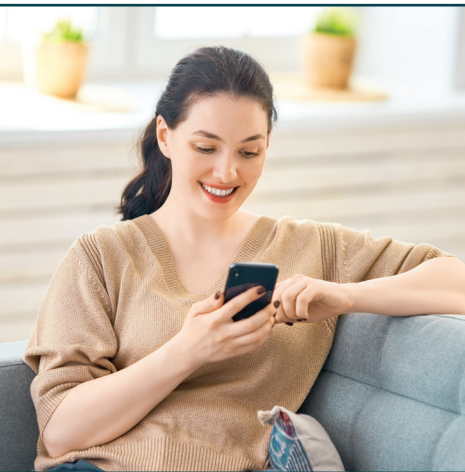


ACES\$ Wyoming

Roles, Responsibilities & Timesheet Quick Tips



Roles and Responsibilities

	EMPLOYEE	EMPLOYER OF RECORD (EOR)
CellTrak EVV Mobile App	<p>Downloads and registers the CellTrak app to their device</p> <p>Clocks in/out for each shift in the CellTrak app</p>	<p>Approves shifts in the CellTrak app at the end of the shift</p>
EVV-IVR (Interactive Voice Response) EVV using landline phone	<p>Calls the EVV-IVR phone number to clock in/out from the Participant's landline</p>	<p>Approves shifts during the Employee's clock out call or by calling the IVR system directly</p>
ACES\$ Online Portal	<p>Edits shifts when necessary</p> <p>Submits/edits shifts for EOR approval</p> <p>Self-rejects shifts if needed</p>	<p>Approves/rejects shifts in the ACES\$ Online portal</p>

Timesheet Quick Tips

Timesheet Creation

At the end of a pay period, all accepted Electronic Visit Verification (EVV) shifts convert to an electronic timesheet.

Timesheet Payment Status

If the timesheet is approved to be paid, the timesheet status is **POSTED**. Upcoming payroll information is visible on the ACES\$ Online portal dashboard.

Timesheet Errors and Corrections

If there is an issue or error within the timesheet, the status is **KICKOUT**. The Employee edits shifts per the Employer's direction in ACES\$ Online under *Edit EVV Shifts*. Once edits are complete, the Employee submits to the Employer for approval. The Employer can approve or reject the shifts in ACES\$ Online under *Pending EVV Visits*.

