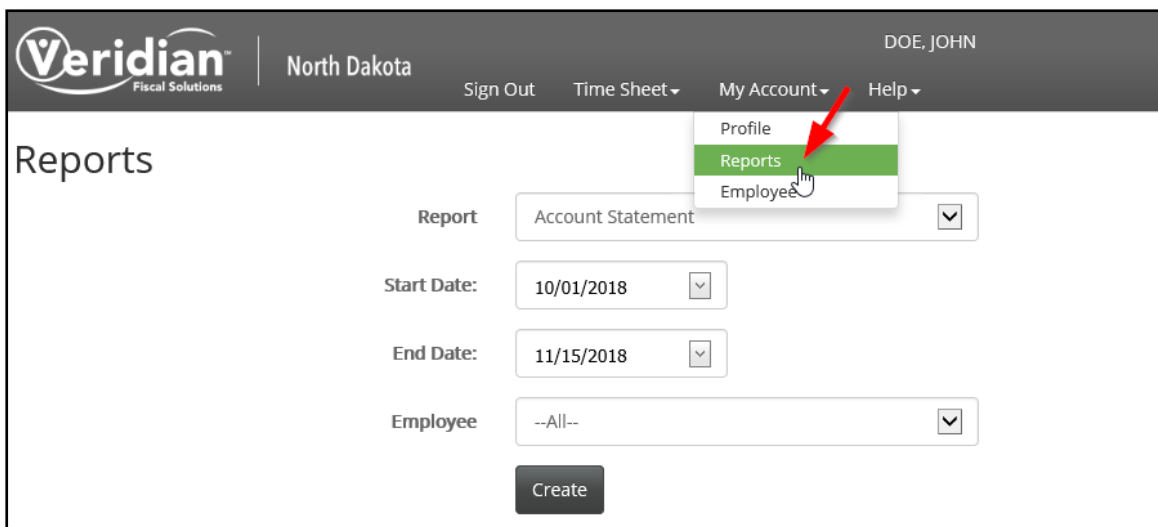
Comments: Add comments

## OTHER HELPFUL INFORMATION

- If you are a participant, 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 participant, you can view 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." Balances will be up-to-date as of the last payroll issued for the participant. (Example; for the October Statement enter 10/1/2019 through 11/15/2019.)



- 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, visit Contact Us online or reach out to us by:

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

Phone: 855-828-0775

Fax: 855-828-0729