Forta App
Timesheet Functionality Guide

Overview

The Forta App Timesheet aggregates non-therapy and therapy hours for each pay period. A pay period is two weeks long, starting on Saturday at 12:00 AM and ending on Friday at 11:59 PM.

Non-therapy Hours are admin time manually entered by the BT.

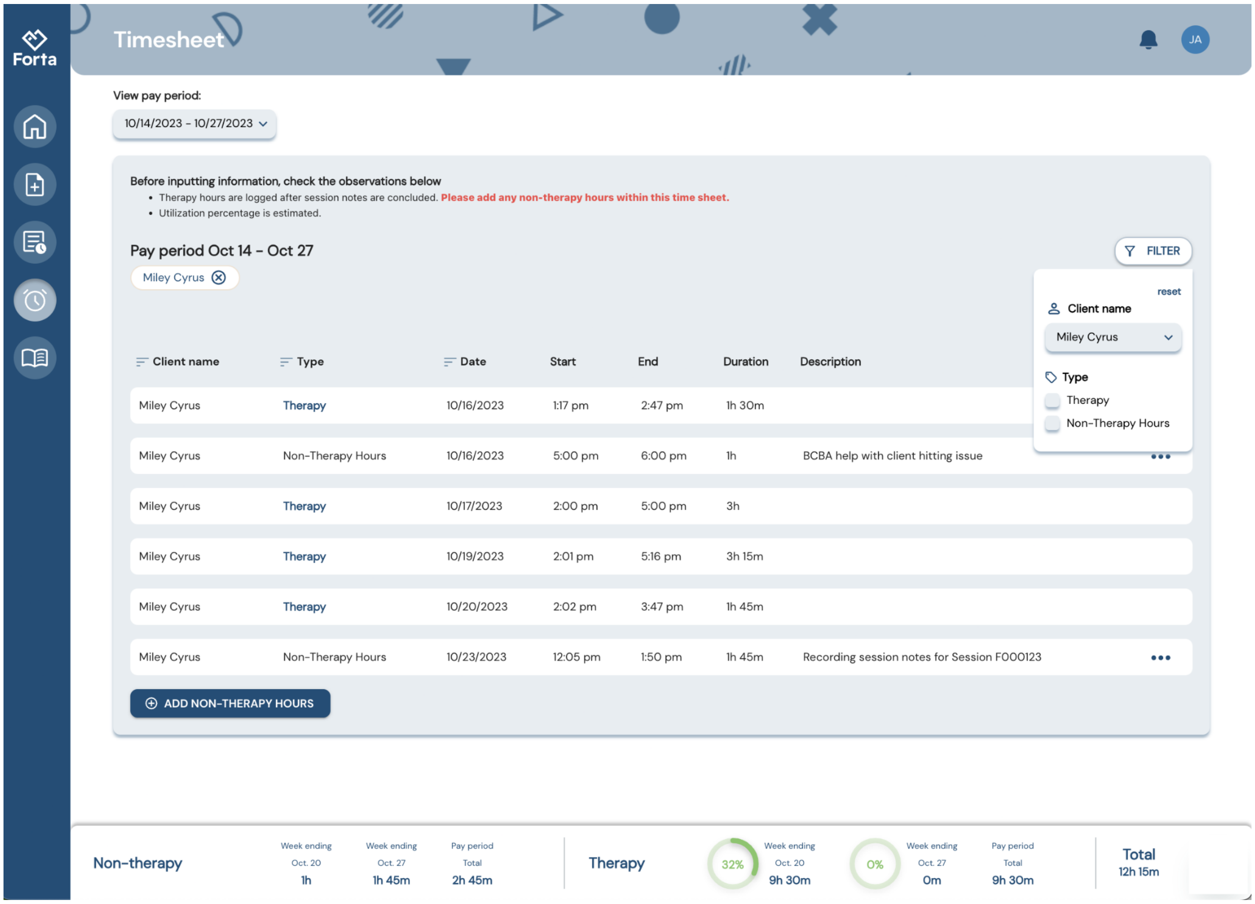
Here are some example as to what can/cannot be included as Non-therapy hours:

- Can be included as Non-therapy hours:
    - Session Preparation
    - Check In calls with CSM
    - Required training time (HR Training and QA Training)
- Can NOT be included as Non-therapy hours:
    - Supervision Sessions where the child is present
        - *these sessions should result in a therapy session note being logged*
    - Parent Training Session
    - Assessment-related activities

Therapy Hours are automatically added to the Timesheet from your submitted Session Notes.

Important! Please note:

- Concluded session notes are automatically recorded as therapy hours. Do not record any therapy hours here.
- Percentage utilization and total hours are estimated.



Historical Pay Periods

To view Timesheet entries from a previous pay period, select from the “Pay Period” drop-down menu at the top of the timesheet page. The recent five pay periods and current pay period can be viewed.

Add Timesheet Entry

To add a new Timesheet entry, non-therapy hours, click the “ADD NON-THERAPY HOURS” button. To submit a new Timesheet entry, the following sections must be completed:

- <u>Client name</u> - The client’s name is the person associated with the non-therapy time.
- <u>Type of hours</u> - Non-Therapy Hours will be selected by default
- <u>Date</u> - The date must be within the selected pay period. You cannot create date entries for pay periods that have already passed. Also, you cannot create date entries for future pay periods.

- Start and end times
- Description - It is highly recommended that you add a description of the time logged. This description is not required for submitting a timesheet entry but highly recommended.

Edit Timesheet Entry

Select "Edit" from the "**…**" dropdown menu next to the right of each non-therapy entry to edit that timesheet entry. You can edit the client's name, the date, the start and end times, and the description.

Note:

- Only non-therapy entries can be edited.
- Only entries from the current pay period can be edited.

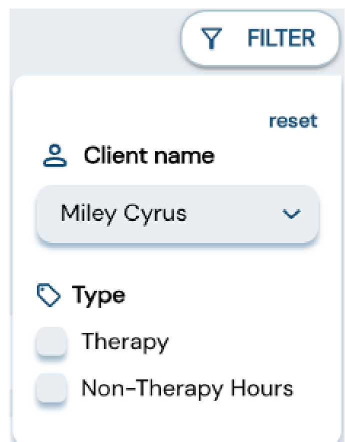
Filter

You can filter:

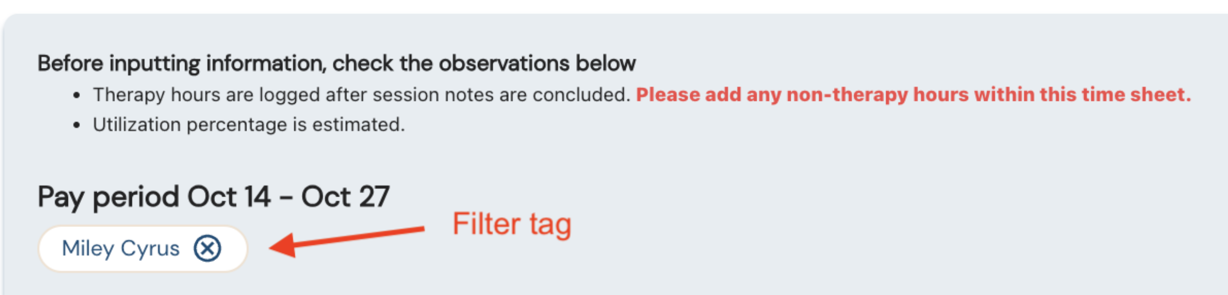
- By client name

  BTs with more than one client will be able to filter the Timesheet entries by client name.
- By type

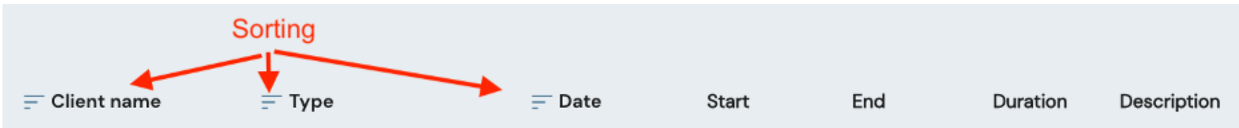
  This will allow you to filter the Timesheet entries by type (non-therapy or therapy hours)



When a filter is applied you will see a Filter Tag on the page header. You will be able to remove the filter by selecting the X on the Filter Tag.

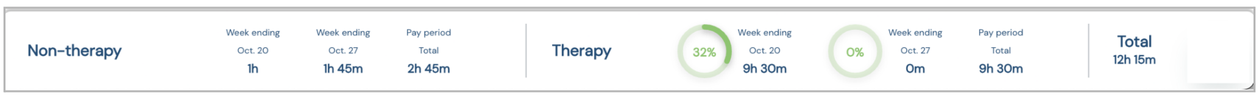


Sorting columns



By clicking the Client, Type, or Date column headers, you will be able to sort these columns in ascending or descending order.

Total and Utilization



The Total and Utilization Bar is displayed at the bottom of the timesheet. This bar will provide an estimate of the weekly hours for both therapy and non therapy hours. Utilization will be displayed only when one client is selected as it is calculated per client.

Note: Totals and utilization are estimates only.