



# How to Enter Mileage

**Reminders:** Only authorized drivers with CISS are eligible to claim mileage. Must have current driver's license and insurance on file that meets company's requirements and maintain a good driving record. Must also have a Travel Authorization Form on file and approved prior to transporting anyone in care (activity mileage).

<p><b>Clock Out</b></p> <p>Employee Test <b>Not Me?</b></p> <table border="1"><tr><td><b>Time:</b> 4:14:07 PM</td></tr><tr><td><b>Week:</b> 1h</td></tr><tr><td><b>Today:</b> 1h</td></tr><tr><td><b>Shift:</b> 1h</td></tr></table> <p><b>CLOCK OUT</b></p>	<b>Time:</b> 4:14:07 PM	<b>Week:</b> 1h	<b>Today:</b> 1h	<b>Shift:</b> 1h	<p><b>PRIOR</b> to clock out, you will now be prompted with Service Documentation fields to log mileage you have driven.</p>
<b>Time:</b> 4:14:07 PM					
<b>Week:</b> 1h					
<b>Today:</b> 1h					
<b>Shift:</b> 1h					
<p><b>Service Documentation:</b></p> <p><b>900 - Mileage - Round Trip</b> Mileage <input type="text"/></p> <p>Enter all mileage <b>PRIOR</b> to clocking out.</p> <p>Only for authorized drivers providing Respite Care. Enter allowable roundtrip mileage for this shift, and a note to explain if your mileage is different than usual.</p> <p><b>Note:</b></p> <p><input type="text"/></p> <hr/> <p><b>901 - Mileage - Activity</b> Mileage <input type="text"/></p> <p>Only for authorized drivers with Travel Authorization forms on file. Up to 10 miles/day allowed and <b>MUST</b> include note below with location of activity.</p> <p><b>Note:</b></p> <p><input type="text"/></p>	<p>Complete all fields <b>before you clock out</b> if you are <u>eligible</u> to claim mileage.</p>				
	<p>If these prompts do not appear, contact our office to add them.</p>				
	<p>This section is for your <b>Round Trip</b> mileage (to and from your home to the family) *Does not apply for ILS program.</p>				
	<p>Enter notes if your mileage is going to be different than usual (eg. providing care at an approved, alternate location)</p>				
	<p>This section is for your <b>Activity Mileage</b> (i.e. taking someone into the community during care)</p>				
	<p><b>REQUIRED</b> – Enter a note to describe the specific location of the activity (eg. Mission Oaks Park)</p>				

If you work with more than one person per day, you may be eligible to claim Travel Time, paid at minimum wage for the time it would take you to drive between families. This is not done in the EVV system. Please contact the office for the Travel Time form.



# What to do if you Forgot to Enter Mileage

**Reminders:** Only authorized drivers with CISS are eligible to claim mileage. Must have current driver's license and insurance on file that meets company's requirements and maintain a good driving record. Must also have a Travel Authorization Form on file and approved prior to transporting anyone in care (activity mileage).

<div style="border: 1px solid black; padding: 10px;"> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center; margin-bottom: 10px;">ADD ATTENDANCE RECORD</div> <div style="background-color: #e69d00; color: white; padding: 5px; text-align: center; margin-bottom: 10px;">VIEW REQUEST HISTORY</div> <p><b>After Requested Changes:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Job PIN</th> <th style="width: 10%;">ACT</th> <th style="width: 15%;">IN</th> <th style="width: 15%;">OUT</th> <th style="width: 45%;">Total</th> </tr> </thead> <tbody> <tr> <td>S 00001</td> <td>001</td> <td>3:14:54PM</td> <td>H4:15:00PM</td> <td>1h &amp; 1m</td> </tr> </tbody> </table> <div style="background-color: #fff9c4; padding: 10px; margin-top: 10px;"> <p><b>900 - Mileage - Round Trip</b> <span style="float: right;">Mileage <input type="text"/></span></p> <p style="color: red; font-size: small;">Enter all mileage PRIOR to clocking out.</p> <p style="font-size: x-small;">Only for authorized drivers providing Respite Care. Enter allowable roundtrip mileage for this shift, and a note to explain if your mileage is different than usual.</p> <p><b>Note:</b></p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> </div> <hr/> <div style="background-color: #fff9c4; padding: 10px; margin-top: 10px;"> <p><b>901 - Mileage - Activity</b> <span style="float: right;">Mileage <input type="text"/></span></p> <p style="font-size: x-small;">Only for authorized drivers with Travel Authorization forms on file. Up to 10 miles/day allowed and <u>MUST include</u> note below with location of activity.</p> <p><b>Note:</b></p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> </div> <div style="text-align: center; margin-top: 10px;"> <div style="background-color: #008000; color: white; padding: 5px 15px; border-radius: 5px; display: inline-block;">SAVE</div> </div> </div>	Job PIN	ACT	IN	OUT	Total	S 00001	001	3:14:54PM	H4:15:00PM	1h & 1m	<ol style="list-style-type: none"> <li>1. Go to <b>myTimesheet</b></li> <li>2. Click the time underneath the date that needs editing <i>(be careful to select the correct job pin if more than one shift worked in a day)</i></li> <li>3. Click on the <b>S</b> icon</li> <li>4. Enter your mileage and all required notes</li> <li>5. Click <div style="background-color: #008000; color: white; padding: 2px 10px; border-radius: 5px; display: inline-block;">SAVE</div></li> </ol> <p style="margin-top: 20px;">Note – all mileage must be correctly edited by 12noon on the Monday following the end of the pay period.</p>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 20px;"> <div style="background-color: #d9e1f2; padding: 2px; text-align: center; font-size: x-small;">Thu 15th</div> <div style="border: 2px solid red; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 5px auto;"> <span style="font-size: x-small; color: red;">42m S</span> </div> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #d9e1f2; padding: 2px; text-align: center; font-size: x-small;">Job PIN</div> <div style="border: 2px solid red; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 5px auto;"> <span style="font-size: x-small; color: red;">S 00002</span> </div> </div>
Job PIN	ACT	IN	OUT	Total								
S 00001	001	3:14:54PM	H4:15:00PM	1h & 1m								