

Daily Timesheet Form

- **What is a Daily Timesheet Form?**

- When you are unable to complete all required data in your EVV visit at the time of care, a separate document is required to capture the visit information.
 - This includes client name, service date & time, service provided, activities completed (ADLs), employee signature, client signature

- **When is a Daily Timesheet form required?**

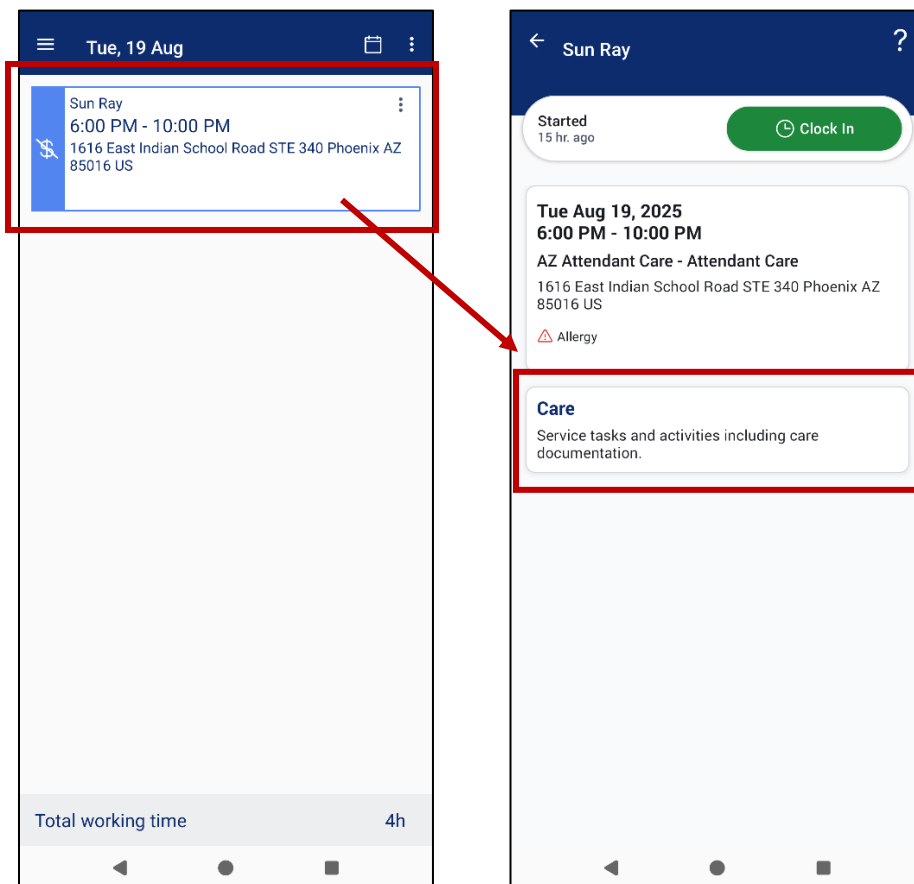
- **Missed visit:** unable to clock in or out
- **Missed signatures:** either employee/client was unable to sign the EVV visit

- **When does the Daily Timesheet form need to be completed by?**

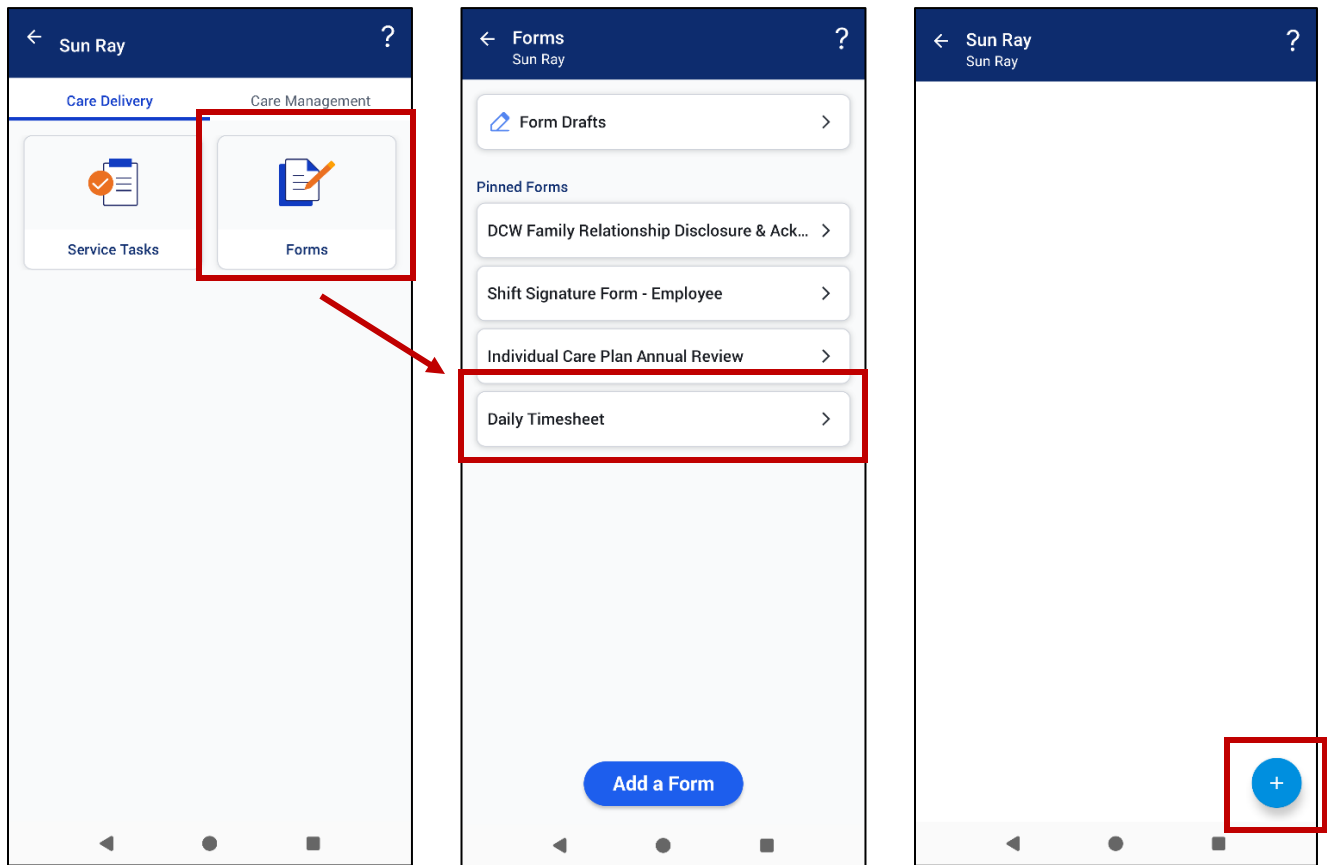
- Daily Timesheet forms need to be completed by 10 AM on Monday mornings to have coordinating visit to be included in the payroll.
 - If not completed by 10 AM, it will be included in next week's payroll.

How to submit a Daily Timesheet Form

1. Open your AlayaCare App and log in
2. Find the scheduled visit that you need to complete the Daily Timesheet Form for
 - a. Swipe left to go to a previous date
 - b. Click on the **schedule**
 - c. Click on the **Care Card**



3. Click on **Forms**
 - a. Click on **Daily Timesheet**
 - b. Click the **blue +**



4. Fill out all required fields
 - a. Click **Submit** in the top right corner
 - b. You have now submitted your timesheet

The image shows the 'Daily Timesheet' form in the Sun Ray app. The title bar at the top is dark blue with a back arrow on the left and the text 'Daily Timesheet' and 'sun ray'. The 'SUBMIT' button is highlighted with a red box in the top right corner. Below the title bar, the form contains several input fields, each with a red asterisk indicating it is required:

- Employee Name *
- Client First Name *
- Client Last Name *
- Date Worked * (with a calendar icon)
- Clock in * (partially visible at the bottom)