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 attendant edits shifts per the Employer’s direction in ACES$ Online under “Edit EVV Shifts.” Once edits are complete, the attendant submits to the Employer for approval. The Employer can approve or reject the shifts in ACES$ Online under “Pending EVV Visits.”

ATTENDANT

EVV MOBILE APPLICATION
- Downloads and registers the CellTrak mobile application to their device
- Clocks in/out for each shift in CellTrak mobile application

EVV-IVR (Interactive Voice Response) - EVV using landline telephone
- Calls the EVV-IVR phone number to clock in/out from the Member’s landline

ACES$ ONLINE™ PORTAL
- Edits shifts when necessary
- Submits/edits shifts for EOR for approval
- Rejects shifts if needed

EMPLOYER OF RECORD (EOR)

EVV MOBILE APPLICATION
- Approves shifts in the CellTrak mobile application at the end of the shift

EVV-IVR (EVV using landline telephone)
- Approves shifts during the Attendant’s clock out call or by calling the IVR system directly

ACES$ ONLINE™ PORTAL
- Approves/rejects shifts in the ACES$ Online portal

EVV Roles and Responsibilities