STEP 2

Stanislaus County
Community Services Agency

IN-HOME
SUPPORTIVE SERVICES

7. Select the checkbox to declare the information on the timesheet is true and correct. Then click the **Electronically Sign Timesheet & Submit for Recipient Review** button.

IHSS ELECTRONIC SERVICES PORTAL

Electronic Timesheets   Payments   Direct Deposit   Sick Leave Claim   Account   What's New   FAQs   Training   Contact Us

Electronic Signature

Please electronically sign your timesheet for 04/01/2019 - 04/15/2019 IHSS

I declare that the information on this timesheet is true and correct. I understand that any false claim may be prosecuted under Federal and State laws and that if convicted of fraud, I may also be subject to civil penalties.

☑ I, TESTPROVIDER ONE, agree to the terms above

| Electronically Sign Timesheet & Submit for Recipient Review | Cancel Submit |

If you need help, call the IHSS Service Desk at (866) 376-7066 Monday - Friday from 8 A.M. to 5 P.M.
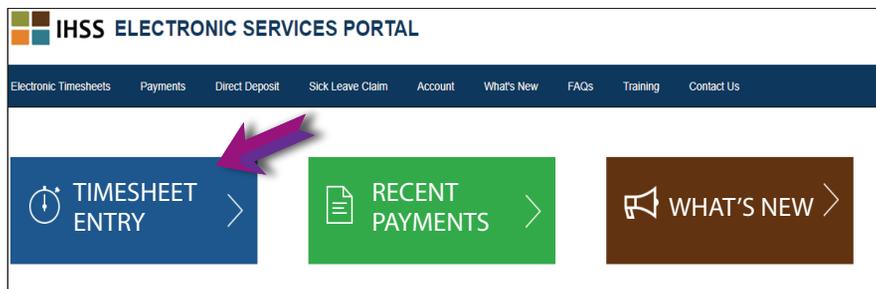
For additional information regarding time entry for providers, visit: www.cdss.ca.gov/inforesources/ESPhelp
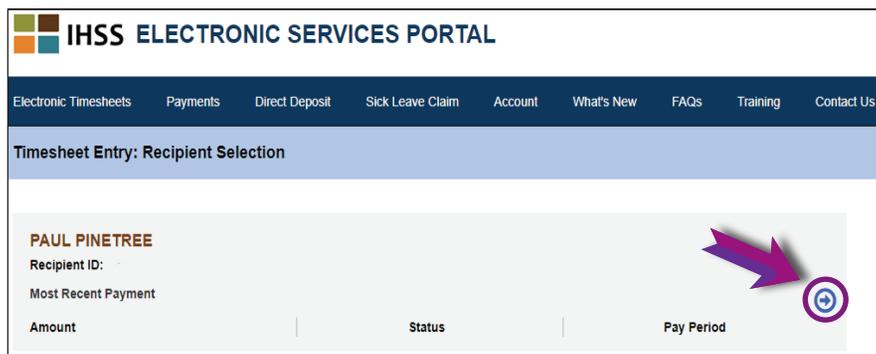
IHSS - Time Entry for E-Timesheets on ESP (Providers)

Electronic Visit Verification (EVV)

Electronic Services Portal (ESP)

HOW TO:

Enter Time and Submit E-Timesheets

How to Submit Timesheets in ESP:

Access the ESP website at:
www.etimesheets.ihss.ca.gov

1. Log in to the ESP using your user name and password.

2. Click on the **Timesheet Entry** button.

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TIMESHEET ENTRY   RECENT PAYMENTS   WHAT'S NEW

3. A list of recipients will display. Click on the **blue arrow** next to the name of the recipient for whom you want to enter time. If you work for multiple recipients, you will need to submit separate timesheets for each recipient.

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Timesheet Entry: Recipient Selection

PAUL PINETREE
Recipient ID:
Most Recent Payment

| Amount | Status | Pay Period |

4. Select the **Pay Period** from the drop-down menu that you want to claim time for. Click the blue arrow next to each **Workweek** to view and enter the time for each day you worked.

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Timesheet Entry: TESTFIRSTNAME TESTLASTNAME

Pay Period - Payment Type
04/01/2019 - 04/15/2019 IHSS

Timesheet Number: 4000210009
Status: Time Entry in Progress
Status Date: 03/31/2019

Available Hours (April): 283h 00m

Workweek 1
Workweek 2
Workweek 3

TIMESHEET TOTAL: 00h 00m   Submit Timesheet

5. Enter the Hours Worked, Start Time, End Time and Location for each day you worked. Leave the fields blank on days you didn't work.
   Click **Save** for each workweek.

6. Click the **Submit Timesheet** button once your timesheet is ready to be approved by your recipient.

Workweek 1	HOURS WORKED	START TIME	END TIME	LOCATION
SUNDAY 31 Mar	10 00			
MONDAY 1 Apr	00 00	Select	Select	Select
TUESDAY 2 Apr	00 00	Select	Select	Select
WEDNESDAY 3 Apr	00 00	Select	Select	Select
THURSDAY 4 Apr	00 00	Select	Select	Select
FRIDAY 5 Apr	00 00	Select	Select	Select
SATURDAY 6 Apr	00 00	Select	Select	Select

SAVE   PREVIOUSLY CLAIMED HOURS: 10h 00m
              WORKWEEK TOTAL: 10h 00m

Workweek 2
Workweek 3

TIMESHEET TOTAL: 00h 00m   Submit Timesheet