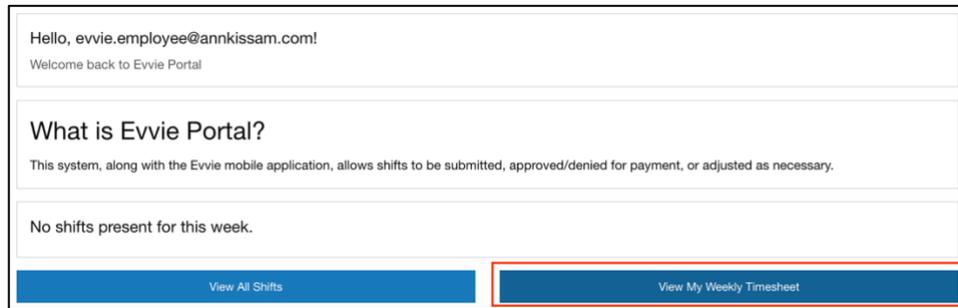


## Batch Approvals in evvie Portal

With batch approvals users can approve and/or approval lock multiple shifts at the same time.

1. After logging in to evvie Portal, click on **View My Weekly Timesheet**.



evvie Portal Home Page

2. On the Timesheet view, use the **View Previous Week** or **View Next Week** buttons to find the Weekly Timesheet you need to approve/lock.

**Weekly Timesheet**  
02/19/2023 to 02/25/2023

Batch Approve

Batch Lock as Approved Download as PDF

Date	Consumer & Employee	Time	Service Code	Status	Shift total hours	Multiple Time Zones
02/25/2023	Patrick Participant (C00705)	<b>Start:</b> 2:00pm	Respite 1 1	<b>Submitted</b>	8 hours, 0 minutes	
	Test Employee (E00534)	<b>End:</b> 10:00pm				
02/22/2023	Patrick Participant (C00705)	<b>Start:</b> 8:00am	Respite 1 1	<b>Submitted</b>	8 hours, 0 minutes	
	Test Employee (E00534)	<b>End:</b> 4:00pm				
02/20/2023	Patrick Participant (C00705)	<b>Start:</b> 12:00pm	Respite 1 1	<b>Submitted</b>	7 hours, 45 minutes	
	Test Employee (E00534)	<b>End:</b> 7:45pm				
02/19/2023	Patrick Participant (C00705)	<b>Start:</b> 12:00pm	Respite 1 1	<b>Submitted</b>	8 hours, 0 minutes	
	Test Employee (E00534)	<b>End:</b> 8:00pm				

**Weekly Total Hours:** 31 hours, 45 minutes **Test Employee (E00534):** 31 hours, 45 minutes

• Prev **1** Next •

View Previous Week View Next Week

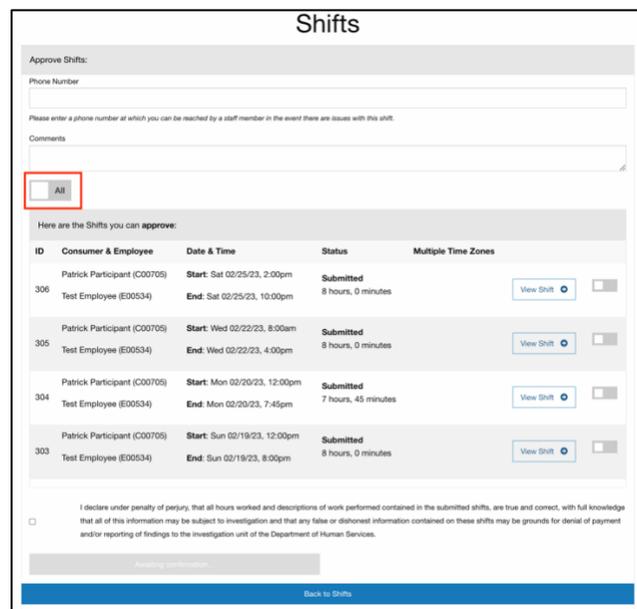
View Previous/Next Week Buttons

- Click on the **Batch Approve** or **Batch Lock as Approved** (in the upper left of the timesheet page), depending on the action you want to take. If the shifts have a status of Submitted, click on **Batch Approve**. If the Shifts have a status of Approved, click on **Batch Lock as Approved**.



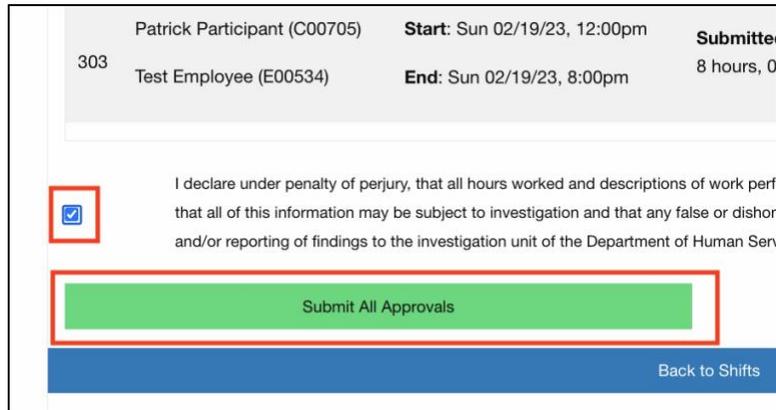
Batch Approve Buttons

- On the Shifts screen, the shifts about to be approved will be listed. Click on the **All** switch icon (near the upper left) to mark all shifts listed for approval. If you only want to approve some of these shifts, you can use the individual switches next to each shift on the right side of the screen. You can optionally add comments in the box at the top of the page as well.



Shift Approval Screen

- After clicking the **All** switch or some of the individual switches, click the checkbox below the shift listing to certify your shifts. Clicking the checkbox will turn the Awaiting Confirmation button to a **Submit All Approvals** or **Lock All as Approved** Button. Click that button to complete the batch approval or batch lock as approved.



Patrick Participant (C00705)    **Start:** Sun 02/19/23, 12:00pm    **Submitted**

303    Test Employee (E00534)    **End:** Sun 02/19/23, 8:00pm    8 hours, 0

I declare under penalty of perjury, that all hours worked and descriptions of work performed are true and accurate, and that all of this information may be subject to investigation and that any false or dishonest information or reporting of findings to the investigation unit of the Department of Human Services is prohibited.

**Submit All Approvals**

[Back to Shifts](#)

#### Certify and Submit

- The shifts are now approved, or approval locked, depending on the action you took. Repeat as needed to approve additional shifts in batch.

*Document Last Updated: 08 March 2023*