

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.

Welcome back to Evvie Portal	
what is Evvie Portal?	
This system, along with the Evvie mobile application, allo	vs shifts to be submitted, approved/denied for payment, or adjusted as necessary.
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This system, along with the Evvie mobile application, allo	vs shifts to be submitted, approved/denied for payment, or adjusted as necessary.
This system, along with the Evvie mobile application, allo No shifts present for this week.	vs shifts to be submitted, approved/denied for payment, or adjusted as necessary.
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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 Ap	oprove								
Batch Lock as	s Approved					Download as PDF			
Date	Consumer & Employee	Time	Service Code	Status	Shift total hours	Multiple Time Zones			
02/25/2023	Patrick Participant (C00705) Test Employee (E00534)	Start : 2:00pm End : 10:00pm	Respite 1 1	Submitted	8 hours, 0 minutes				
02/22/2023	Patrick Participant (C00705) Test Employee (E00534)	Start : 8:00am End : 4:00pm	Respite 1 1	Submitted	8 hours, 0 minutes				
02/20/2023	Patrick Participant (C00705) Test Employee (E00534)	Start: 12:00pm End: 7:45pm	Respite 1 1	Submitted	7 hours, 45 minutes				
02/19/2023	Patrick Participant (C00705) Test Employee (E00534)	Start: 12:00pm End: 8:00pm	Respite 1 1	Submitted	8 hours, 0 minutes				
Weekly Total Hours: 31 hours, 45 minutes Test Employee (E00534): 31 hours, 45 minutes (Prev. 1 Next.)						00534): 31 hours, 45 minutes			
					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

4. 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.

		S	hifts			
Approv	ve Shifts:					
Phone M	Number					
0						
Please e	nter a phone number at which you can b ints	e reached by a staff member in the event the	ere are issues with this shift.			
	All					
Here	are the Shifts you can approve:					
ID	Consumer & Employee	Date & Time	Status	Multiple Time Zones		
200	Patrick Participant (C00705)	Start: Sat 02/25/23, 2:00pm	Submitted 8 hours, 0 minutes			
300	Test Employee (E00534)	End: Sat 02/25/23, 10:00pm			View Shift	
	Patrick Participant (C00705)	Start: Wed 02/22/23, 8:00am	Submitted			-
305	Test Employee (E00534)	End: Wed 02/22/23, 4:00pm	8 hours, 0 minutes		View Shift O	
	Patrick Participant (C00705)	Start: Mon 02/20/23, 12:00pm	Submitted			-
304	Test Employee (E00534)	End: Mon 02/20/23, 7:45pm	7 hours, 45 minutes		View Shift O	
	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 minutes		View Shift O	
	I declare under penalty of per that all of this information may and/or reporting of findings to	jury, that all hours worked and description y be subject to investigation and that any the investigation unit of the Department	ns of work performed contair false or dishonest informatio of Human Services.	red in the submitted shifts, are n contained on these shifts m	true and correct, with fu ay be grounds for denial	I knowledge of payment
		В	ack to Shifts			

Shift Approval Screen



5. 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.



Certify and Submit

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

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