

Web Entry website: <https://loriknapp.carvinsoftware.com/>

HOW TO LOGIN

1. Click Sign In on the black header bar.
2. Click the drop down next to “Type” and choose Employee.
3. Enter Account # - Lori Knapp Choice™ will give or has given this number to you via email to start Web Entry.
4. Enter Password - Lori Knapp Choice™ will give or has given this password to you via email when account # is sent.
5. Click Submit.

Lori Knapp Web Portal Home Sign Out Timesheet ▾ My Account ▾ Help ▾

Sign In

Please complete the following information for access to the site.

Type:

Account #:

Password:

Submit

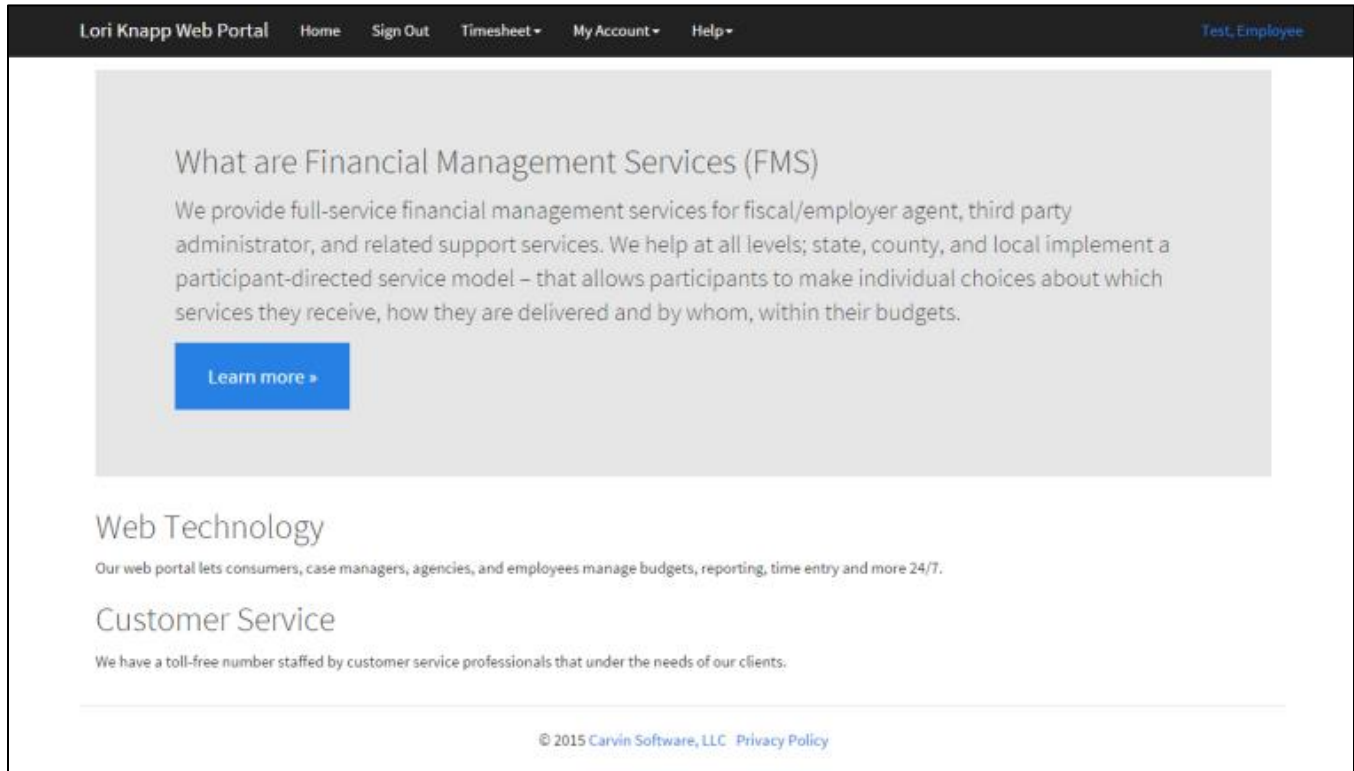
If you have forgotten your password, please [click here](#), if you have to register please [click here](#).

By accessing this site, you are agreeing with our [Terms of Service](#).

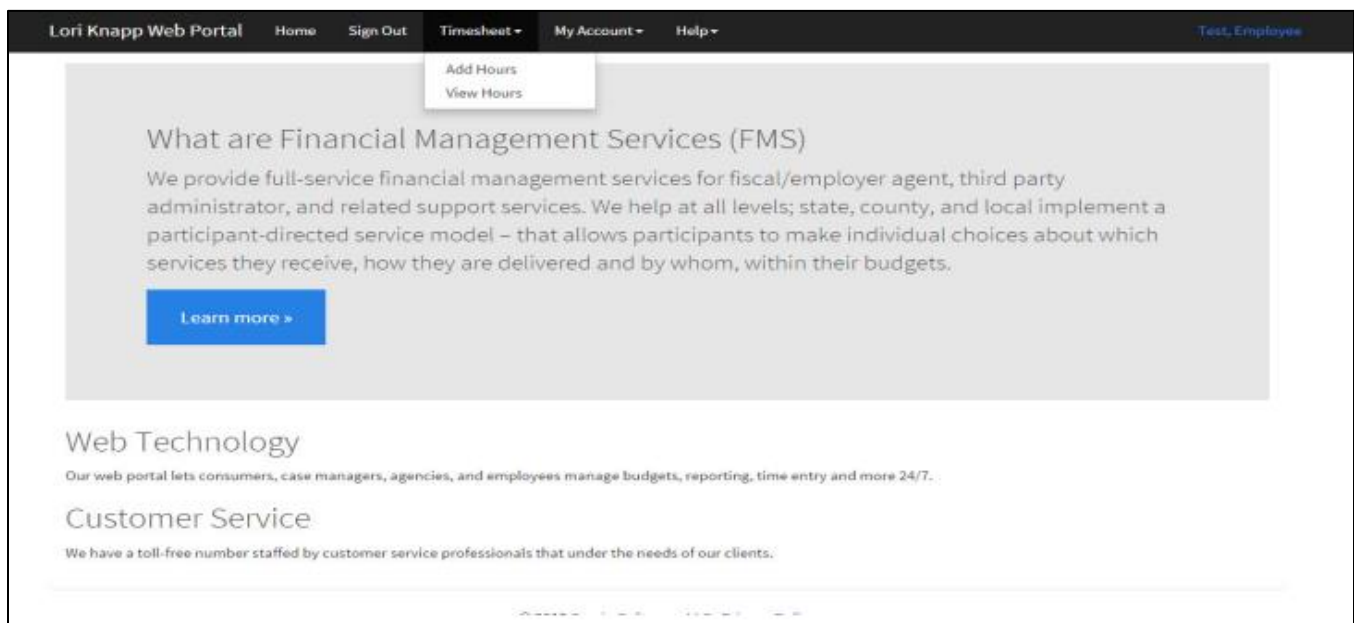
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HOW TO ADD HOURS

1. Click Timesheet at top of page.



2. Choose Add Hours.



For Hourly or Per Diem Code:

- Choose Consumer – use drop down arrow to choose consumer.
- Choose Code – use drop down arrow to choose type of work you are performing.
- Choose Date.
- Enter Time IN – highlight the 12:00 AM and type in the time or move the cursor to each of the 12 and 00 and AM and change the time by clicking the up and down arrows on the far right.
- Enter Time OUT - highlight the 12:00 AM and type in the time or move the cursor to each of the 12 and 00 and AM and change the time by clicking the up and down arrows on the far right.
 - When working until midnight enter 11:59pm
- Enter a comment if you choose.
- Click Save or Click Save/Add New if you have more days/times to enter for another day.

Lori Knapp Web Portal
Home
Sign Out
Timesheet
My Account
Help
Test, Employee

Hour Entry

I certify, under penalty of removal from the program, prosecution, and repayment of funds, that this is an accurate record of the services this employee has provided.

Consumer:
Test, Consumer

Code:
S5150 - Respite Care - per 15 min
S0215 RD-Mileage - Transportation- Medical-per mile
S5150 - Respite Care - per 15 min

Date:

Time IN:
12:00 AM

Time OUT:
12:00 AM

Comments:

Save
Save/Add New

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For a Mileage Code:

- Choose **Date**.
- Enter Starting Mileage.
- Enter Ending Mileage.
- Enter a comment – please write what the trip was for.
- Click Save or Click Save/Add New if you have more mileage to enter for another day.

Lori Knapp Web Portal Home Sign Out Timesheet ▾ My Account ▾ Help ▾ Test, Employee

Hour Entry

I certify, under penalty of removal from the program, prosecution, and repayment of funds, that this is an accurate record of the services this employee has provided.

Consumer:

Code:

Date:

Starting Mileage:

Ending Mileage:

Comments:

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VIEW HOURS ENTERED

- Click timesheets then View Hours.
- Click the number on the left side under Edit if you would need to edit hours or mileage.

Lori Knapp Web Portal Home Sign Out Timesheet ▾ My Account ▾ Help ▾ Test, Employee

View Hours

I certify, under penalty of removal from the program, prosecution, and repayment of funds, that this is an accurate record of the services this employee has provided.

Drag a column header here to group by that column

Edit	Status	Consumer	Employee	Date	Time IN	Time OUT	Hours/Miles	Code
3959	Not Approved	Test, Consumer	Test, Employee	11/17/2015			20.00	S0215 RD
3958	Not Approved	Test, Consumer	Test, Employee	11/16/2015	08:00 AM	04:00 PM	8.00	S5150
							28.00	

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HOW TO CHANGE THE PASSWORD

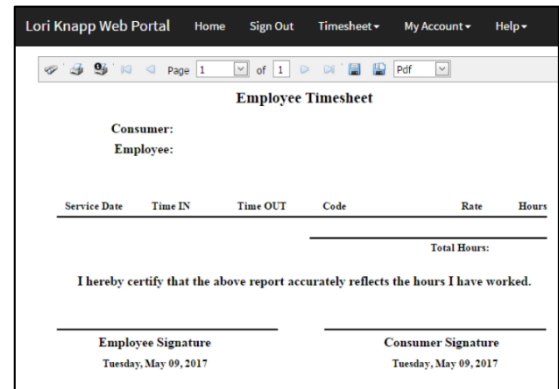
1. Choose the “My Account” tab.
2. Click Profile.
3. Scroll to the bottom of the page.
4. Delete the old password (if showing).
5. Enter a new unique password.
6. Re-enter the new password.
7. Click Submit.
8. In red writing at the bottom of the page it will state, “Your account information was updated.”

HOW TO VIEW REPORTS

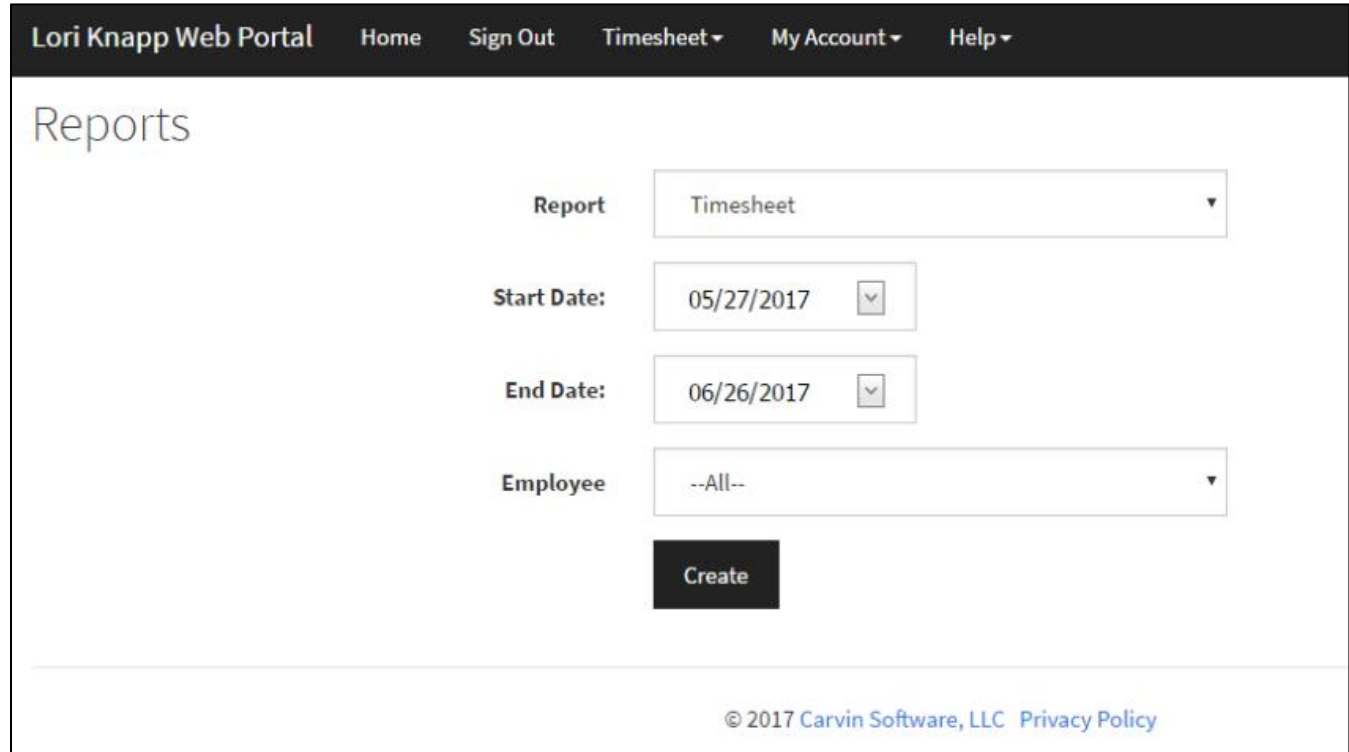
1. Choose the “My Account” tab.
2. Click Reports.

For an Employee Timesheet Report:

- a. This report will show any hours entered for the employee whether they are approved or not approved by the Participant.
- b. Choose a Start and End date.
- c. Choose one employee or All employees.
- d. Click Create.



The screenshot shows the "Employee Timesheet" report interface. At the top, there's a navigation bar with "Lori Knapp Web Portal", "Home", "Sign Out", "Timesheet", "My Account", and "Help". Below the navigation bar, there's a header "Employee Timesheet". Underneath, there are fields for "Consumer:" and "Employee:". A table with columns "Service Date", "Time IN", "Time OUT", "Code", "Rate", and "Hours" is visible. Below the table, there's a "Total Hours:" field. A certification statement reads: "I hereby certify that the above report accurately reflects the hours I have worked." At the bottom, there are signature lines for "Employee Signature" (dated Tuesday, May 09, 2017) and "Consumer Signature" (dated Tuesday, May 09, 2017).



The screenshot shows the "Reports" page in the Lori Knapp Web Portal. The navigation bar at the top includes "Lori Knapp Web Portal", "Home", "Sign Out", "Timesheet", "My Account", and "Help". The main heading is "Reports". Below this, there are four input fields: "Report" (set to "Timesheet"), "Start Date" (set to "05/27/2017"), "End Date" (set to "06/26/2017"), and "Employee" (set to "--All--"). A "Create" button is located below these fields. At the bottom of the page, there is a copyright notice: "© 2017 Carvin Software, LLC Privacy Policy".

For a Payroll Detail Report:

- This report will show any shifts worked by the employee. This report will include the employee name, service code providing, consumer receiving the hours, check in and out time, date worked, check # the hours were paid on, and the total hours of the shift.
- Choose a Start and End date.
- Choose one employee or all employees.
- Click Create.

Reports

Report: Payroll Detail ▾

Start Date: 05/27/2017 ▾

End Date: 06/26/2017 ▾

Employee: --All-- ▾

Create

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Payroll Detail

Code	Consumer	Check In	Check Out	Date	Check #	Hours
						Total Hours:

For a Payroll Detail Report:

- This report will show any time entered and approved by the employer/consumer, pulled into our payroll system but not paid out to the employee.
- Choose one employee or all employees.
- Click Create.

Lori Knapp Web Portal Home Sign Out Timesheet ▾ My Account ▾ Help ▾

Reports

Report

Pending Payroll ▾

Employee

--All-- ▾

Create

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Lori Knapp Web Portal Home Sign Out Timesheet ▾ My Account ▾ Help ▾

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Pending Payroll

Work Date	TimeIN	TimeOUT	Hours	Rate	Description	Batch #	Check #
Consumer Total Employee Total Report Total							

Sign out once you are completed in the website portal.