

informationinc.

NCDSS Day Sheets - Worker Guide

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NCDSS Day Sheets – Worker Guide

Overview

NCDSS Day Sheets is an employee time tracking application for North Carolina Department of Social Services employees. Time is tracked, approved and submitted to the state office all via a web interface. The system consists of four user types: Worker, Clerical, Finance, and Admin.

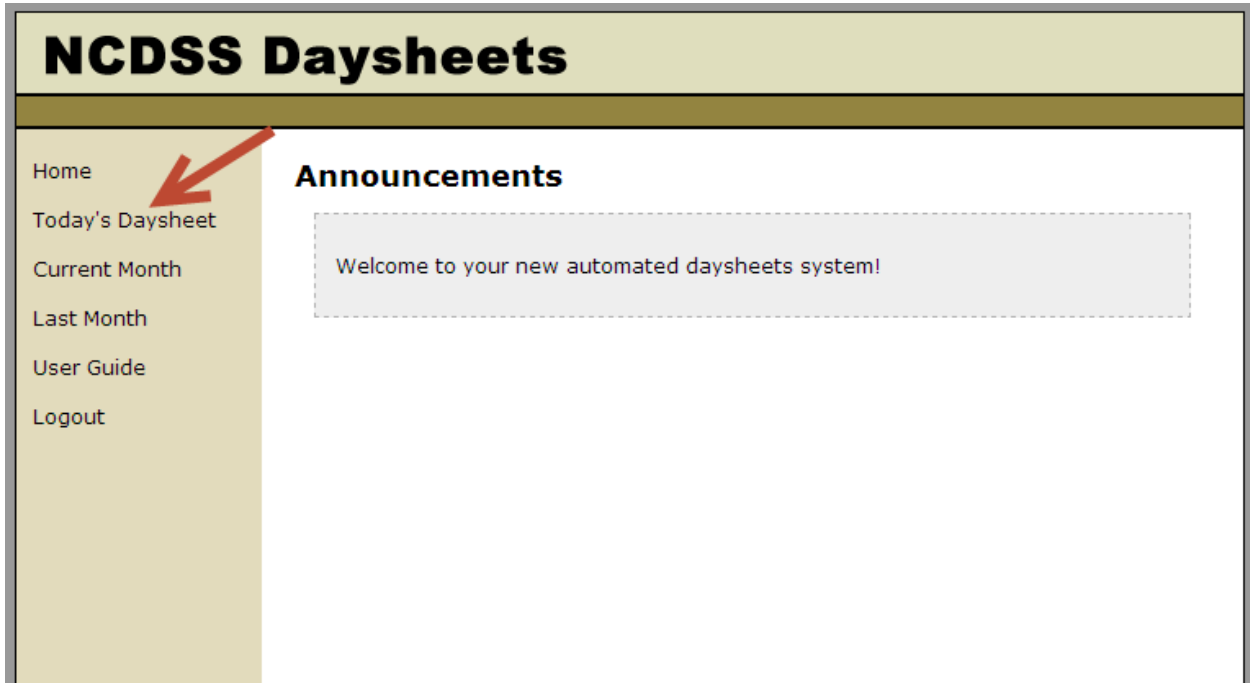
Workers generally only have access to see their own time entries. If they supervise other employees, however, they also can review the time entered by their team members. Typical use of the system by these user types involves entering time on a daily basis, certifying their own time at the end of each month, and approving time of those employees that they supervise. At any point during the month users can create a pdf report for all time entered for the current or previous month. Supervisors are able to generate this same report for each member of their team.

Once all day sheets for the month have been entered, certified, and approved, Finance users have the ability to send the data to the state via the upload screen. The State requires that this usually be done within the first five days of each month. The system requires that all time entries entered for the submitting month be both certified and approved. If there are any workers that have not yet done this, the system identifies these users allowing the Finance/Admin user to follow up. After submitting the data to the state, a report can be run within the State Data Warehouse system to verify success of data transfer.

Client information is entered into the system by the Admin or Clerical users. SIS numbers (Client Ids) sent from the state can be uploaded in batch using a text file. This creates 'unused' SIS numbers which can later be assigned to new clients. Alternatively, SIS numbers can be added one at a time. To ensure data integrity workers are only able to select from this list of pre-entered clients when entering time.

Entering Time Using Today's Daysheet

1. Select the 'Today's Daysheet' menu item from the main navigation.



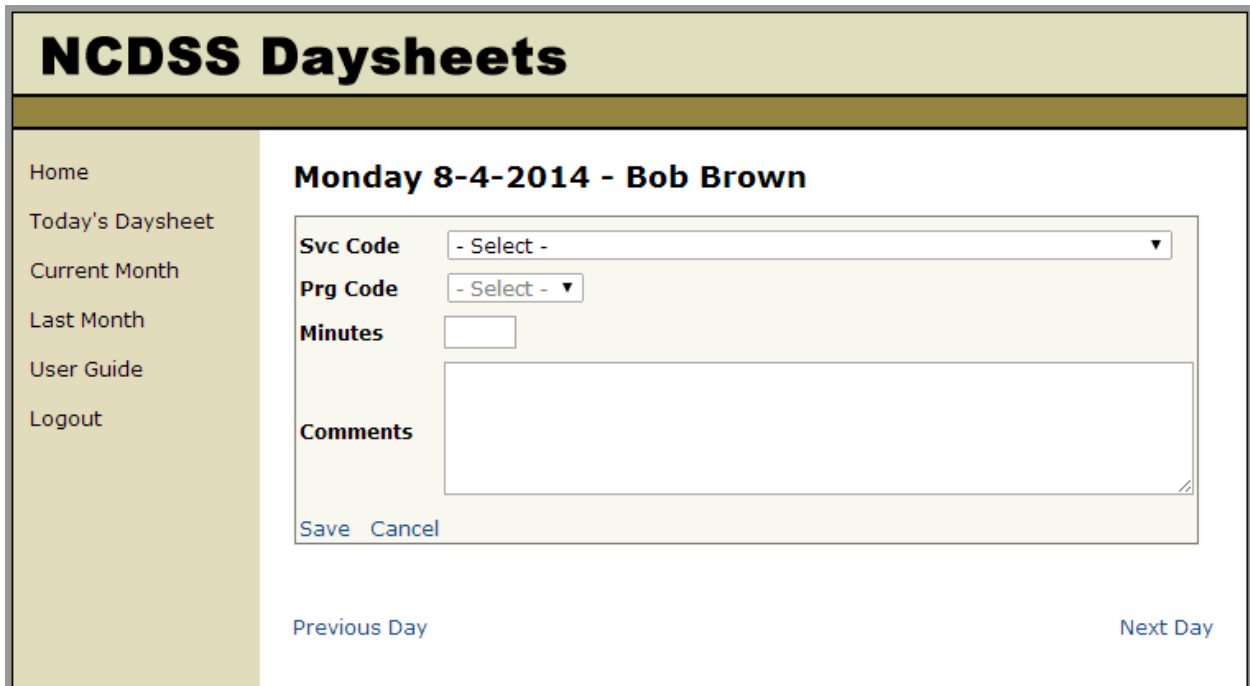
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Announcements

Welcome to your new automated daysheets system!

2. Select a Service Code from the 'Svc Code' drop down. Select a Program Code from the filtered list of program codes.



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Monday 8-4-2014 - Bob Brown

Svc Code

Prg Code

Minutes

Comments

Save Cancel

Previous Day Next Day

3. If the Service/Program code requires a SIS number, the SIS # field will be displayed underneath the 'Prg Code' field. Select the client by entering at least three letters of their first or last name or 6

digits of their SIS number in the SIS # field. The SIS # field will display a filtered list of clients matching the characters that have been entered. Select the appropriate client from the filtered list. If a client is not available for selection, please contact your administrator to add the client.

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Svc Code: 210: CPS -- Assessments*
Prg Code: 9: Work First Block Grant
SIS # ⚡
Minutes
Comments
Save Cancel

Previous Day Next Day

To view a list of recently used clients, click on the lightning bolt icon next to the SIS # field.

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Monday 8-4-2014 - Bob Brown

Svc Code: 210: CPS -- Assessments*
Prg Code: 9: Work First Block Grant
SIS # ⚡
Minutes
Comments
Save Cancel

Previous Day Next Day

You will be shown a pop-up window with your 10 most recently used clients. To select a client, simply click on the client's name.

The screenshot shows the NCDSS Daysheets interface for Monday 8-4-2014 - Bob Brown. The main form has the following fields: Svc Code (210: CPS -- Assessments*), Prg Code (9: Work First Block Grant), SIS # (with a lightning bolt icon), Minutes, and Comments. A pop-up window titled 'Your Recent Clients' is overlaid on the Minutes field. It contains two entries: '2005555552 - Snow, Jane - 04/01/1979' and '2002222222 - Marshall, Jane - 07/22/1965'. A red arrow points to the second entry. The pop-up window has a close button (X) in the top right corner. The main form also has 'Save' and 'Cancel' buttons at the bottom left, and 'Previous Day' and 'Next Day' buttons at the bottom right.

4. If the Service/Program code does not require a SIS number, the Case Name field will be displayed underneath the 'Prg Code' field. Optionally enter a case name. To view a list of recently used case names, click on the lightning bolt icon next the Case Name field. You will be shown a pop-up window with your 10 most recently used case names. Simply click on a case name to select it.

The screenshot shows the NCDSS Daysheets interface for Monday 8-4-2014 - Bob Brown. The main form has the following fields: Svc Code (002: Child Day Care Program Management), Prg Code (L: Child Care and Development Fund), Case Name (with a lightning bolt icon), Minutes, and Comments. A red arrow points to the Case Name field. The main form also has 'Save' and 'Cancel' buttons at the bottom left, and 'Previous Day' and 'Next Day' buttons at the bottom right.

5. Enter the amount of time spent in minutes.

6. Optionally, enter a note in the comment field.
7. Click 'Save' to create the daysheet.
8. The new daysheet record will be displayed at the bottom of the page.

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Svc Code

Prg Code

Minutes

Comments

[Save](#) [Cancel](#)

	SIS # (Client)	Svc Code	Prg Code	Minutes	Comments
	Snow, Jane	210	23	60	test
	The Smith Family	002	L	45	
Total:				105	Remainder to GA

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GA Time

After entering in all of the daysheet records for the day, workers may need to enter some GA time for the remainder of the work day. The NCDSS Daysheet application has a 'Remainder to GA' function that automatically calculates the number of GA minutes for the day, based on the specified number of minutes for your counties' work day (450 or 480 minutes).

To add a record for GA time:

1. Click on the 'Today's Daysheet' link in the main menu.

- To the right of the daily total, click on the blue 'Remainder to GA' link.

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Svc Code ▼

Prg Code ▼

Minutes

Comments

[Save](#) [Cancel](#)

	SIS # (Client)	Svc Code	Prg Code	Minutes	Comments
	Snow, Jane	210	23	60	test
	The Smith Family	002	L	45	
Total:				105	Remainder to GA

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- This will add a record for GA time.

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Svc Code ▼

Prg Code ▼

Minutes

Comments

[Save](#) [Cancel](#)

	SIS # (Client)	Svc Code	Prg Code	Minutes	Comments
		990	G	375	
	Snow, Jane	210	23	60	test
	The Smith Family	002	L	45	
Total:				480	Remainder to GA

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Editing Today's Daysheet







1. Click on the 'Today's Daysheet' link in the main menu.
2. Click on the pencil icon next to the time entry that you would like to edit.

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Svc Code:
Prg Code:
Minutes:
Comments:
[Save](#) [Cancel](#)

SIS # (Client)	Svc Code	Prg Code	Minutes	Comments
 	990	G	375	
  Snow, Jane	210	23	60	test
  The Smith Family	002	L	45	
Total:			480	Remainder to GA

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3. To delete a record, click on the red X icon. You will be prompted to confirm the deletion.

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Monday 8-4-2014 - Bob Brown

Svc Code:
Prg Code:
Minutes:
Comments:
[Save](#) [Cancel](#)

SIS # (Client)	Svc Code	Prg Code	Minutes	Comments
 	990	G	375	
  Snow, Jane	210	23	60	test
  The Smith Family	002	L	45	
Total:			480	Remainder to GA

[Previous Day](#) [Next Day](#)

Editing Previous Daysheets

1. Click on the 'Current Month' link in the main menu.
2. You will be shown a list of all of the daysheets for the month. Click the 'Edit Daysheet' link next to the entry that you would like to modify.

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August 2014 - Bob Brown

[Print Month](#)

	Date	Minutes
Edit Daysheet	Friday, August 1, 2014	0
Edit Daysheet	Saturday, August 2, 2014	0
Edit Daysheet	Sunday, August 3, 2014	0
Edit Daysheet	Monday, August 4, 2014	480
Edit Daysheet	Tuesday, August 5, 2014	0
Edit Daysheet	Wednesday, August 6, 2014	0
Edit Daysheet	Thursday, August 7, 2014	0
Edit Daysheet	Friday, August 8, 2014	0
Edit Daysheet	Saturday, August 9, 2014	0
Edit Daysheet	Sunday, August 10, 2014	0
Edit Daysheet	Monday, August 11, 2014	0
Edit Daysheet	Tuesday, August 12, 2014	0
Edit Daysheet	Wednesday, August 13, 2014	0
Edit Daysheet	Thursday, August 14, 2014	0
Edit Daysheet	Friday, August 15, 2014	0
Edit Daysheet	Saturday, August 16, 2014	0
Edit Daysheet	Sunday, August 17, 2014	0
Edit Daysheet	Monday, August 18, 2014	0
Edit Daysheet	Tuesday, August 19, 2014	0
Edit Daysheet	Wednesday, August 20, 2014	0
Edit Daysheet	Thursday, August 21, 2014	0
Edit Daysheet	Friday, August 22, 2014	0
Edit Daysheet	Saturday, August 23, 2014	0
Edit Daysheet	Sunday, August 24, 2014	0
Edit Daysheet	Monday, August 25, 2014	0
Edit Daysheet	Tuesday, August 26, 2014	0
Edit Daysheet	Wednesday, August 27, 2014	0
Edit Daysheet	Thursday, August 28, 2014	0
Edit Daysheet	Friday, August 29, 2014	0
Edit Daysheet	Saturday, August 30, 2014	0
Edit Daysheet	Sunday, August 31, 2014	0

Month Total: 480

Expected Minimum: 10,080

3. Edit the daysheet record and when finished, click 'Save'.

Certify Time

Usually time is certified within the first couple of days of the following month. Time must be certified prior to supervisor approval, therefore it is important that workers take care of this as soon as possible.

1. Select 'Last Month' from the main menu.
2. Review time entered for the previous month. To print a report of your monthly time, select 'Print Report' at the top of the page.
3. Once records have been reviewed, click the 'Certify Month' button at the bottom of the page.

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August 2014 - Bob Brown
August 2014 ▼
Print Month

	Date	Minutes
Edit Daysheet	Friday, August 1, 2014	0
Edit Daysheet	Saturday, August 2, 2014	0
Edit Daysheet	Sunday, August 3, 2014	0
Edit Daysheet	Monday, August 4, 2014	480
Edit Daysheet	Tuesday, August 5, 2014	0
Edit Daysheet	Wednesday, August 6, 2014	0
Edit Daysheet	Thursday, August 7, 2014	0
Edit Daysheet	Friday, August 8, 2014	0
Edit Daysheet	Saturday, August 9, 2014	0
Edit Daysheet	Sunday, August 10, 2014	0
Edit Daysheet	Monday, August 11, 2014	0
Edit Daysheet	Tuesday, August 12, 2014	0
Edit Daysheet	Wednesday, August 13, 2014	0
Edit Daysheet	Thursday, August 14, 2014	0
Edit Daysheet	Friday, August 15, 2014	0
Edit Daysheet	Saturday, August 16, 2014	0
Edit Daysheet	Sunday, August 17, 2014	0
Edit Daysheet	Monday, August 18, 2014	0
Edit Daysheet	Tuesday, August 19, 2014	0
Edit Daysheet	Wednesday, August 20, 2014	0
Edit Daysheet	Thursday, August 21, 2014	0
Edit Daysheet	Friday, August 22, 2014	0
Edit Daysheet	Saturday, August 23, 2014	0
Edit Daysheet	Sunday, August 24, 2014	0
Edit Daysheet	Monday, August 25, 2014	0
Edit Daysheet	Tuesday, August 26, 2014	0
Edit Daysheet	Wednesday, August 27, 2014	0
Edit Daysheet	Thursday, August 28, 2014	0
Edit Daysheet	Friday, August 29, 2014	0
Edit Daysheet	Saturday, August 30, 2014	0
Edit Daysheet	Sunday, August 31, 2014	0

Month Total: 480
Expected Minimum: 10,080

I certify that the daysheet entries for this month are both complete and accurate.

Certify Month

4. You will be prompted to confirm the certification. Click 'Yes' to proceed.