

Tips for Approving Time as a Participant in the Evvie Portal

Once a shift is Lock Approved, it cannot be edited in the Evvie Portal. That's why it's important to make sure all shifts are correct before approving them. Here are some common things to confirm when you approve Employees' shifts:

Ensure no overlaps beyond 7 minutes.

- The Evvie system is not able to process employee shifts that overlap by more than 7 minutes. If two shifts overlap, the overlapping portion of the shift cannot be processed. Participant Employers should confirm that their Employees' shifts do not overlap by more than 7 minutes.
- Participant Employers must work with their teams to ensure that their Employees are clocking in and out so that their shifts do not overlap by more than 7 minutes.
- We recommend that Participant Employers train their Employees to coordinate the shift change so that one is clocking out before the other clocks in.
- If two employees have overlapping shifts, the shifts should be edited in the Evvie Portal prior to Approval Locking. Please note all Employees' shifts in the Evvie Portal appear chronologically, so teams can easily see if any shifts overlap.

Confirm each service code is correct.

- Participants should review each Employee shift to confirm they clocked in and out using the correct service code for a shift.
- If a shift is incorrect, you can select "Adjust Shift" to make a change.
- If a shift with an incorrect service code is approved, a "Payroll > Corrected Shift" ticket will need to be placed in [Zendesk](#).

Ensure shifts are Approval Locked before the pay period deadline.

- All shifts for a pay period must be Lock Approved before the deadline listed on The Arc's [Payroll Calendar](#).
- Shifts that are Lock Approved late will not be processed on the standard Payroll schedule.

To access FMSE Engine and the Evvie Portal, please use this link:

- <https://thearcCCR-users.annkissamprojects.com>