







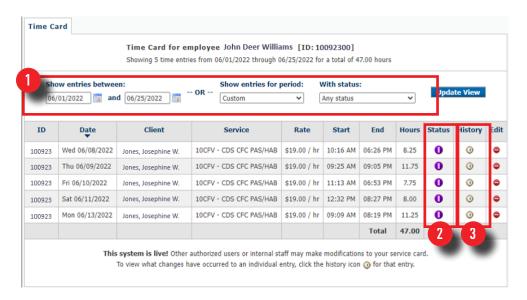






## My Direct Care Time Card View

The Time Card View lists all of the Employee work shifts that have been entered through the Vesta EW 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.



- 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.

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.

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