



## Veridian Fiscal Solutions website tutorial

*customized for the Veterans Directed Home and Community Based Services program*

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 employers. 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.
- Employers can verify that Veridian received their employees' hours.
- Employees can verify if their employer has approved their hours.
- You can view your payment information under the "Reports" tab.

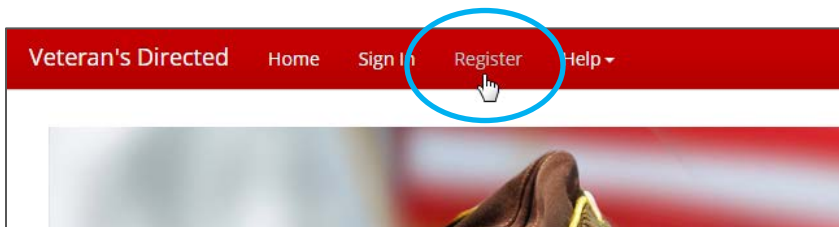
This tutorial will help get you started today.

Note: The term Employer(s) refers to the Veteran(s) or their Representative.

### REGISTER

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

- Go to [veridianfiscalsolutions.org/veterans](http://veridianfiscalsolutions.org/veterans).
- 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 an employer, please enter the following information:

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

A registration form with the following fields: "Type:" (a dropdown menu with "Consumer" selected), "Employer or Employee #:", "First Name:", "Last Name:", "Email:", and "Password:". A blue arrow points to the "Type:" dropdown menu. Below the fields is a "Submit" button.

- Employer or Employee #: The Employer number can be:
  - Provided to you by Veridian through email
  - Requested from Veridian by emailing veterans@veridiancu.org
- First name of Veteran
- Last name of Veteran
- Email address of Veteran or their Representative
- Password: Must be at least six characters

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

- Type: Select “Employee” from the drop-down menu

Veridian Fiscal Solutions.

Type:   
 ←

Employer or Employee #:

First Name:

Last Name:

Email:

Password:

- Employer or Employee #: An employee number can be:
  - Viewed on your pay stub or direct deposit stub
  - Requested from Veridian by emailing veterans@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 an employer:

- Click on the “Sign In” tab at the top of the screen
- Type: Select “Consumer” from the drop-down menu
- Employer or Employee #: Provided by Veridian
- Password: This is the password you chose when you registered
- Click the “Submit” button to sign in

Veteran's Directed 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: Employer or Employee # - If you are a veteran, please use your VA number. If you are an employee, please use your employee number.  
 #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 ▾

Employer or Employee #: 1023

Password: ●●●●●●

Submit

[Forgot Password?](#) | [Register](#)

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
- Employer or Employee #: An employee number can be:
  - Viewed on your pay stub or direct deposit stub
  - Requested from Veridian by emailing veterans@veridiancu.org
- Password: This is the password you chose when you registered
- Click the "Submit" button to sign in

Veteran's Directed 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: Employer or Employee # - If you are a veteran, please use your VA number. If you are an employee, please use your employee number.  
 #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 ▾

Employer or Employee #: 1023

Password: ●●●●●●

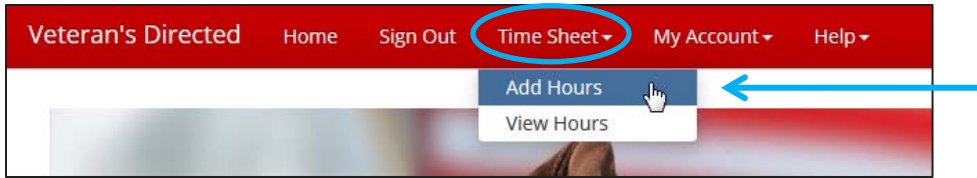
Submit

[Forgot Password?](#) | [Register](#)

### ADDING HOURS (for employees only)

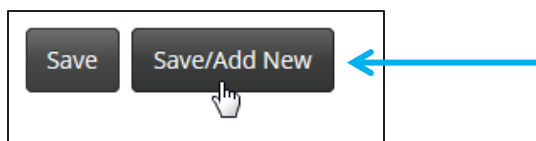
You must add your own hours. Your employer cannot add hours on behalf of his/her employees.

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

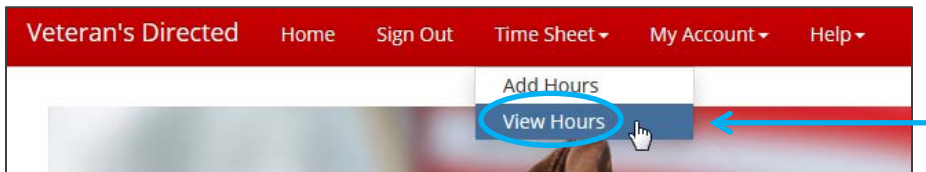


- A screen will appear that prompts you to enter the following information for each day of work:
  - Consumer: Your employer's name
  - Code: The service you are providing
  - Date: The date worked
  - Time IN: Time you started working
  - Time OUT: Time you stopped working
  - Comments: Please describe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

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



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



- Please enter your hours into your time sheet as soon as possible.
- All hours must be approved by your employer no later than the 7<sup>th</sup> and the 22<sup>nd</sup> day of each month to ensure payment will be received by the 15<sup>th</sup> 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.

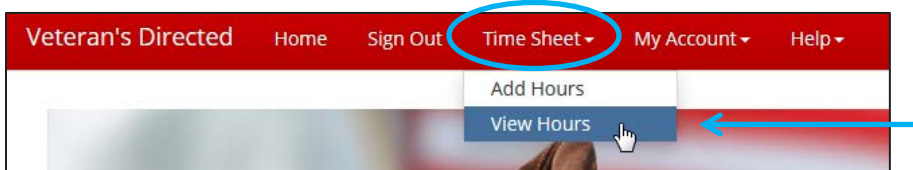
### ADDING MILEAGE

- You must sign in before you can add mileage
- Click on the "Time Sheet" 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 will not be saved.

### APPROVING HOURS (for employers 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 "Time Sheet" 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
1147	Approved	← (Test), John	Doe, Jane	12/7/2015			10.00	Transport
1146	Not Approved	← (Test), John	Doe, Jane	12/7/2015	01:00 PM	05:00 PM	4.00	CDAC
							14.00	

- 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 7<sup>th</sup> and the 22<sup>nd</sup> day of each month to ensure payment will be received by the 15<sup>th</sup> 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 employer 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 “Time Sheet”
- 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
1147	Approved	← (Test), John	Doe, Jane	12/7/2015			10.00	Transport
1146	Not Approved	← (Test), John	Doe, Jane	12/7/2015	01:00 PM	05:00 PM	4.00	CDAC
							14.00	

- If the hours that need to be edited have already been approved, your employer will need to log in and unapprove the hours. Once the hours are unapproved, you can log in and make changes to the hours. **Your employer 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

Consumer: Doe (Test), John

Code: CDAC - CDAC

Date: 12/09/2015

Time IN: 1:00 PM

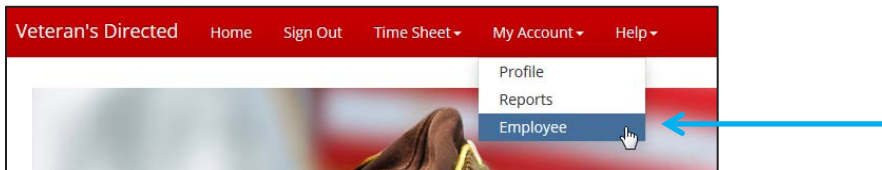
Time OUT: 5:00 PM

Comments: test

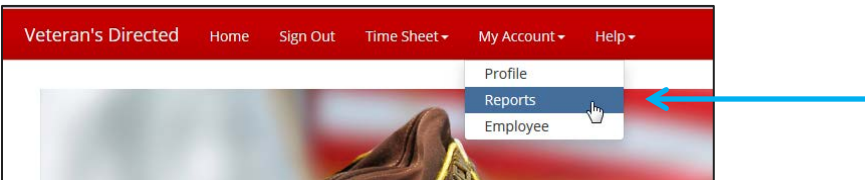
Save Save/Add New Delete

**OTHER HELPFUL INFORMATION**

- If you are an employer, 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.



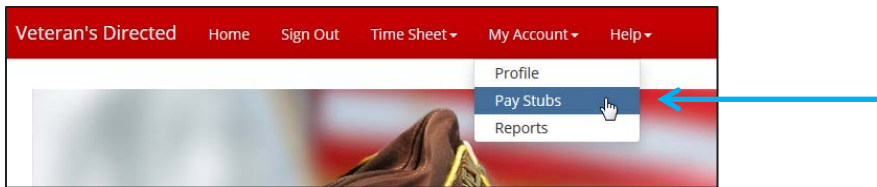
- If you are an employer, you can view notes, reports and your account statements when you log in. This information can be found under the “My Account” tab at the top of the screen – choose “Reports.” The account statement provides real-time balances – just enter the first day of the current month through today’s date.



- If you are an employer, you can view pending hours. After the payroll deadline, Veridian pulls all approved hours that are eligible to be paid. At this time, they are no longer visible on the “View Hours” page. To see these hours, click on the “My Account” tap at the top of the screen – choose “Reports.” Once checks have been printed for these hours, this report will no longer show the hours.



- If you are an employee, you can view your payroll details online. You will have access to most of the information that appears on your pay stub or direct deposit stub. To see payment details, click on the “My Account” tab at the top of the screen – choose “Pay Stubs.” This information can be viewed the day before payday.



- We recommend using Google Chrome or Firefox as your Internet browser. If you use 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 both the “Help” and “Contact Us” tabs. You can also contact us in any of these other ways:

Email: [veterans@veridiancu.org](mailto:veterans@veridiancu.org)  
Phone: 866-226-4692