



EVV Roles and Responsibilities

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."

EMPLOYEE

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 Participant'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 the Employee's clock out call or by calling the IVR system directly

ACES\$ ONLINE™ PORTAL

- Approves/rejects shifts in the ACES\$ Online portal