accessing pavillio evv

Congratulations! You have been invited to use Pavillio for signing your care givers timesheets.

Let's get started!

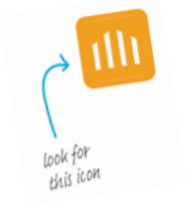
Create your password:

Locate the email with your temporary password. Be sure to look in the spam filter or junk folders as this password expires. Click the Login button in the email or go to app.pavillio.com/evv. Enter the email address of where you received the welcome email as your username, enter your temporary password, and change your password. This password expires in 7 days!

URL Access:

Go to app.pavillio.com/evv. Enter the email address of where you received the welcome email as your username, enter your password.

Google Chrome is the preferred web browser. Remember to bookmark the site!



App Access:

Download the **Pavillio App**:

For iOS Users: Search for Pavillio in the **App Store.**

For Android Users: Search for Pavillio in the **Google Playstore.**

Please note that this app is different from Cashé EVV and requires a new download.

Log In:

Open the Pavillio app, enter your email as your username, the password that you created and click **Login.**

Remember do not share your login credentials with anyone.



MAPLEWOOD HOME CARE

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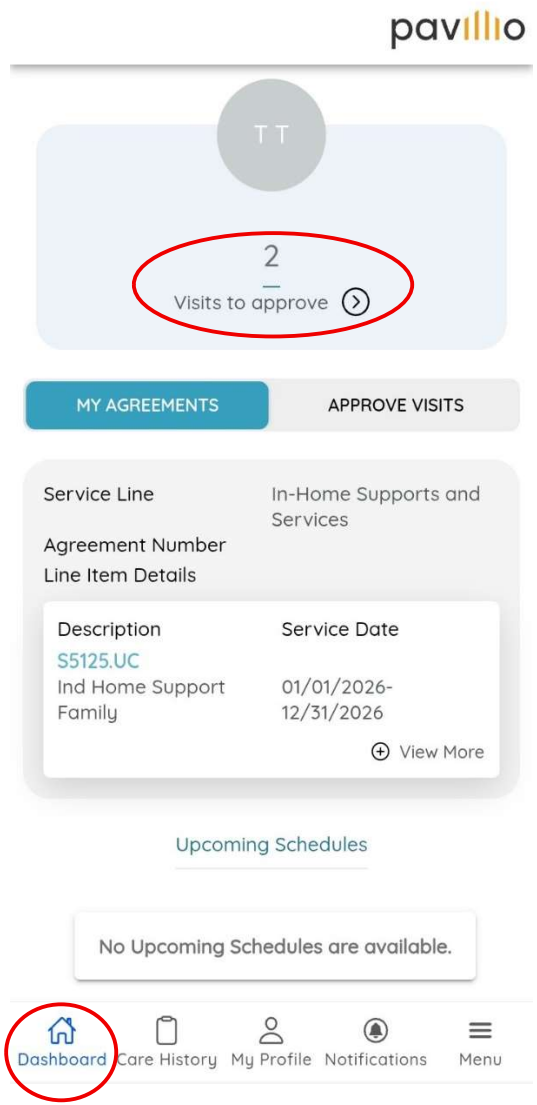
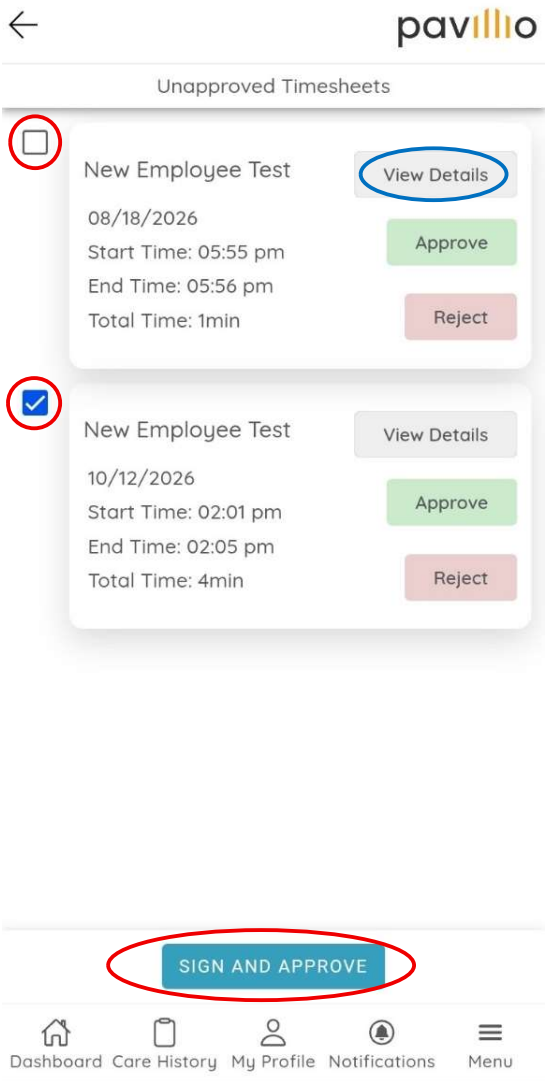
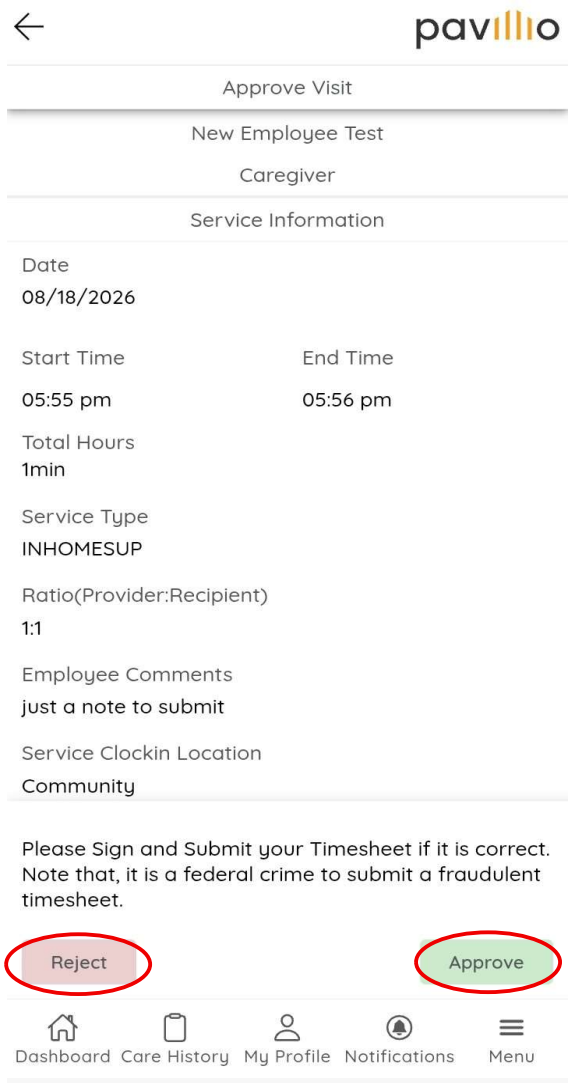


1. Select Dashboard on your menu bar. On the Dashboard, you'll see a number of Visits to Approve. Click on the arrow next to the Visits to Approve.



2. You can select View Details to view activities the caregiver selected and the notes they took for each shift. After reviewing, you can check the box next to each timesheet you want to sign and approve. Select Sign and Approve to sign.



3. When you select View Details for a certain timesheet, this screen will come up to show all the details of that timesheet. You can also Reject or Approve during this step.

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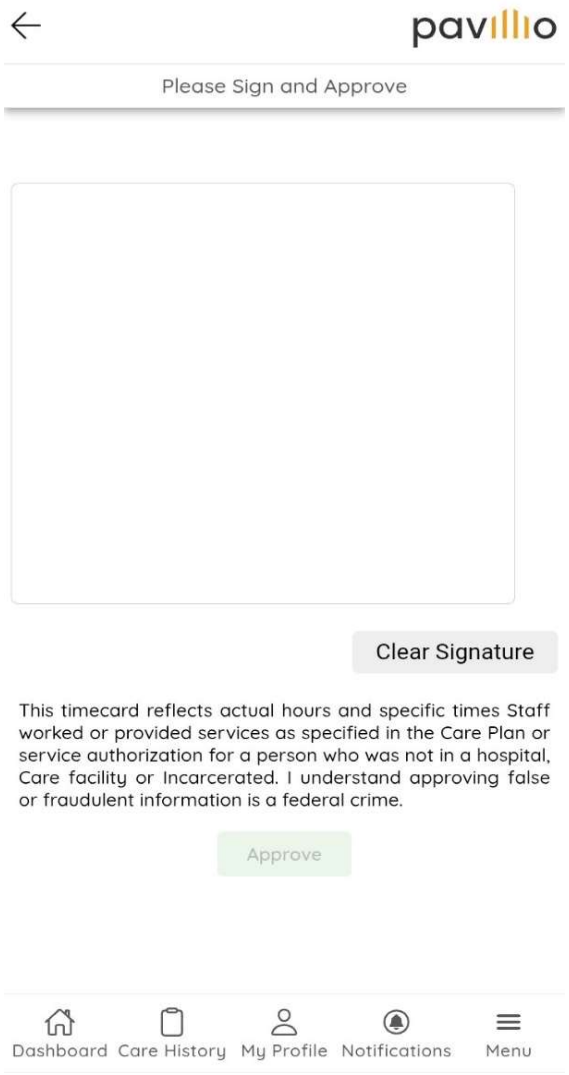
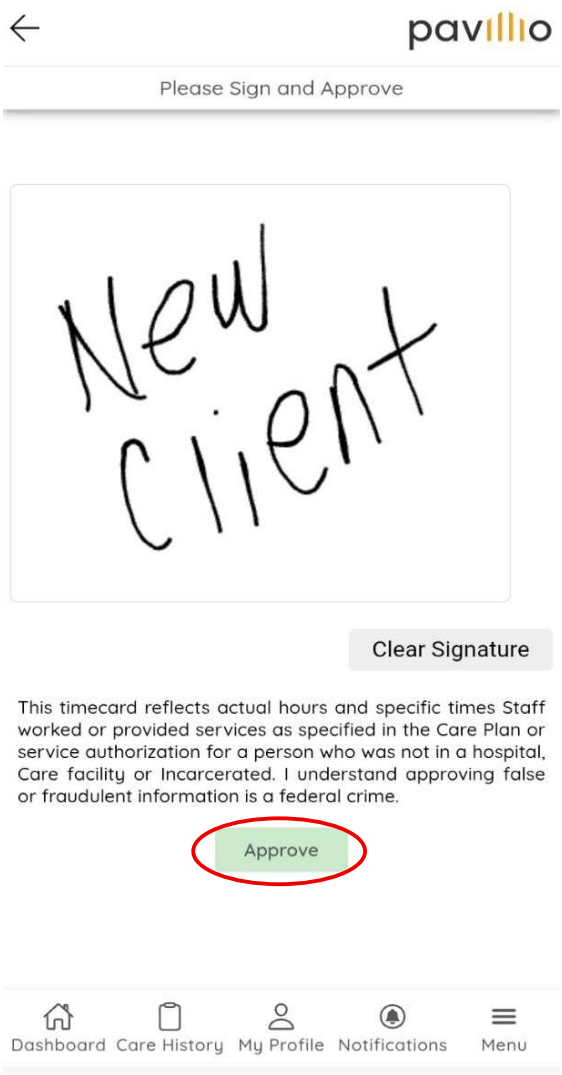
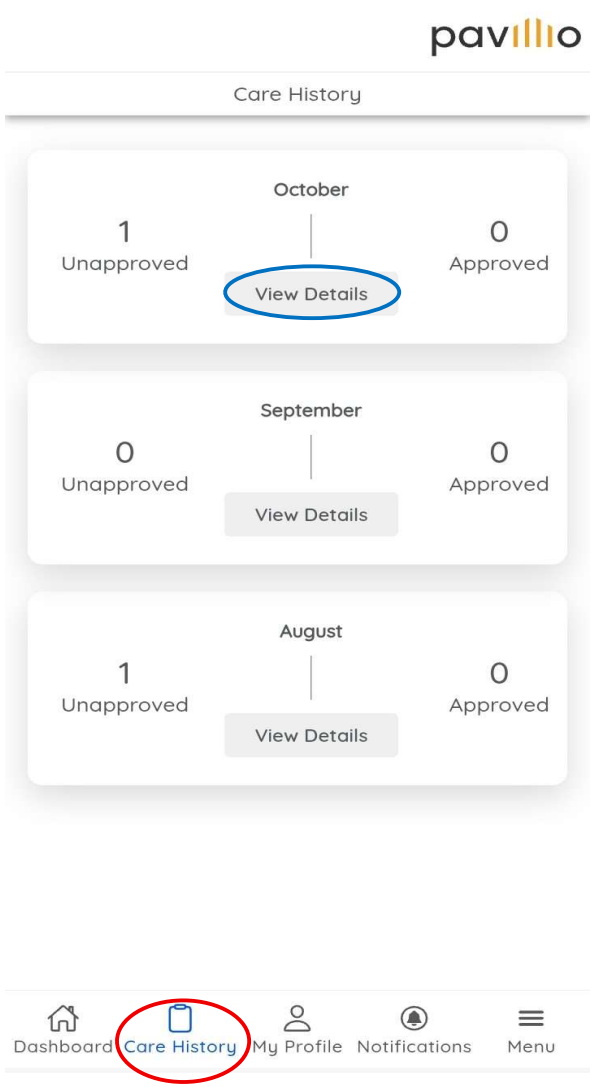


4. Sign your signature in the signature box. Please keep your signature consistent for auditing purposes.



5. After signing, you can select Approve.



6. You can view all the caregiver's submitted time sheets in the Care History. Pavillio displays the most recent 3 months of timesheets.

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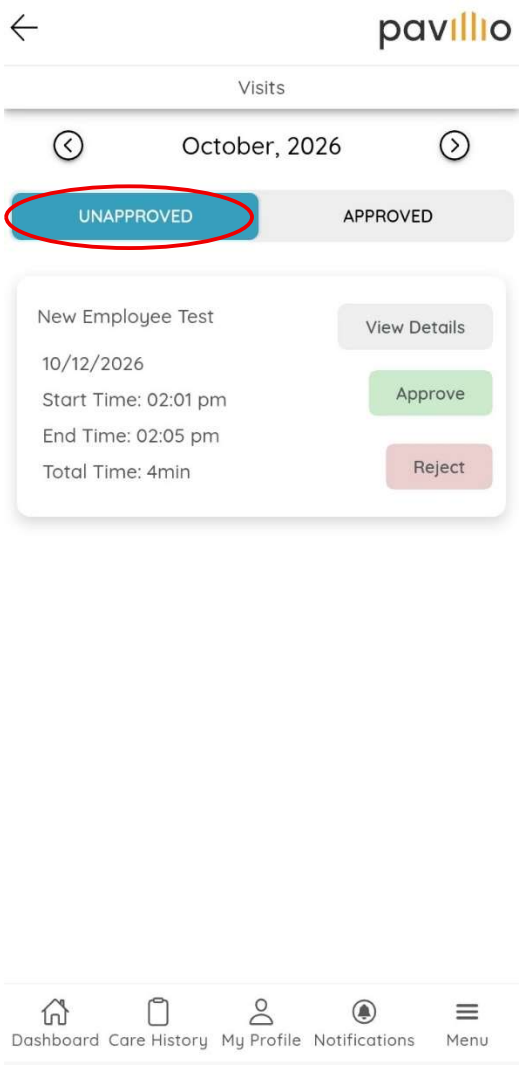
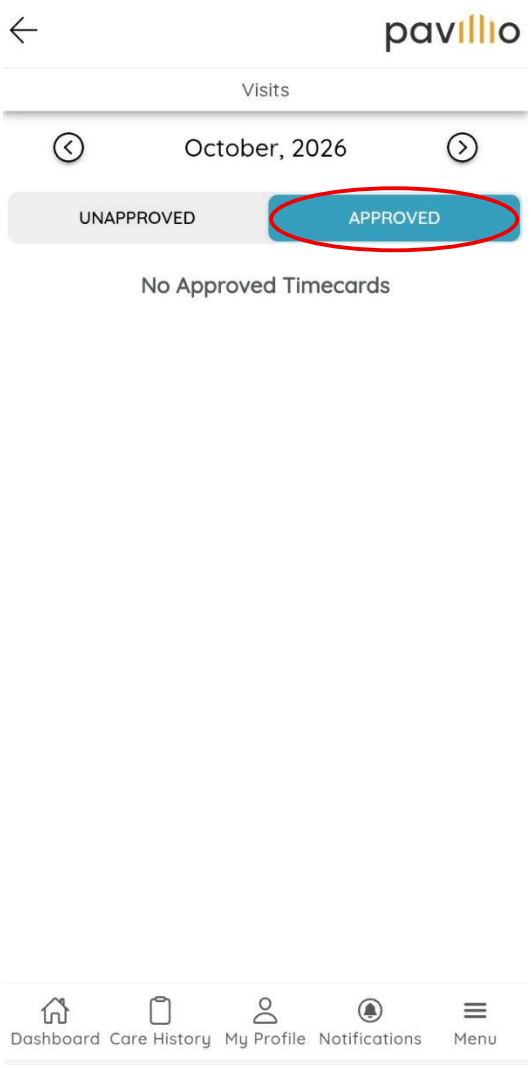


7. After selecting View Details, you will see both Unapproved and Approved sections. In the Unapproved section, make sure you review all timesheets and sign those that need to be signed.



8. In the Approved section, make sure you review all signed timesheets to confirm shifts were completed correctly.

NOTE: Please make sure you prioritize approval and sign all timesheets on time so the caregiver's pay can be processed according to the payroll.