



# My Direct Care Time Card View

The Time Card View lists all of the Employee work shifts that have been entered through the Vesta EWV system. It is similar to a paper time sheet which includes details about the Employee's time and the status of each entry. Each line on the Time Card View provides information on the Service Date, Client (the Individual Receiving Services), Service Code, Pay Rate, Start Time, End Time, Hours, Status, History, and whether or not the entry can be edited.

Time Card

Time Card for employee John Deer Williams [ID: 10092300]  
Showing 5 time entries from 06/01/2022 through 06/25/2022 for a total of 47.00 hours

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Show entries between: 06/01/2022 and 06/25/2022 -- OR -- Show entries for period: Custom With status: Any status Update View

ID	Date	Client	Service	Rate	Start	End	Hours	Status	History	Edit
100923	Wed 06/08/2022	Jones, Josephine W.	10CFV - CDS CFC PAS/HAB	\$19.00 / hr	10:16 AM	06:26 PM	8.25	I	H	E
100923	Thu 06/09/2022	Jones, Josephine W.	10CFV - CDS CFC PAS/HAB	\$19.00 / hr	09:25 AM	09:05 PM	11.75	I	H	E
100923	Fri 06/10/2022	Jones, Josephine W.	10CFV - CDS CFC PAS/HAB	\$19.00 / hr	11:13 AM	06:53 PM	7.75	I	H	E
100923	Sat 06/11/2022	Jones, Josephine W.	10CFV - CDS CFC PAS/HAB	\$19.00 / hr	12:32 PM	08:27 PM	8.00	I	H	E
100923	Mon 06/13/2022	Jones, Josephine W.	10CFV - CDS CFC PAS/HAB	\$19.00 / hr	09:09 AM	08:19 PM	11.25	I	H	E
							Total	47.00		

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This system is live! Other authorized users or internal staff may make modifications to your service card.  
To view what changes have occurred to an individual entry, click the history icon H for that entry.

1 The Time Card View can be filtered in several ways:

- by date range or
- by time period, and
- by status.

Click **Update View** to view Time Card with filters.

3 Selecting the History icon for a time entry will allow you to view the exact details of the entry, including any time corrections that have been made.

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	Entry Paid
	Internally Approved
	Client Entered/Approved
	(Employer Entered/Approved)
	Employee Entered/Approved
	Entry Deleted
	Entry History
	Entry Cannot be Edited
	Edit Entry
	Entry Held
	Over Budget