

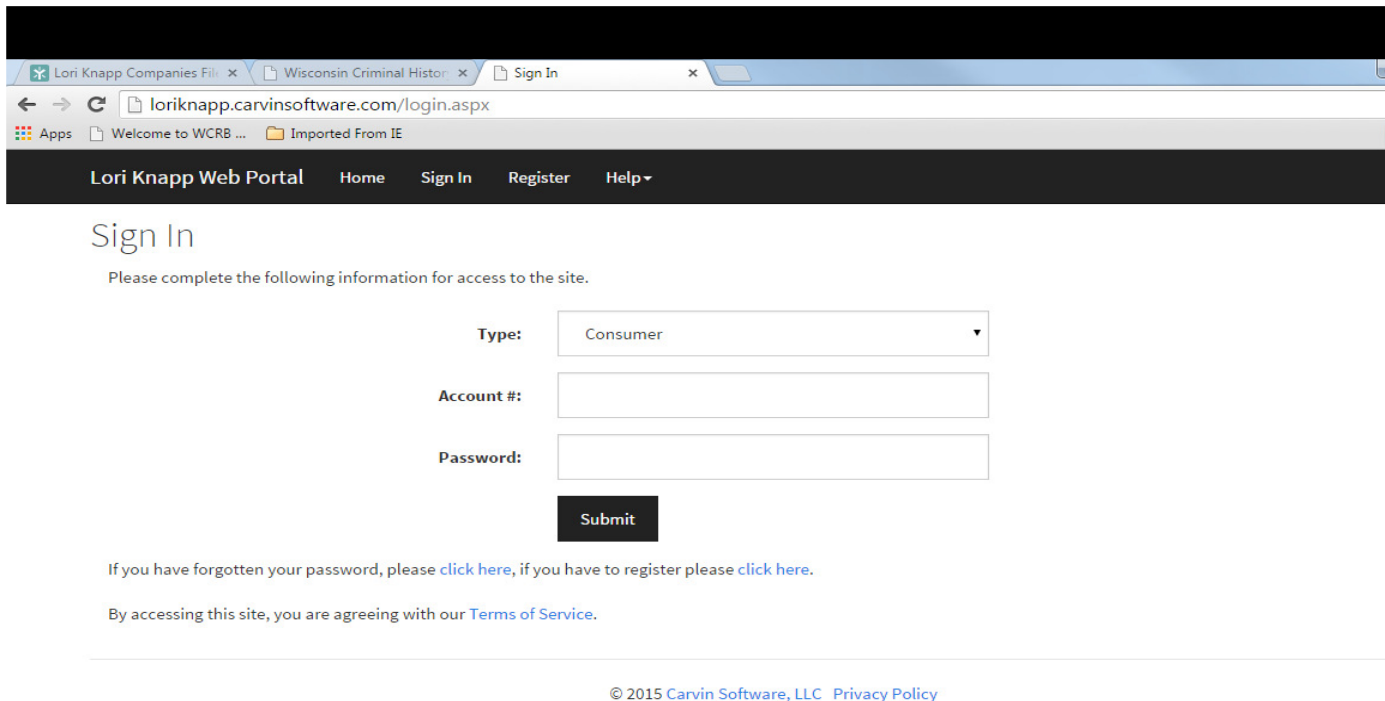


# Web Entry for the Employee

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

# Login to Web Entry

- **Click Sign In**
- **Enter Type** - Employee
- **Enter Account #** - LKiChoice will give or has given this number to you via email per your request to start Web Entry.
- **Enter Password** - LKiChoice will give or has given this password to you via email per your request when account # is sent.

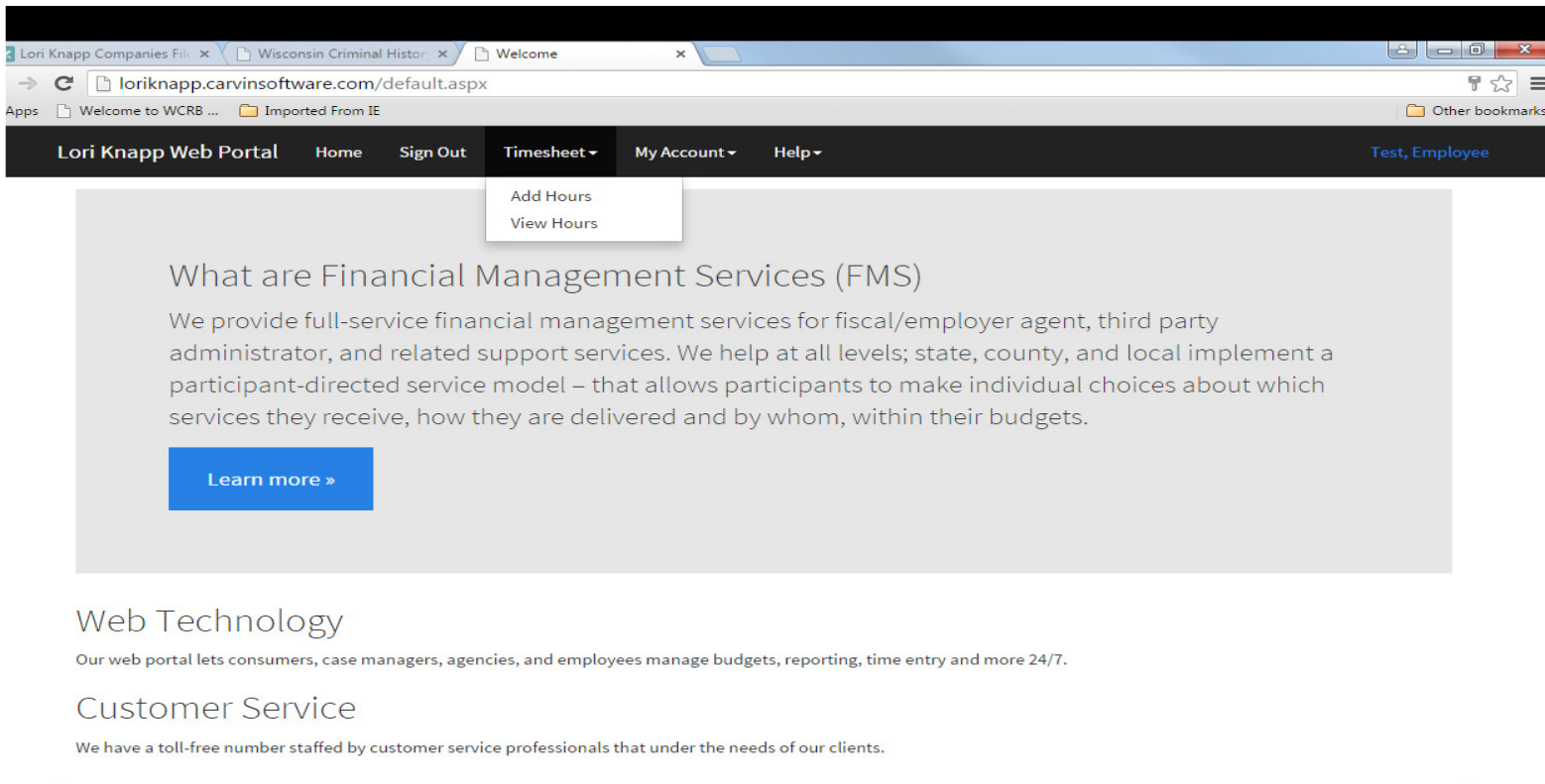


The screenshot shows a web browser window with the following elements:

- Browser tabs: Lori Knapp Companies Fil..., Wisconsin Criminal Histor..., Sign In
- Address bar: loriknapp.carvinsoftware.com/login.aspx
- Navigation menu: Lori Knapp Web Portal, Home, Sign In, Register, Help
- Section title: Sign In
- Instruction: Please complete the following information for access to the site.
- Form fields:
  - Type: Dropdown menu with "Consumer" selected.
  - Account #: Text input field.
  - Password: Text input field.
- Submit button: A black button labeled "Submit".
- Links: "click here" for password recovery and "click here" for registration.
- Footer: "By accessing this site, you are agreeing with our Terms of Service."
- Page footer: © 2015 Carvin Software, LLC Privacy Policy

# How To Add Hours And Mileage

- Click Timesheet at top of page
- Choose Add Hours



The screenshot shows a web browser window with the URL [loriknapp.carvinsoftware.com/default.aspx](http://loriknapp.carvinsoftware.com/default.aspx). The navigation bar includes "Lori Knapp Web Portal", "Home", "Sign Out", "Timesheet", "My Account", and "Help". A dropdown menu is open under "Timesheet", showing "Add Hours" and "View Hours". Below the navigation bar, there is a section titled "What are Financial Management Services (FMS)" with a "Learn more >" button. Further down, there are sections for "Web Technology" and "Customer Service".

What are Financial Management Services (FMS)

We provide full-service financial management services for fiscal/employer agent, third party administrator, and related support services. We help at all levels; state, county, and local implement a participant-directed service model – that allows participants to make individual choices about which services they receive, how they are delivered and by whom, within their budgets.

[Learn more >](#)

Web Technology

Our web portal lets consumers, case managers, agencies, and employees manage budgets, reporting, time entry and more 24/7.

Customer Service

We have a toll-free number staffed by customer service professionals that under the needs of our clients.

# How to Add Hour and Per Diem Codes

- Choose Consumer – use drop down arrow to choose different consumers
- 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

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

Date: 11/27/2015

Time IN: 12:00 AM

Time OUT: 12:00 AM

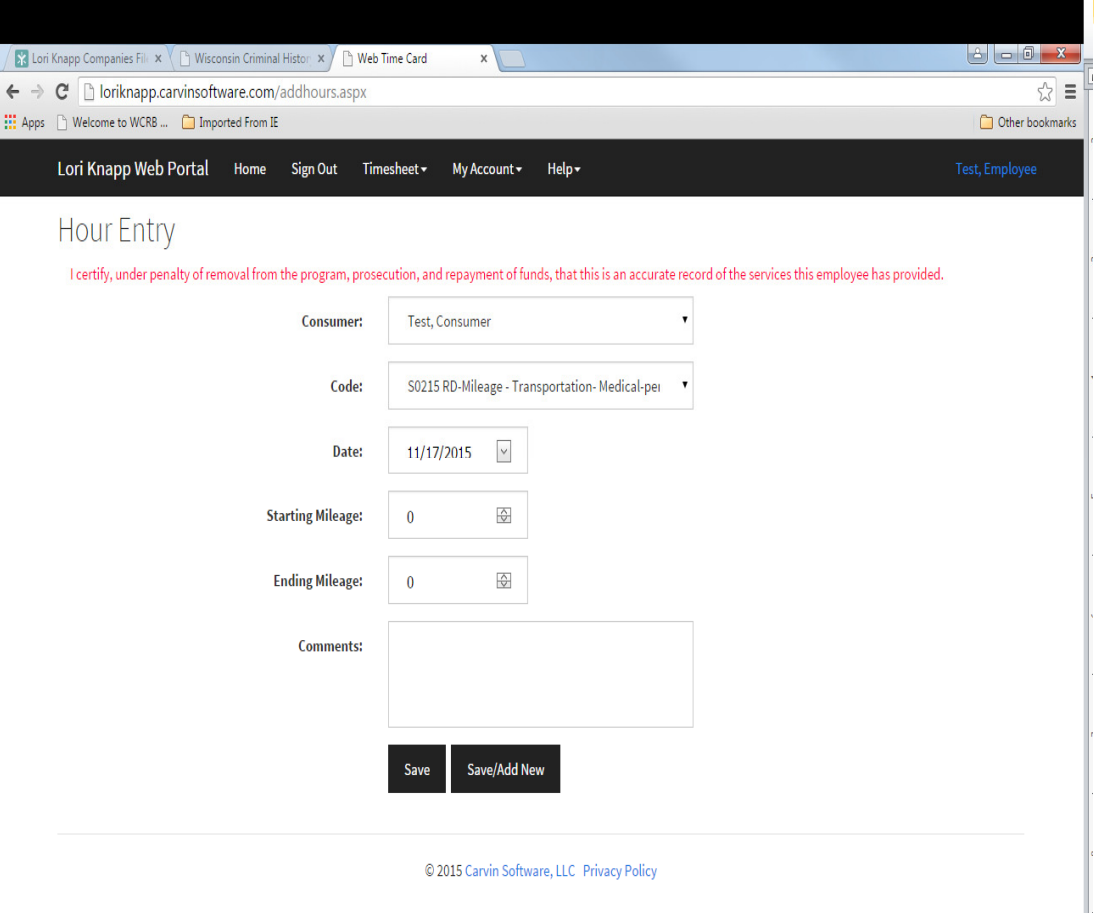
Comments:

Save Save/Add New

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# How to Add Mileage Codes

- Choose Consumer – use drop down arrow to choose different consumers
- Choose Code – use drop down arrow to choose type of work you are performing
- 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



The screenshot shows a web browser window with the URL `loriknapp.carvinsoftware.com/addhours.aspx`. The page title is "Hour Entry". A red disclaimer reads: "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." The form contains the following fields:

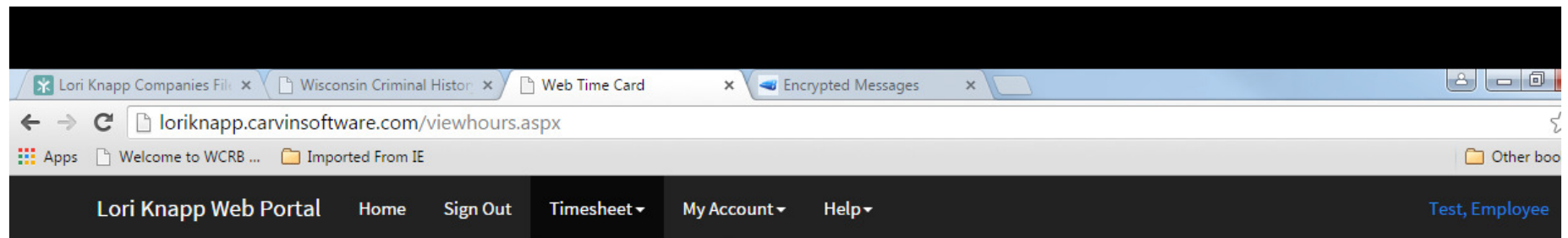
- Consumer:** A dropdown menu with "Test, Consumer" selected.
- Code:** A dropdown menu with "S0215 RD-Mileage - Transportation - Medical-pe" selected.
- Date:** A date picker showing "11/17/2015".
- Starting Mileage:** A text input field with "0" and a small icon to the right.
- Ending Mileage:** A text input field with "0" and a small icon to the right.
- Comments:** A large empty text area.

At the bottom of the form are two buttons: "Save" and "Save/Add New".

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# View Entered Hours

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



## View Hours

- Add Hours
- 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
<a href="#">3959</a>	Not Approved	Test, Consumer	Test, Employee	11/17/2015			20.00	S0215 RD
<a href="#">3958</a>	Not Approved	Test, Consumer	Test, Employee	11/16/2015	08:00 AM	04:00 PM	8.00	S5150
							28.00	

# How To Change Your Password

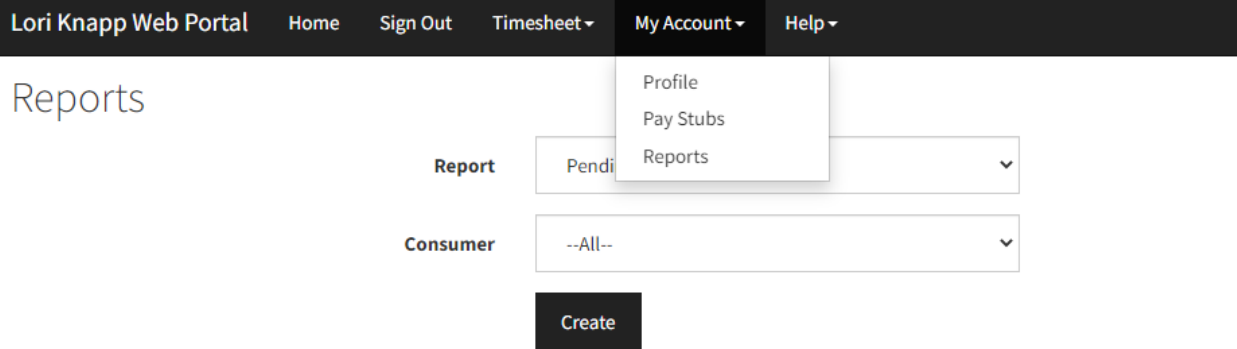
- Choose the “My Account” tab
- Click Profile
- Scroll to the bottom of the page
- Delete the old password
- Enter a new unique password
- Click Submit
- Scroll back down to the bottom of the page
- In red writing it will state:  
*“Your account information was updated”*

The screenshot shows the 'My Profile' 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 page title is 'My Profile'. The form contains the following fields:

Payroll Notification	<input type="checkbox"/>
Paper Statements	<input type="checkbox"/>
Account #	3527
Status	Active
Address	106 S Beaumont Rd
Address Cont.	
County	CRAWFORD
City	Prairie du Chien
State	WI
Postal Code	53821-
Phone	() -
Email	payroll@loriknappcompanies.com
Password	<input type="password"/> <input type="password"/>

At the bottom of the form is a 'Submit' button.

# How To View Reports



The screenshot shows the 'Lori Knapp Web Portal' navigation bar with the following items: Home, Sign Out, Timesheet, My Account, and Help. The 'My Account' dropdown menu is open, showing options for Profile, Pay Stubs, and Reports. Below the navigation bar, the 'Reports' section is visible, featuring a 'Report' dropdown menu with 'Pendi' selected, a 'Consumer' dropdown menu with '--All--' selected, and a 'Create' button.

- Choose the “My Account” tab
- Click Reports
- Choose from reports of:
  - Employee Timesheet
  - Payroll Detail
  - Pending Payroll



Employee Timesheet Report – this report will show any hours entered for the Employee whether they are approved or not approved by the Consumer/Employer.

- Choose a Start and End date
- Click Create

## Reports

Report: Timesheet

Start Date: 05/27/2017

End Date: 06/26/2017

Employee: --All--

**Create**

### Employee Timesheet

Consumer:

Employee:

Service Date	Time IN	Time OUT	Code	Rate	Hours
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Total Hours:

I hereby certify that the above report accurately reflects the hours I have worked.

Employee Signature

Tuesday, May 09, 2017

Consumer Signature

Tuesday, May 09, 2017

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
- Click Create

## Reports

Report: Payroll Detail

Start Date: 05/27/2017

End Date: 06/26/2017

Employee: --All--

Create

## Payroll Detail

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

Pending Payroll 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.

- Click Create

Lori Knapp Web Portal Home Sign Out Timesheet My Account Help

## Reports

Report Pending Payroll

Employee --All--

Create

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 #
<b>Consumer Total</b>							
<b>Employee Total</b>							
<b>Report Total</b>							