

Please review this document carefully. In order to ensure you are paid on time, **ALL** Hours can be entered in the Participant Site beginning Wednesday of each week but must be completed by **Saturday at 2 pm**. Not following the instructions below, will result in late payments.

Note: Hours entered after the deadline will be processed in the next payroll period.

Step 1: Log into the [Participant Site](https://participant.yepsonline.org/) - <https://participant.yepsonline.org/> and click on the “Timesheet” tab.



Enter the hours according to the time you start and end your day. *(Include your Lunch Out and Lunch In times)*
Total Hours will calculate automatically.

Step 2:

Day	Date	Time In	Lunch Out	Lunch In	Time Out	Hours Worked
Sunday	7/4/2021	<input type="text"/> AM	<input type="text"/> AM	<input type="text"/> PM	<input type="text"/> PM	0.00
Monday	7/5/2021	<input type="text"/> AM	<input type="text"/> AM	<input type="text"/> PM	<input type="text"/> PM	0.00
Tuesday	7/6/2021	<input type="text"/> AM	<input type="text"/> AM	<input type="text"/> PM	<input type="text"/> PM	0.00
Wednesday	7/7/2021	<input type="text"/> AM	<input type="text"/> AM	<input type="text"/> PM	<input type="text"/> PM	0.00
Thursday	7/8/2021	<input type="text"/> AM	<input type="text"/> AM	<input type="text"/> PM	<input type="text"/> PM	0.00
Friday	7/9/2021	<input type="text"/> AM	<input type="text"/> AM	<input type="text"/> PM	<input type="text"/> PM	0.00
Saturday	7/10/2021	<input type="text"/> AM	<input type="text"/> AM	<input type="text"/> PM	<input type="text"/> PM	0.00
Total Hours: 0.00						



Step 3: Click “Save”.



Step 4: When you return to the Timesheet Home screen you will see the total weekly hours entered for the week.



For additional information for the Time Keeping and Hours entry process, please feel free to view the process by clicking [Here](#).

Please be advised Timesheet Hours must reflect the actual daily work hours and verified by the worksite supervisor. Supervisors will log into to view your weekly hours entered and Approve for your Provider’s final Committal. If your supervisor does not approve our hours, your timesheet will be returned to you for correction.