

Important Notes

- SSPs should use the **Time4Care app** for time entry
 - MyAccount is for **viewing earnings only**
 - MyAccount time entry is **not EVV compliant**
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How to Assist Participants/SSPs

1. Select **Enrollment Dashboard**
 2. Filter by **Provider** if needed
 3. Click **Time Entries & Earnings**
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Available Tabs

- **Earnings Summary** – Pay overview
 - **Work History** – Filter by service, dates
 - **Paystubs** – View payment details
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Time Entry Statuses

- Saved → Not submitted
- Submitted → Awaiting approval
- Approved → Ready for payroll
- In Process → Payroll processing
- Good to Pay → Scheduled for payment
- Paid → Completed
- Rejected/Pending/Denied → Requires correction