



Online Time Entry Guide

A guide for Participants and Caregivers using
online time entry through the GT Portal



GT Independence
215 Broadus Sturgis, MI 49091
877.659.4500 www.gtindependence.com

Your life. Your choice.

Welcome to Online Time Entry through the GT Independence Portal!

In our effort to better serve you, we have enhanced the GT Independence Web Portal to provide an additional way for caregivers and participants to easily submit timesheets.

This packet is a how to guide for using Online Time Entry through the GT Portal.

Thank you for choosing GT Independence.

Sincerely,

Adam Kujacznski
Marketing Manager
GT Independence



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PLEASE NOTE: The Online Time Entry System requires that both the caregiver AND participant have an active account on the GT Portal. If both parties do not have an account you will be unable to submit your online time entry to GT for payment.



Accessing the Portal

Account Registration:

1. Visit portal.gtindependence.com using a web browser such as Google Chrome or Safari.
2. Click Register a New Account.
3. Enter your user information into the respective fields. *Your Account ID can be found in the top portion of your monthly statement.*
4. Create a username and password that you will remember.
5. After registering, you will receive an email from GT Independence with the subject line "GT Independence Portal Account Verification."
6. Click the Verify Email Address link provided in the email to verify your account and be taken to the portal.

Account Registration View

Register

Account Type
Participant ▾

Account ID*

Date of Birth*
MM/DD/YYYY

SSN (Last 4 digits)*

Username*

Email*

Password*

Confirm Password*

Register [Cancel](#)

Logging In:

1. Visit portal.gtindependence.com using a web browser such as Google Chrome or Safari.
2. Enter the Username and Password chosen during registration.
3. Check the box agreeing to the Portal Terms and Conditions of use.
4. Click Login.

Forgot Username or Password:

1. Click Forgot Username or Password?
2. Fill in correct field for forgotten information.
3. After pressing Recover, you will receive an email from GT Independence containing your username or instructions to reset your password.
4. Click the link provided in the email to login or to reset your password and login.

Forgot Username or Password View

Recover Account

Forgot Password?

Enter in your account username to be emailed password recovery instructions.

Username

Forgot Username?

Enter in your account email address to be emailed username information.

Email



Account Dashboard

Once you have logged in you will be taken to the welcome screen showing your account dashboard. From this page you can navigate throughout the portal. Click the “timesheets” tab in the left hand navigation to enter the time entry system.

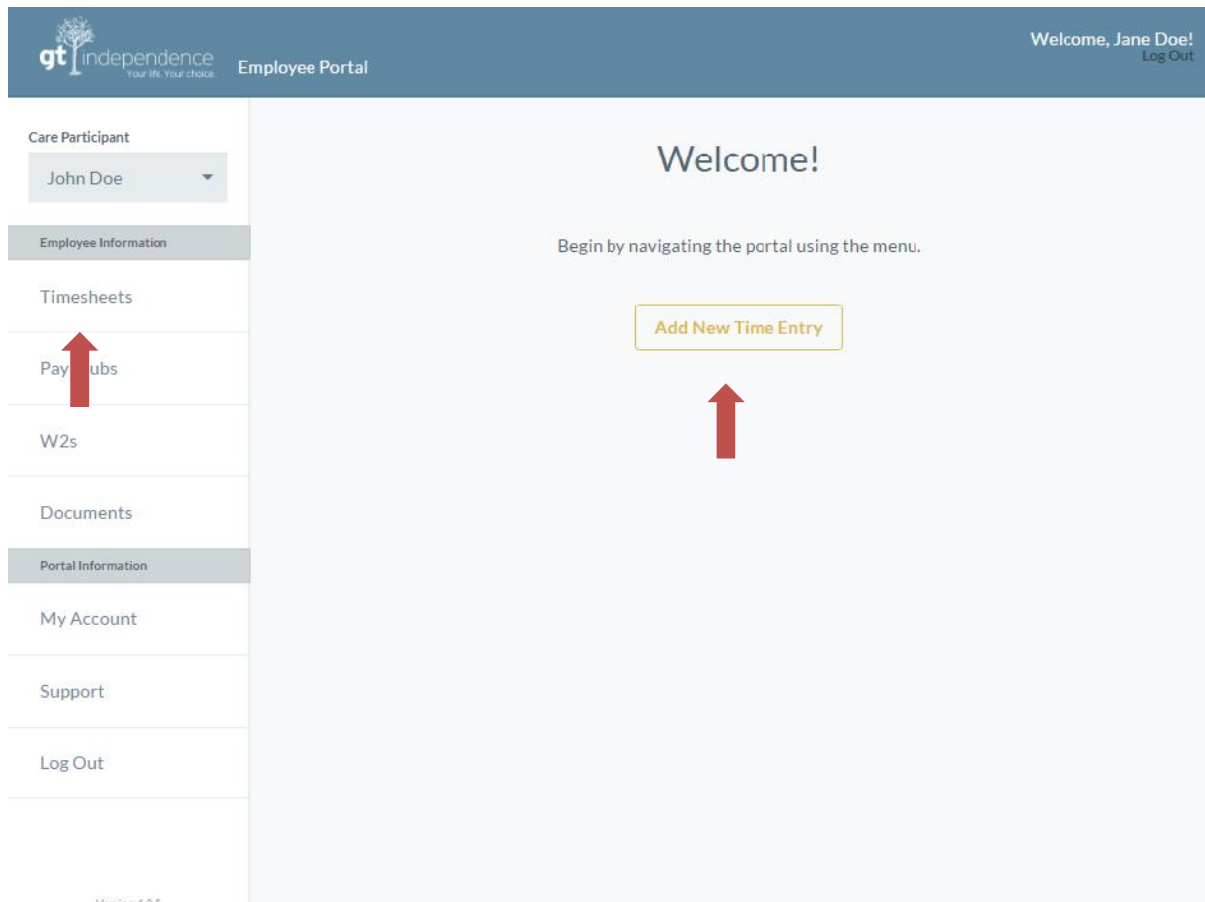
(Caregivers – You may click the yellow “Add New Time Entry” button to jump to the time entry page for the current pay period)

The screenshot displays the Employee Portal interface. At the top left is the GT Independence logo and the text 'Employee Portal'. At the top right, it says 'Welcome, Jane Doe!' with a 'Log Out' link. The left navigation menu includes: Care Participant (John Doe), Employee Information (highlighted), Timesheets, Pay Stubs, W2s, Documents, Portal Information (highlighted), My Account, Support, and Log Out. The main content area features a 'Welcome!' message, a prompt to 'Begin by navigating the portal using the menu.', and a prominent yellow 'Add New Time Entry' button.

Creating And Submitting A Timesheet.

Accessing Your Timesheet

From your account dashboard you can access your timesheet by clicking the yellow “Add New Time Entry” button in the middle of the screen or by selecting the timesheet button from the left hand navigation.



Choosing a Pay Period

The GT Online portal allows you to submit hours worked for the current pay period and up to three previous pay periods. Choose the pay period that you would like to enter time for from the dropdown in the upper right corner.



Your life. Your choice.

gt independence Employee Portal Welcome, Jane Doe! [Log Out](#)

Care Participant: John Doe

Timesheet

Choose Pay Period: Apr 16, 2016 - Apr 30, 2016 Go

May 1, 2016 - May 15, 2016
Apr 16, 2016 - Apr 30, 2016
Apr 1, 2016 - Apr 15, 2016
Mar 16, 2016 - Mar 31, 2016

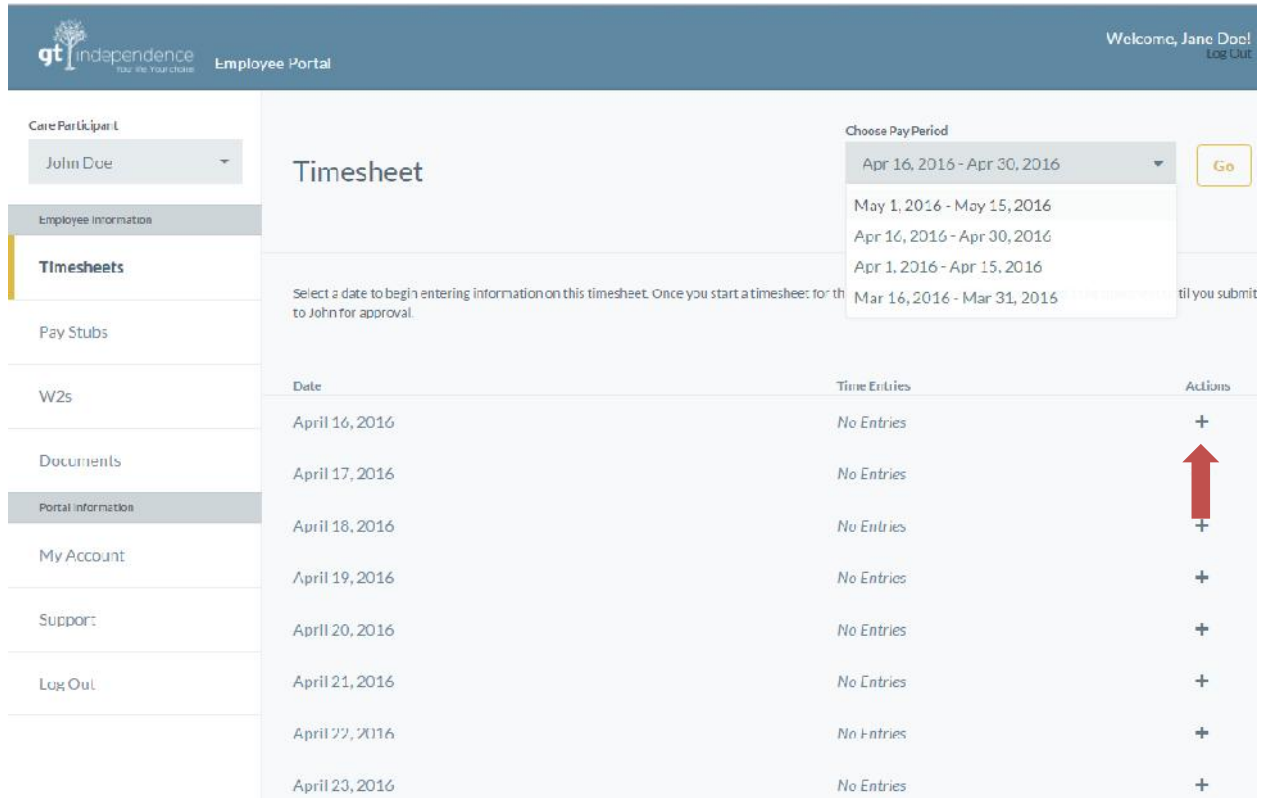
Select a date to begin entering information on this timesheet. Once you start a timesheet, for the selected date, you will be able to enter information until you submit to John for approval.

Date	Time Entries	Actions
April 16, 2016	No Entries	+
April 17, 2016	No Entries	+
April 18, 2016	No Entries	+
April 19, 2016	No Entries	+
April 20, 2016	No Entries	+
April 21, 2016	No Entries	+
April 22, 2016	No Entries	+
April 23, 2016	No Entries	+

Note: A red arrow points to the 'Apr 16, 2016 - Apr 30, 2016' option in the dropdown menu.

Timesheet Pay Period View

You can now view all of the days available for time entry in the pay period that you selected. To start creating an entry for hours worked simply click on the “+” to the right of the day that you worked.



gt independence Employee Portal Welcome, Jane Doe! Log Out

Care Participant: John Doe

Employee Information

Timesheets

Pay Stubs

W2s

Documents

Portal Information

My Account

Support

Log Out

Timesheet

Select a date to begin entering information on this timesheet. Once you start a timesheet, for the selected date, you will be able to enter time entries for that date. You will need to submit the timesheet to John for approval.

Choose Pay Period: Apr 16, 2016 - Apr 30, 2016 Go

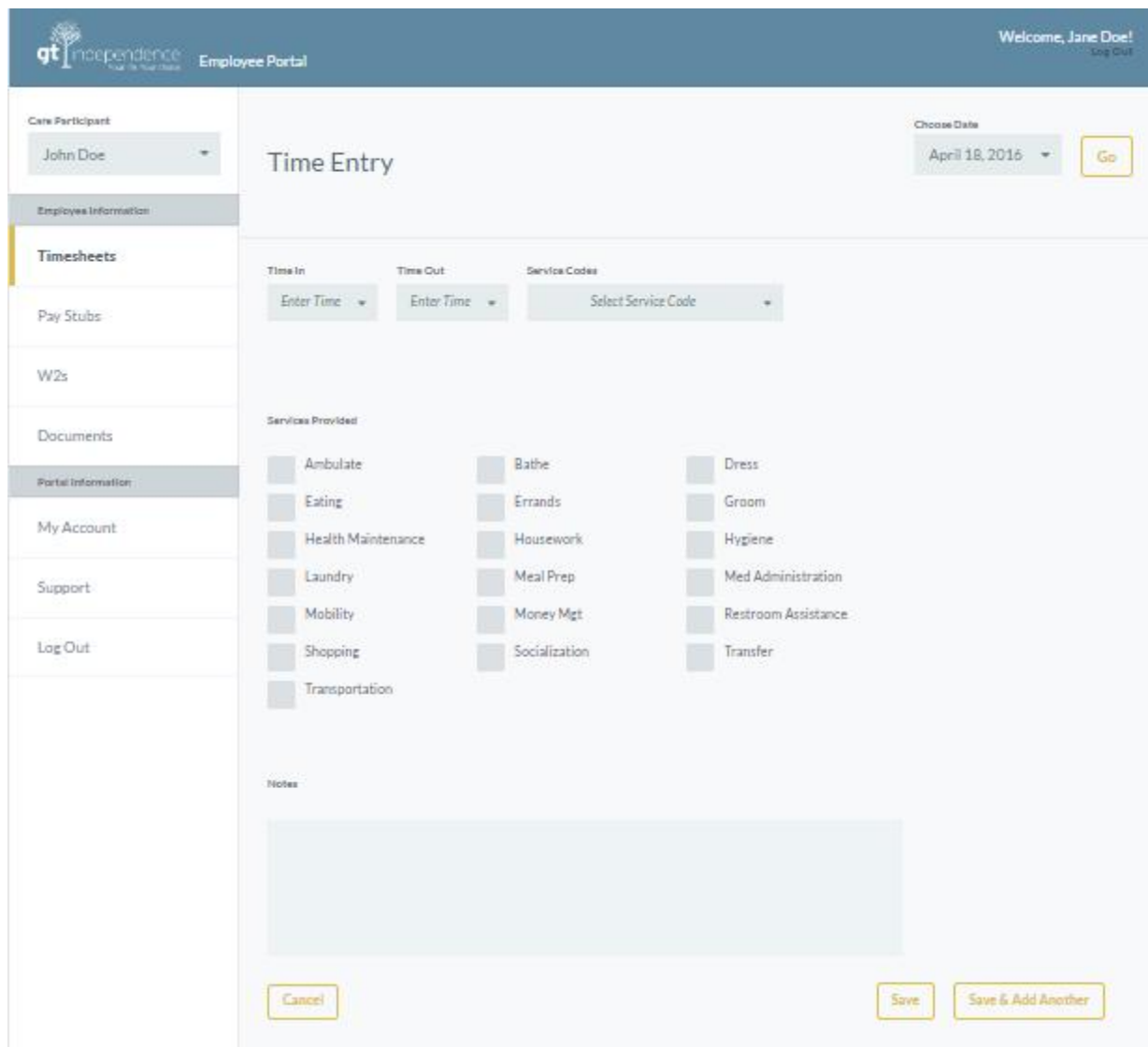
- May 1, 2016 - May 15, 2016
- Apr 16, 2016 - Apr 30, 2016
- Apr 1, 2016 - Apr 15, 2016
- Mar 16, 2016 - Mar 31, 2016

Date	Time Entries	Actions
April 16, 2016	No Entries	+
April 17, 2016	No Entries	+
April 18, 2016	No Entries	+
April 19, 2016	No Entries	+
April 20, 2016	No Entries	+
April 21, 2016	No Entries	+
April 22, 2016	No Entries	+
April 23, 2016	No Entries	+

Timesheet Day View

Follow the steps below to create a time entry for the day selected.

1. Choose the “Time In”, “Time Out” for the hour when services were provided.
2. Select the appropriate “Service Code” from the dropdown.
3. Check the boxes indicating which services were performed.
4. Enter any notes required for documentation.
5. Click “Save” to save the time entry on the timesheet or click “save and add another” to save the entry and begin entering more time worked on that day.



The screenshot shows the 'Time Entry' form in the Employee Portal. The interface includes a sidebar with navigation options: Care Participant (John Doe), Employees Information, Timesheets (selected), Pay Stubs, W2s, Documents, Portal Information, My Account, Support, and Log Out. The main content area is titled 'Time Entry' and features a 'Choose Date' dropdown set to 'April 18, 2016' with a 'Go' button. Below this are input fields for 'Time In', 'Time Out', and a 'Service Codes' dropdown. A 'Services Provided' section contains a grid of checkboxes for various services: Ambulate, Bathing, Dress, Eating, Errands, Groom, Health Maintenance, Housework, Hygiene, Laundry, Meal Prep, Med Administration, Mobility, Money Mgt, Restroom Assistance, Shopping, Socialization, and Transfer, and Transportation. A 'Notes' section with a text area is located below the services. At the bottom, there are three buttons: 'Cancel', 'Save', and 'Save & Add Another'. The top right of the page displays 'Welcome, Jane Doe!' and a 'Log Out' link.

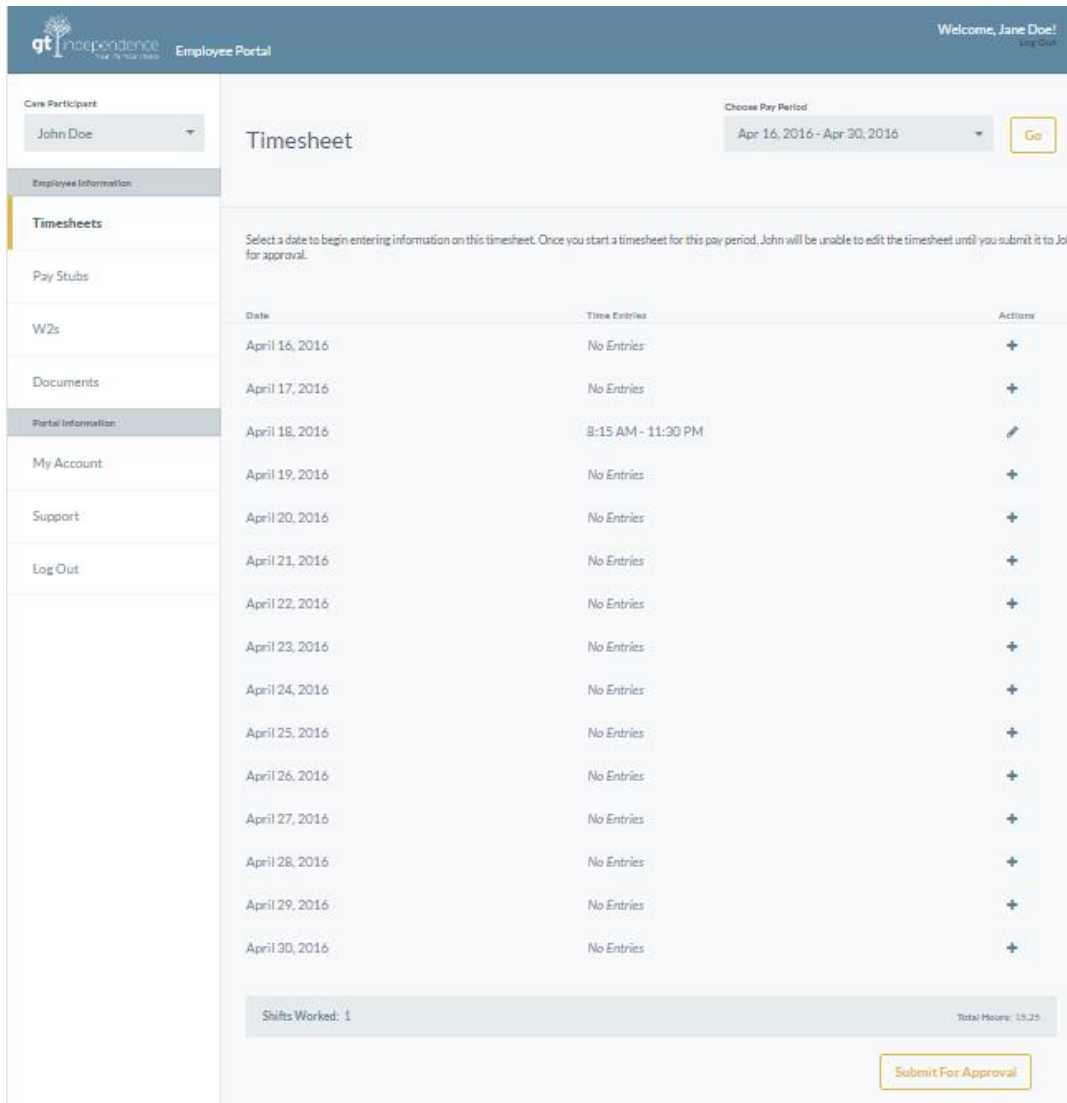
Adding Time Entries

Continue adding time entries by repeating the steps listed above.

Submitting for Review

Once you have entered all time entries for days worked in the pay period you can submit the timesheet for approval. To submit the timesheet simply click the yellow “Submit for Approval” button in the bottom right corner. PLEASE NOTE: ONCE A TIMESHEET HAS BEEN SUBMITTED YOU WILL NO LONGER BE ABLE TO EDIT IT.

Once submitted the timesheet will be sent to the other party for review and approval.



Welcome, Jane Doe!

Care Participant: John Doe

Choose Pay Period: Apr 16, 2016 - Apr 30, 2016

Timesheet

Select a date to begin entering information on this timesheet. Once you start a timesheet for this pay period, John will be unable to edit the timesheet until you submit it to John for approval.

Date	Time Entries	Actions
April 16, 2016	No Entries	+
April 17, 2016	No Entries	+
April 18, 2016	8:15 AM - 11:30 PM	
April 19, 2016	No Entries	+
April 20, 2016	No Entries	+
April 21, 2016	No Entries	+
April 22, 2016	No Entries	+
April 23, 2016	No Entries	+
April 24, 2016	No Entries	+
April 25, 2016	No Entries	+
April 26, 2016	No Entries	+
April 27, 2016	No Entries	+
April 28, 2016	No Entries	+
April 29, 2016	No Entries	+
April 30, 2016	No Entries	+

Shifts Worked: 1

Total Hours: 15.25

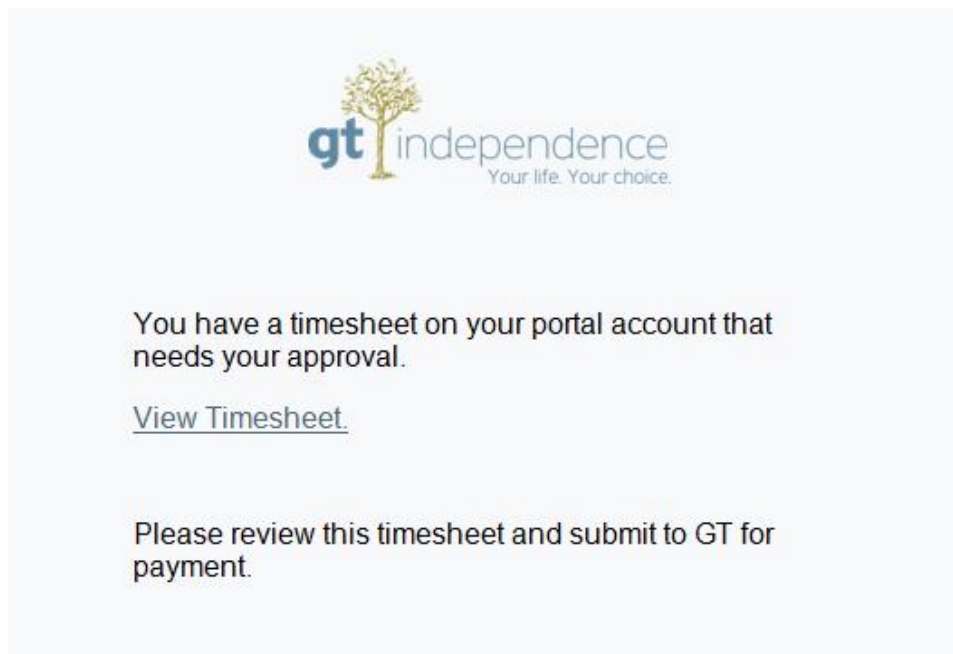
Submit For Approval



Reviewing A Timesheet

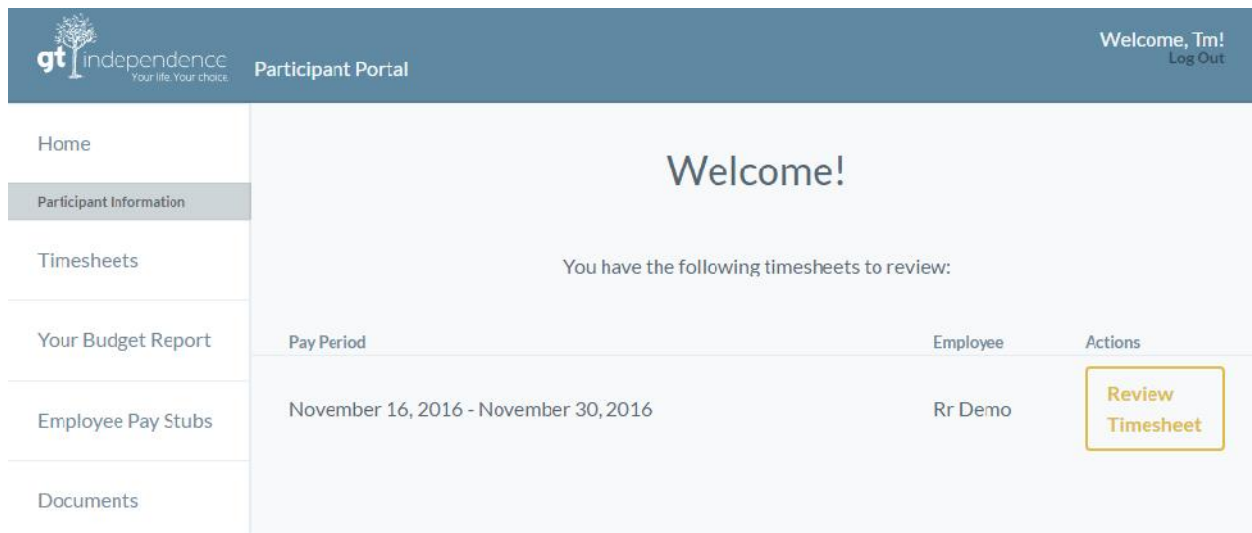
Review Email

Once a timesheet has been submitted for your review you will receive an email notification that you have a timesheet waiting for your review. Clicking the link in that email will take you to the portal login page and then directly to the timesheet awaiting approval.



Dashboard Notification

Once a timesheet has been submitted for your review a notification will display on your portal dashboard alerting you that there is a timesheet waiting for your review.



Pay Period	Employee	Actions
November 16, 2016 - November 30, 2016	Rr Demo	Review Timesheet

Reviewing Timesheet

Carefully review the timesheet for errors just as you would a paper timesheet. You can click on the “Pencil” icon on the right side of any shift to view details about that shift.

gt independence Participant Portal
Welcome, John Doe! [Log Out](#)

Participant Information

Timesheets

Your Budget Report

Employee Pay Stubs

Documents

Find a Caregiver

Portal Information

My Account

Support

Log Out

Review Timesheet

Employee: Doe, Jane

Choose Pay Period: Apr 16, 2016 - Apr 30, 2016

[Go](#)

Jane submitted a timesheet for your review. Please review this timesheet and make changes if needed or approve this timesheet for payment.

Date	Time Entries	Actions
April 16, 2016	No Entries	+
April 17, 2016	No Entries	+
April 18, 2016	8:15 AM - 11:30 PM	✎
April 19, 2016	No Entries	+
April 20, 2016	No Entries	+
April 21, 2016	No Entries	+
April 22, 2016	No Entries	+
April 23, 2016	No Entries	+
April 24, 2016	No Entries	+
April 25, 2016	No Entries	+
April 26, 2016	No Entries	+
April 27, 2016	No Entries	+
April 28, 2016	No Entries	+
April 29, 2016	No Entries	+
April 30, 2016	No Entries	+

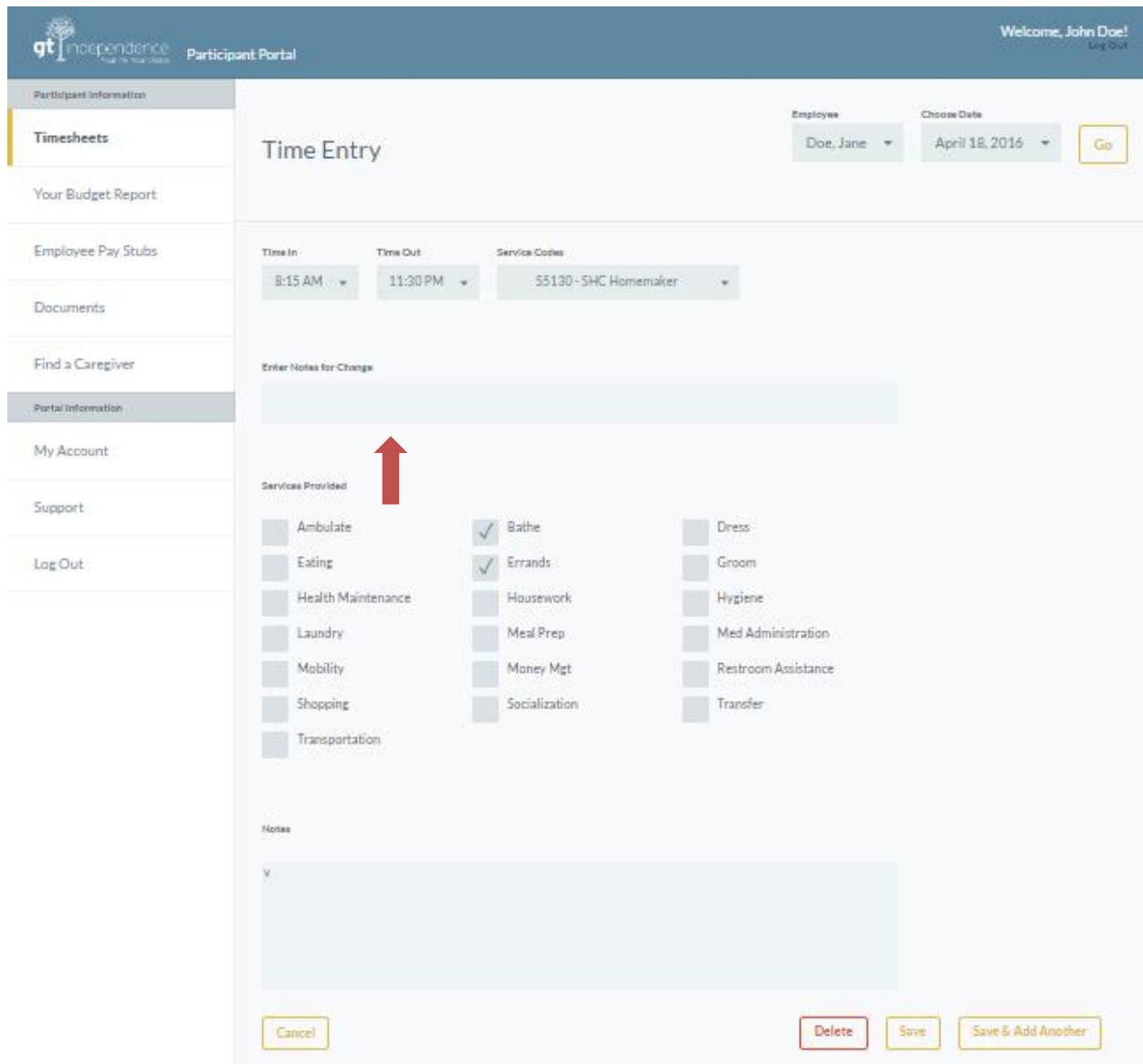
Shifts Worked: 1
Total Hours: 15.25

I certify that the hours shown on this timesheet for are correct and the work performed was satisfactory.

[Approve](#)

Making Changes (optional)

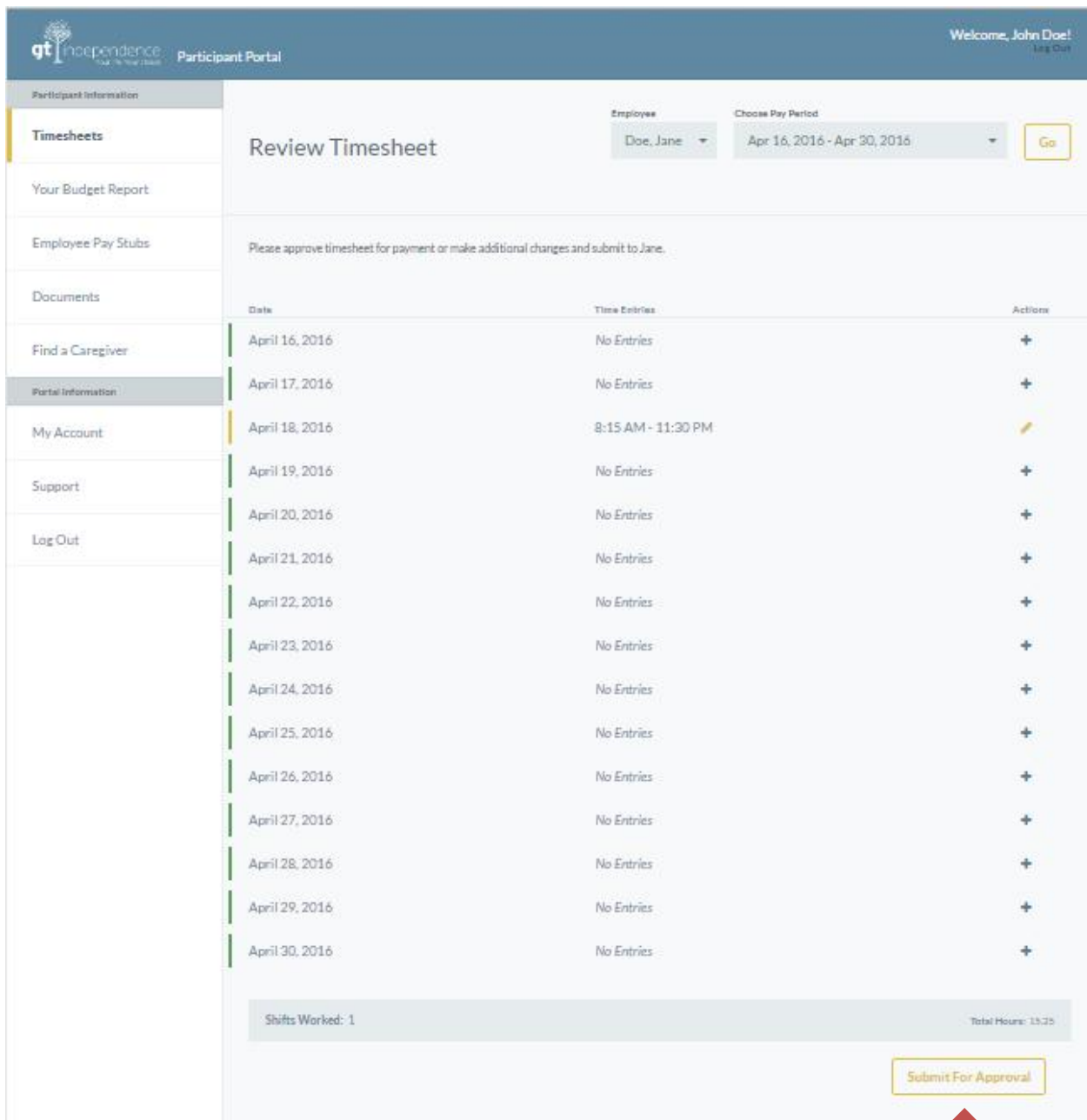
To add or edit a time entry simply click on the “+” icon or Pencil icon on the right side of the timesheet. Once the time entry is open you are able to make changes to the shift including “time in”, “time out”, “service code”, and “service provided”. If you make changes you will be required to enter notes describing your changes for the other party.



The screenshot shows the 'Time Entry' form in the Participant Portal. The form includes a sidebar with navigation options like 'Timesheets', 'Your Budget Report', and 'Employee Pay Stubs'. The main content area has a header with 'Participant Portal' and 'Welcome, John Doe!'. Below the header, there are dropdown menus for 'Employee' (Doe, Jane) and 'Choose Date' (April 18, 2016), with a 'Go' button. The form fields include 'Time In' (8:15 AM), 'Time Out' (11:30 PM), and 'Service Codes' (S5190 - SHC Homemaker). A red arrow points to the 'Services Provided' section, which contains a grid of checkboxes for various services: Ambulate, Eating, Health Maintenance, Laundry, Mobility, Shopping, Transportation, Bathe, Errands, Housework, Meal Prep, Money Mgt, Socialization, Dress, Groom, Hygiene, Med Administration, Restroom Assistance, and Transfer. Below the services is a 'Notes' section with a text area. At the bottom, there are buttons for 'Cancel', 'Delete', 'Save', and 'Save & Add Another'.

Submitting Changes for Review

If you made changes to the timesheet you will be required to submit the timesheet back to the other party for their review and approval. You can submit the timesheet for review by clicking the “Submit for Approval” button in the bottom right corner.



The screenshot displays the 'Review Timesheet' interface. At the top, it says 'Participant Portal' and 'Welcome, John Doe!'. Below the header, there are navigation links: 'Participant Information', 'Timesheets', 'Your Budget Report', 'Employee Pay Stubs', 'Documents', 'Find a Caregiver', 'Portal Information', 'My Account', 'Support', and 'Log Out'. The main content area is titled 'Review Timesheet' and includes a dropdown for 'Employee' (Doe, Jane) and a dropdown for 'Choose Pay Period' (Apr 16, 2016 - Apr 30, 2016), with a 'Go' button. A message reads: 'Please approve timesheet for payment or make additional changes and submit to Jane.' Below this is a table with columns 'Date', 'Time Entries', and 'Actions'. The table lists dates from April 16 to April 30, 2016. The entry for April 18, 2016, shows '8:15 AM - 11:30 PM' and a pencil icon. All other dates show 'No Entries' and a plus sign. At the bottom, a summary bar shows 'Shifts Worked: 1' and 'Total Hours: 15.25'. A yellow 'Submit For Approval' button is located in the bottom right corner, with a red arrow pointing to it.

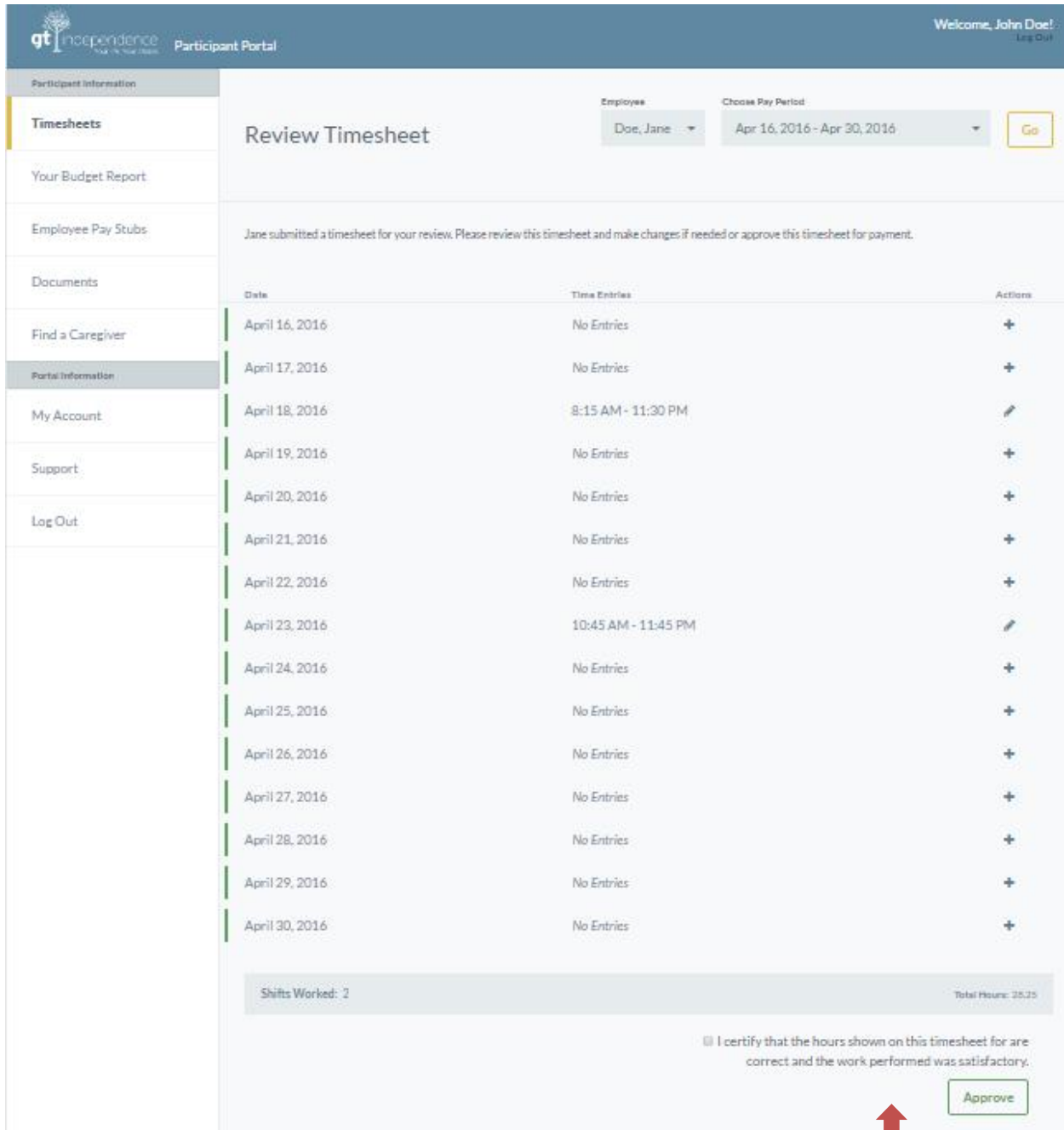
Date	Time Entries	Actions
April 16, 2016	No Entries	+
April 17, 2016	No Entries	+
April 18, 2016	8:15 AM - 11:30 PM	✎
April 19, 2016	No Entries	+
April 20, 2016	No Entries	+
April 21, 2016	No Entries	+
April 22, 2016	No Entries	+
April 23, 2016	No Entries	+
April 24, 2016	No Entries	+
April 25, 2016	No Entries	+
April 26, 2016	No Entries	+
April 27, 2016	No Entries	+
April 28, 2016	No Entries	+
April 29, 2016	No Entries	+
April 30, 2016	No Entries	+

Shifts Worked: 1 Total Hours: 15.25

Submit For Approval

Approval and Submission to GT for Payment

If you approve the timesheet without requiring any changes you can submit the timesheet to GT Independence for payment. To do this simply click the checkbox in the bottom right corner certifying that the timesheet is correct and then click the “Approve” button.



Participant Information

Participant Portal

Welcome, John Doe! [Log Out](#)

Participant Information

Timesheets

Your Budget Report

Employee Pay Stubs

Documents

Find a Caregiver

Portal Information

My Account

Support

Log Out

Employee: Doe, Jane

Choose Pay Period: Apr 16, 2016 - Apr 30, 2016

Go

Review Timesheet

Jane submitted a timesheet for your review. Please review this timesheet and make changes if needed or approve this timesheet for payment.

Date	Time Entries	Actions
April 16, 2016	No Entries	+
April 17, 2016	No Entries	+
April 18, 2016	8:15 AM - 11:30 PM	✎
April 19, 2016	No Entries	+
April 20, 2016	No Entries	+
April 21, 2016	No Entries	+
April 22, 2016	No Entries	+
April 23, 2016	10:45 AM - 11:45 PM	✎
April 24, 2016	No Entries	+
April 25, 2016	No Entries	+
April 26, 2016	No Entries	+
April 27, 2016	No Entries	+
April 28, 2016	No Entries	+
April 29, 2016	No Entries	+
April 30, 2016	No Entries	+

Shifts Worked: 2

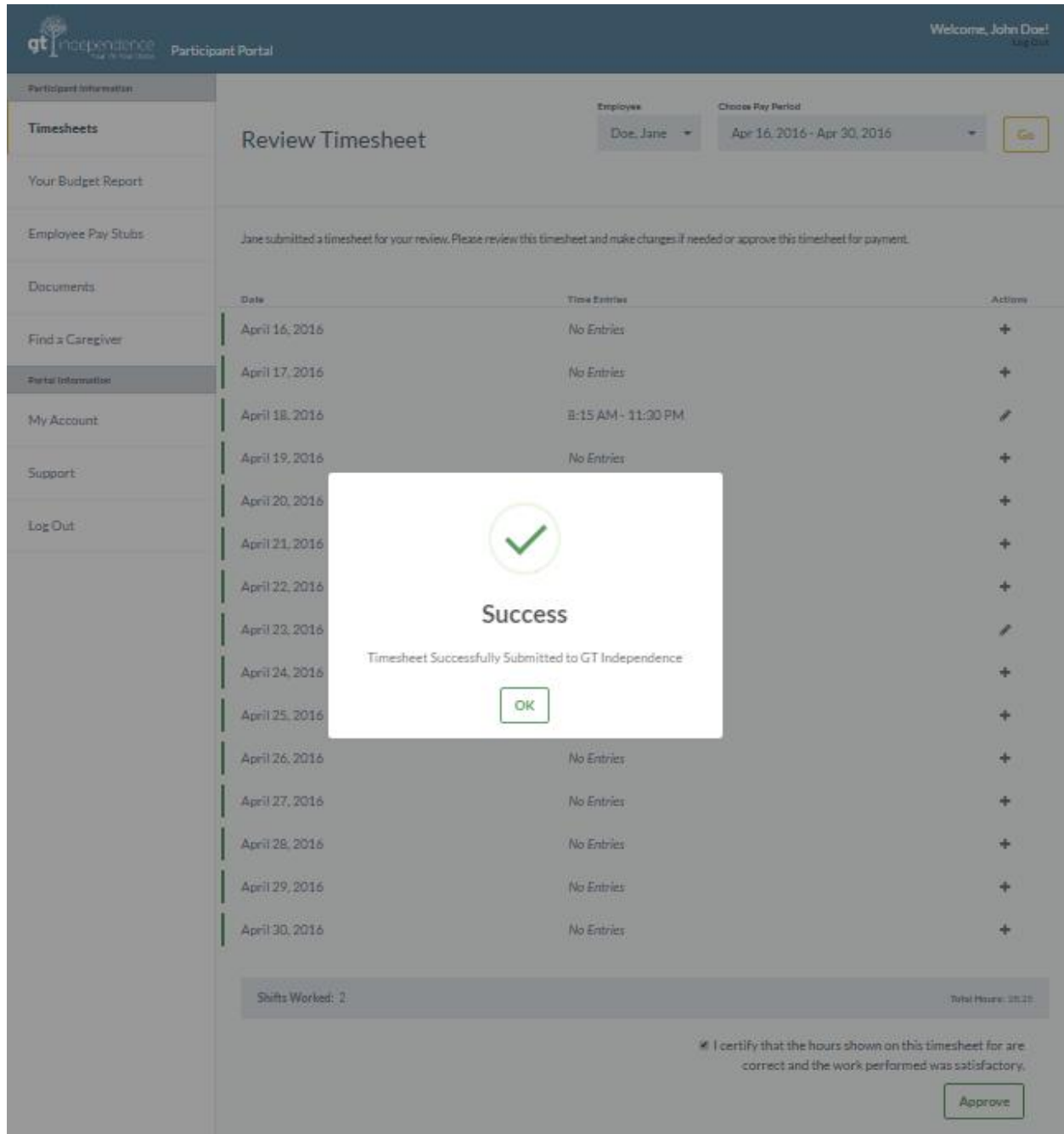
Total Hours: 25.25

I certify that the hours shown on this timesheet for are correct and the work performed was satisfactory.

Approve

Success Message

Your timesheet has successfully been submitted to GT Independence for payment.



The screenshot shows the 'Review Timesheet' page in the Participant Portal. A modal window displays a green checkmark and the text 'Success Timesheet Successfully Submitted to GT Independence' with an 'OK' button. The background shows a table of time entries for the period of April 16, 2016, to April 30, 2016. The table has columns for Date, Time Entries, and Actions. The total hours worked is 2, and the total hours are 20:20. A certification statement is visible at the bottom right.

Date	Time Entries	Actions
April 16, 2016	No Entries	+
April 17, 2016	No Entries	+
April 18, 2016	8:15 AM - 11:30 PM	✎
April 19, 2016	No Entries	+
April 20, 2016		+
April 21, 2016		+
April 22, 2016		+
April 23, 2016		✎
April 24, 2016		+
April 25, 2016		+
April 26, 2016	No Entries	+
April 27, 2016	No Entries	+
April 28, 2016	No Entries	+
April 29, 2016	No Entries	+
April 30, 2016	No Entries	+

Shifts Worked: 2 Total Hours: 20:20

I certify that the hours shown on this timesheet for are correct and the work performed was satisfactory.



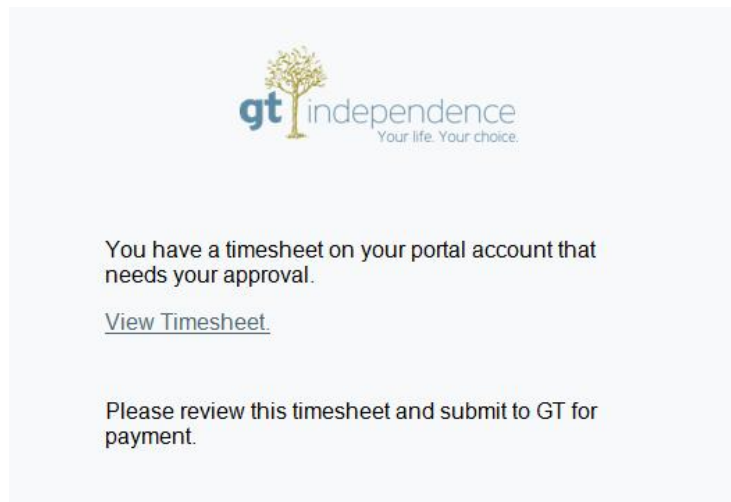
Error Message

If you receive this message please confirm that all fields have been checked and resubmit the timesheet.

Reviewing Edits from the Other Party

Review Email

Once a timesheet has been submitted for your review you will receive an email notification that you have a timesheet waiting for your review. Clicking the link in that email will take you to the portal login page and then directly to the timesheet awaiting approval.



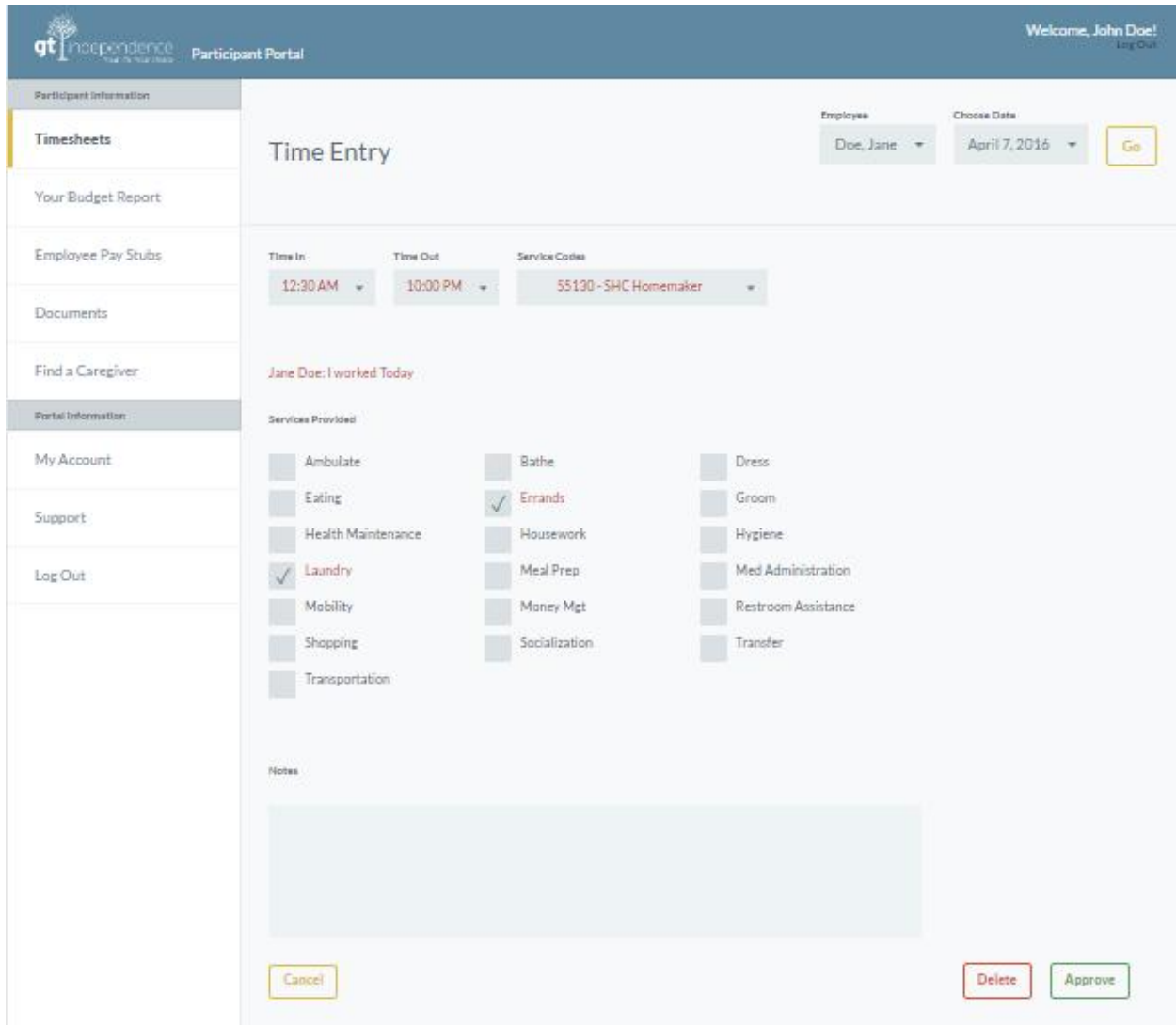
Dashboard Notification

Once a timesheet has been submitted for your review a notification will display on your portal dashboard alerting you that there is a timesheet waiting for your review.

Pay Period	Employee	Actions
November 16, 2016 - November 30, 2016	Rr Demo	Review Timesheet

Reviewing Edits

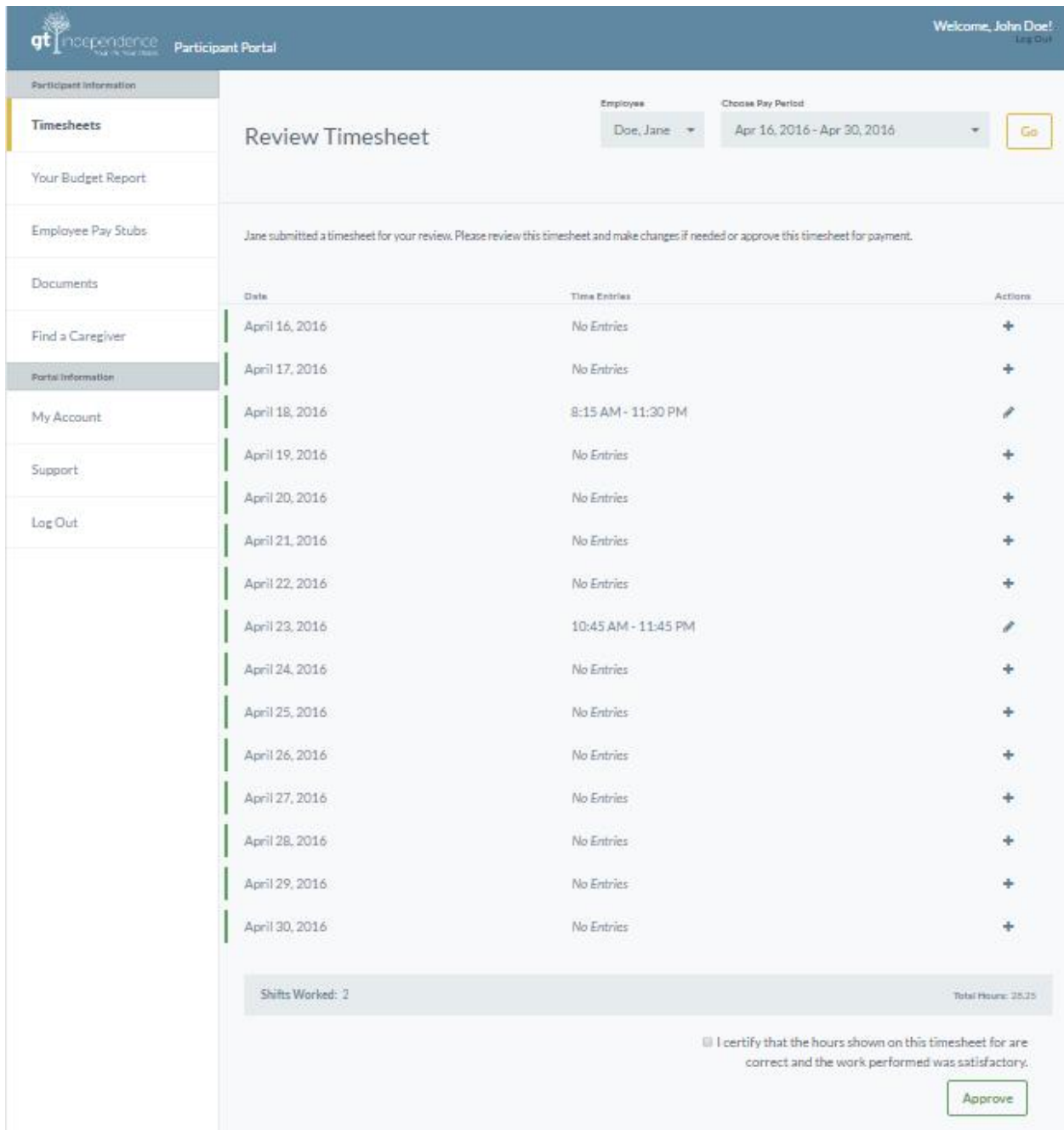
All edits made by the other party to your timesheet display a red bar for easy identification. Click on the red “pencil” icon to view the details and notes regarding the change. You can accept the change by clicking the approve button in the bottom right of the page or you can make additional changes and resubmit for approval.



The screenshot shows the 'Participant Portal' interface. On the left is a navigation menu with options like 'Timesheets', 'Your Budget Report', and 'Employee Pay Stubs'. The main content area is titled 'Time Entry' and includes a header with 'Employee: Doe, Jane' and 'Choose Date: April 7, 2016'. Below this, there are dropdown menus for 'Time In' (12:30 AM), 'Time Out' (10:00 PM), and 'Service Codes' (55130 - SHC Homemaker). A red bar highlights the 'Service Codes' dropdown. Underneath, it says 'Jane Doe: I worked Today' and lists 'Services Provided' with checkboxes for various tasks. 'Laundry' and 'Errands' are checked, with 'Errands' highlighted in red. At the bottom, there is a 'Notes' text area and buttons for 'Cancel', 'Delete', and 'Approve'.

Approval and Submission to GT for Payment

If you approve the timesheet / changes you can submit the timesheet to GT Independence for payment. To do this simply click the checkbox in the bottom right corner certifying that the timesheet is correct and then click the “Approve” button.



Participant Portal | Welcome, John Doe! (Log Out)

Participant Information

- Timesheets**
- Your Budget Report
- Employee Pay Stubs
- Documents
- Find a Caregiver
- Portal Information
- My Account
- Support
- Log Out

Review Timesheet

Employee: Doe, Jane | Choose Pay Period: Apr 16, 2016 - Apr 30, 2016 | **Go**

Jane submitted a timesheet for your review. Please review this timesheet and make changes if needed or approve this timesheet for payment.

Date	Time Entries	Actions
April 16, 2016	No Entries	+
April 17, 2016	No Entries	+
April 18, 2016	8:15 AM - 11:30 PM	✎
April 19, 2016	No Entries	+
April 20, 2016	No Entries	+
April 21, 2016	No Entries	+
April 22, 2016	No Entries	+
April 23, 2016	10:45 AM - 11:45 PM	✎
April 24, 2016	No Entries	+
April 25, 2016	No Entries	+
April 26, 2016	No Entries	+
April 27, 2016	No Entries	+
April 28, 2016	No Entries	+
April 29, 2016	No Entries	+
April 30, 2016	No Entries	+

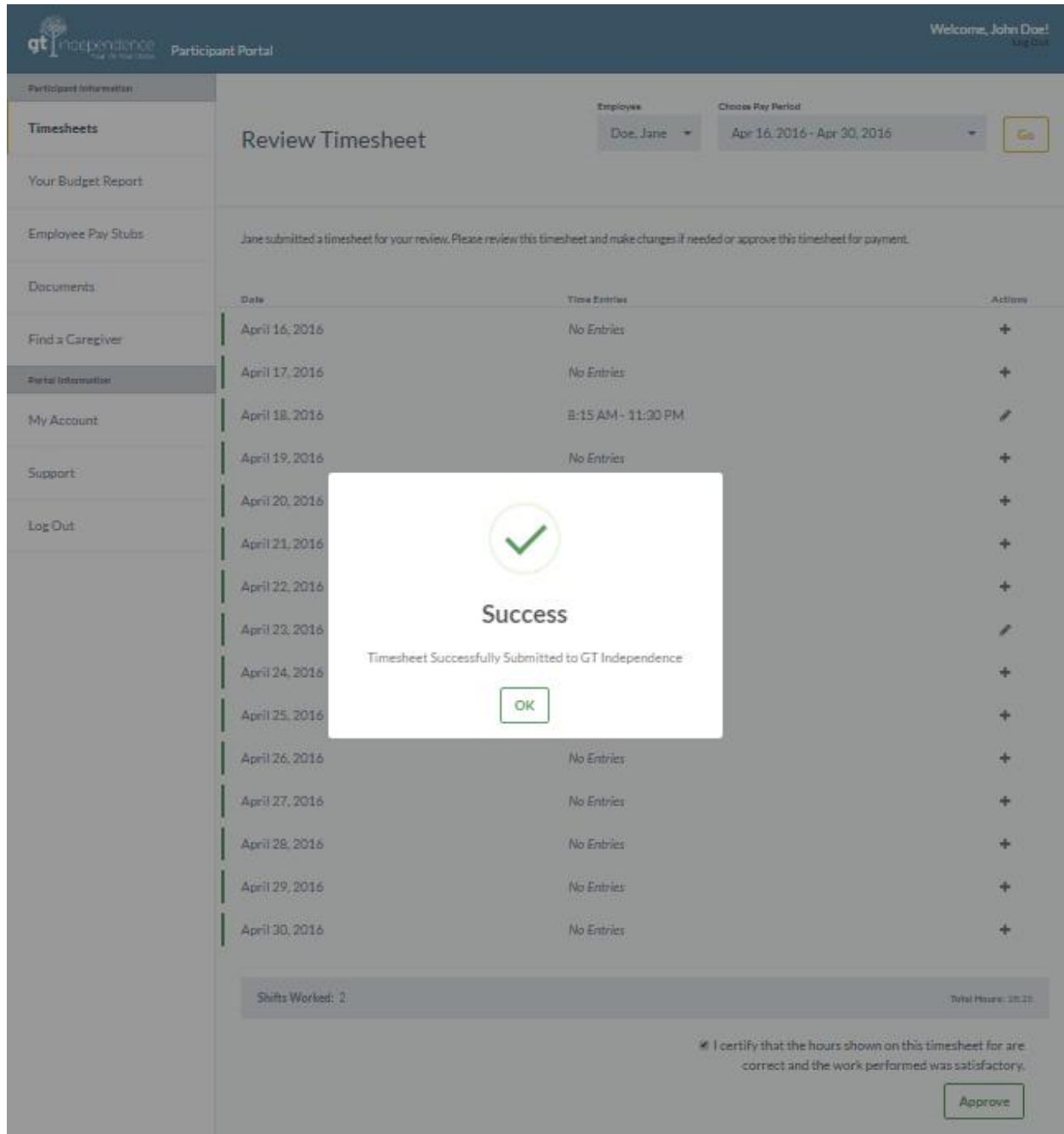
Shifts Worked: 2 | Total Hours: 25:25

I certify that the hours shown on this timesheet for are correct and the work performed was satisfactory.

Approve

Success Message

Your timesheet has successfully been submitted to GT Independence for payment.



The screenshot shows the 'Review Timesheet' page in the Participant Portal. The page header includes the GT Independence logo, 'Participant Portal', and a welcome message for 'John Doe'. The main content area is titled 'Review Timesheet' and includes a dropdown menu for 'Employee' (set to 'Doe, Jane') and a date range selector for 'Choose Pay Period' (set to 'Apr 16, 2016 - Apr 30, 2016'). A message states: 'Jane submitted a timesheet for your review. Please review this timesheet and make changes if needed or approve this timesheet for payment.'

Date	Time Entries	Actions
April 16, 2016	No Entries	+
April 17, 2016	No Entries	+
April 18, 2016	8:15 AM - 11:30 PM	✎
April 19, 2016	No Entries	+
April 20, 2016		+
April 21, 2016		+
April 22, 2016		+
April 23, 2016		✎
April 24, 2016		+
April 25, 2016		+
April 26, 2016	No Entries	+
April 27, 2016	No Entries	+
April 28, 2016	No Entries	+
April 29, 2016	No Entries	+
April 30, 2016	No Entries	+

At the bottom of the page, it shows 'Shifts Worked: 2' and 'Total Hours: 10.25'. A success message overlay is present, stating 'Success' and 'Timesheet Successfully Submitted to GT Independence', with an 'OK' button. At the bottom right, there is a checkbox for 'I certify that the hours shown on this timesheet for are correct and the work performed was satisfactory.' and an 'Approve' button.



GT Independence
215 Broadus Sturgis, MI 49091
877.659.4500 www.gtindependence.com

Your life. Your choice.

Error Message

If you receive this message please confirm that all fields have been checked and resubmit the timesheet.

Logging Out

In order to log out, simply press the Log Out button in the upper right corner of the screen under your display name.