

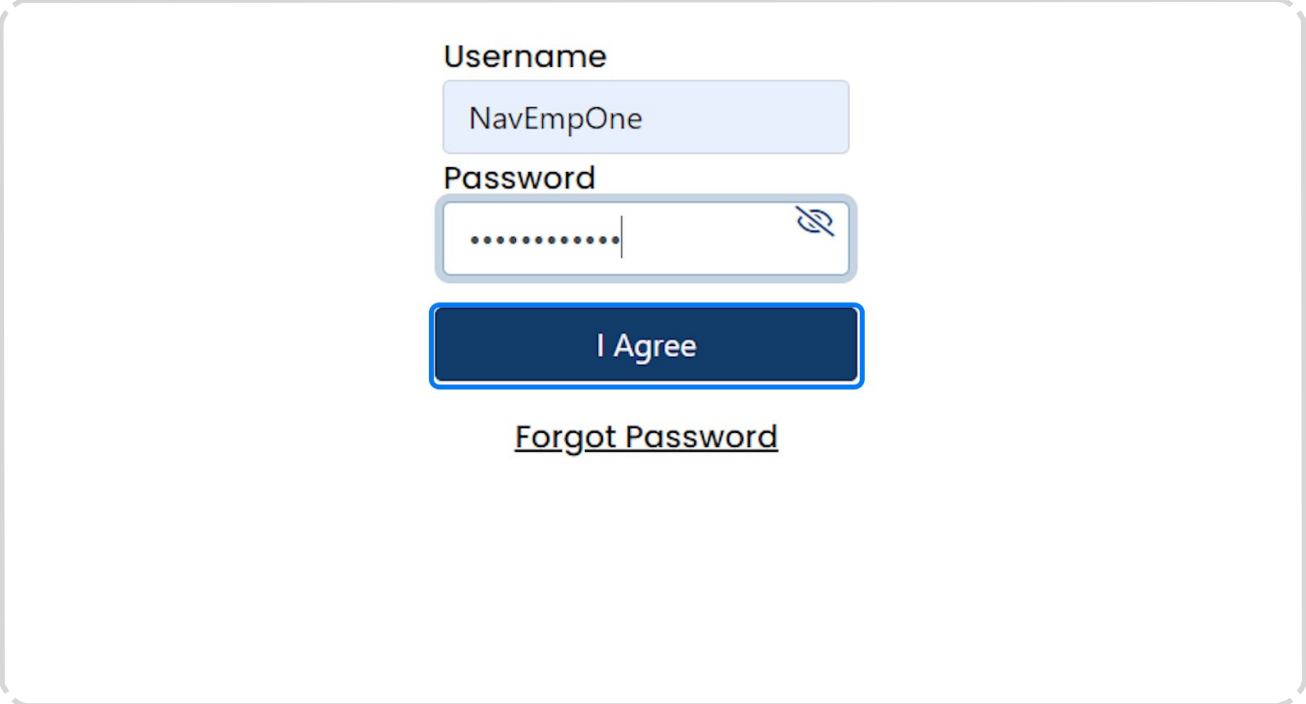
# How to add a timesheet on the website if you have forgotten to punch in or out

## STEP 1

**LogIntoNavigationPlusWebsite at** <https://navigation-plus.com/#/MNFMS>

Enter your user credentials.

Click on I Agree



Username  
NavEmpOne

Password  
.....

I Agree

[Forgot Password](#)

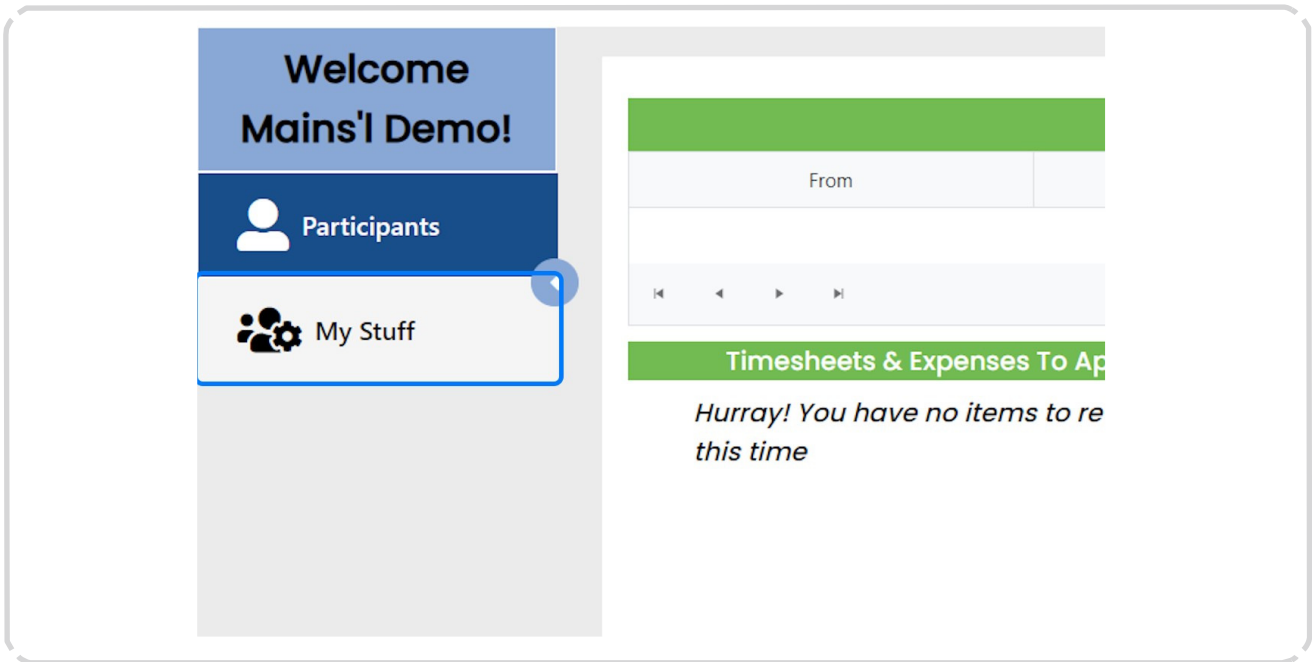
Your username will follow this format: First initial,  
Last Name then employee number  
Example: "JDoe12345"

Mains'l does not have your password. If you forget  
it, please use the "forgot password" instructions to  
reset it.

STEP 2

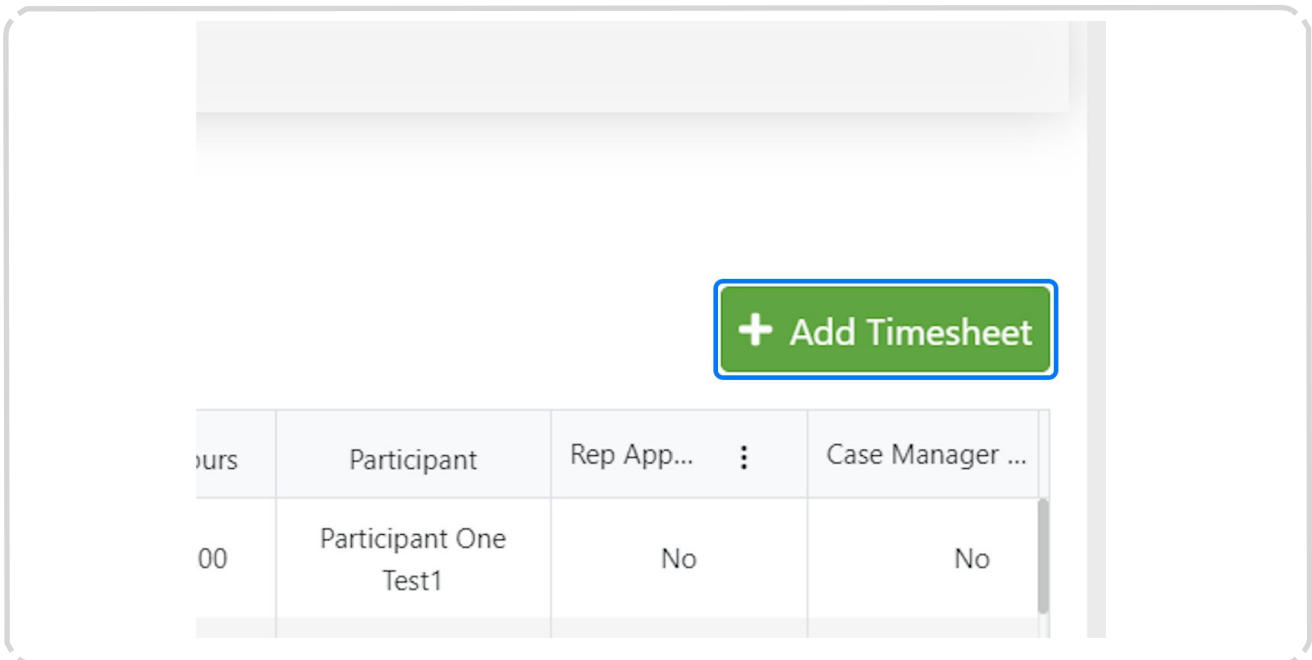
ClickonMyStuff

This will open up user timesheet review screen.



STEP 3

ClickonAddTimesheet




#### STEP 4

### Enter Begin Date / Begin Time

Click on the calendar icon to select date and time information

Project ID: 30  
Lead Participant:  
Participant ID:

Start Date End Date


month/day/year hour:minute  month/day/year hour:

#### STEP 5

### Click on the Begin Date

Test1 Time Period: None  
Hours Worked for

Start Date End Date

month/day/year hour:minute  month/day/year hour:

Date		Time				
June 2023		TODAY				
SU	MO	TU	WE	TH	FR	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**STEP 6**

**Click/Scroll to Select the Hour, the Minute and AM/PM**

End Date

month/

HOURS WORKED FOR PERIOD

Hour	Minute	AM/PM
2	28	
3	29	
4	: 30	AM
5	31	PM
6	32	

Cancel Set

**STEP 7**

**Click on Set**

Clicking Set will capture the selections for Begin Date and Time

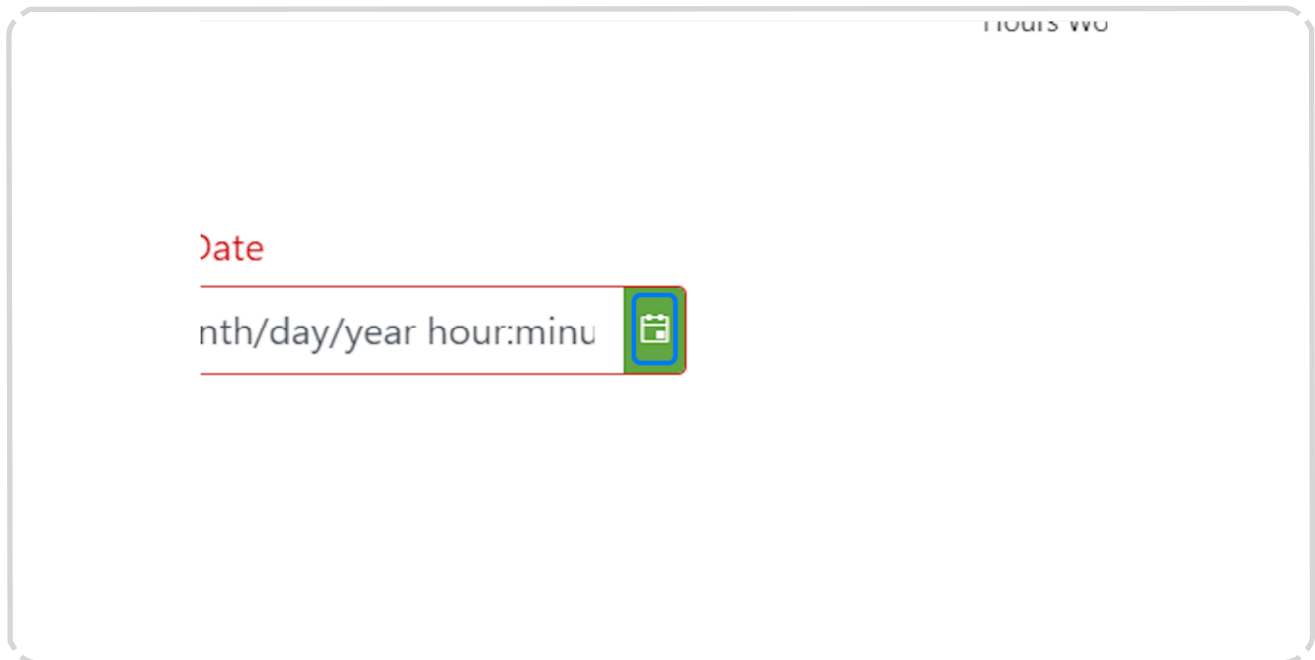
5	31
6	32

Cancel Set

## STEP 8

### Enter End Date / End Time

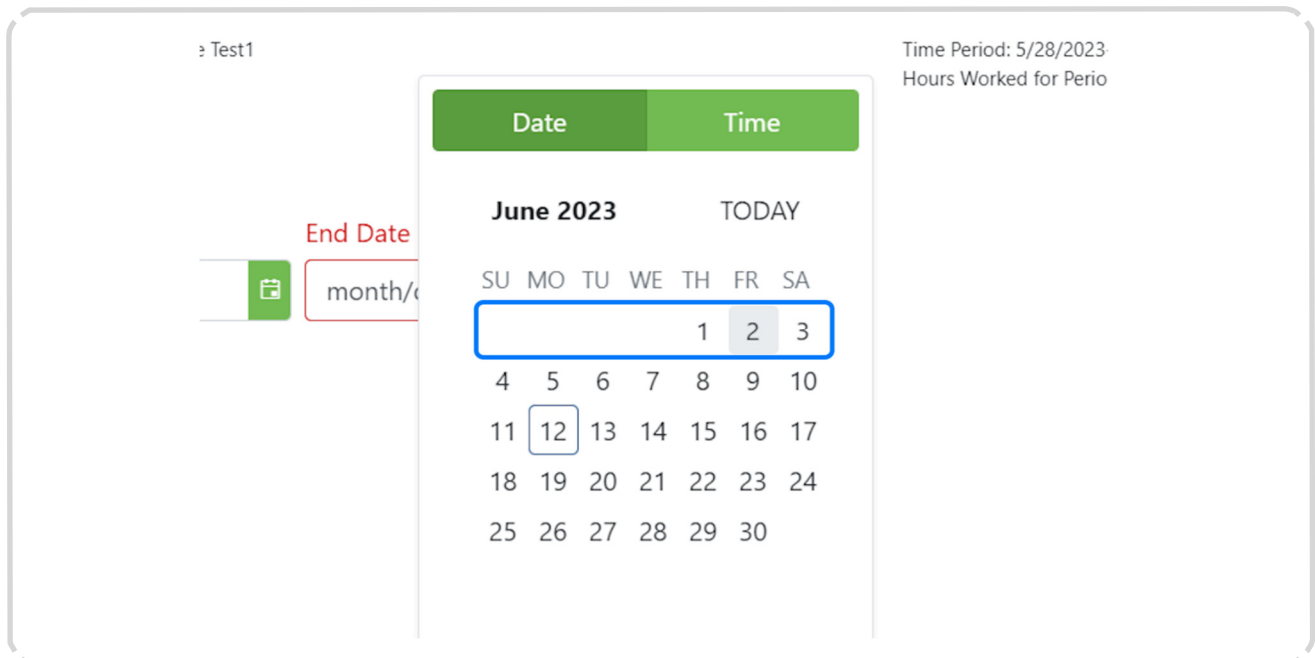
Click on the calendar icon to select date and time information.



The screenshot shows a form field with a red border. The text "Date" is written in red above the field. The field contains the placeholder text "month/day/year hour:minute" and a green calendar icon on the right side.

## STEP 9

### Click on the End Date



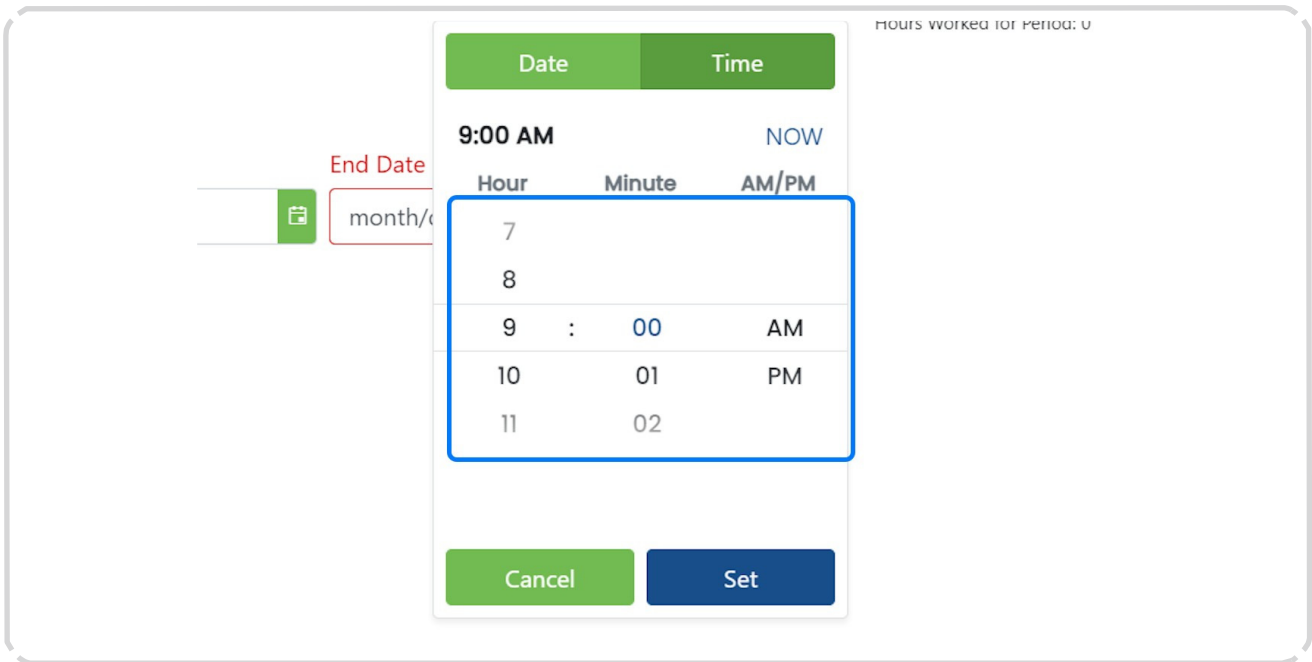
The screenshot shows a calendar selection interface. On the left, there is a form field with a red border and a green calendar icon. The text "End Date" is written in red above the field. The field contains the placeholder text "month/day/year".

The calendar is displayed in a modal window with a green header. The header has two tabs: "Date" and "Time". The "Date" tab is selected. The calendar shows the month of June 2023. The days of the week are listed as SU, MO, TU, WE, TH, FR, SA. The dates 1, 2, and 3 are highlighted with a blue border. The date 12 is also highlighted with a blue border.

Time Period: 5/28/2023  
Hours Worked for Period

**STEP 10**

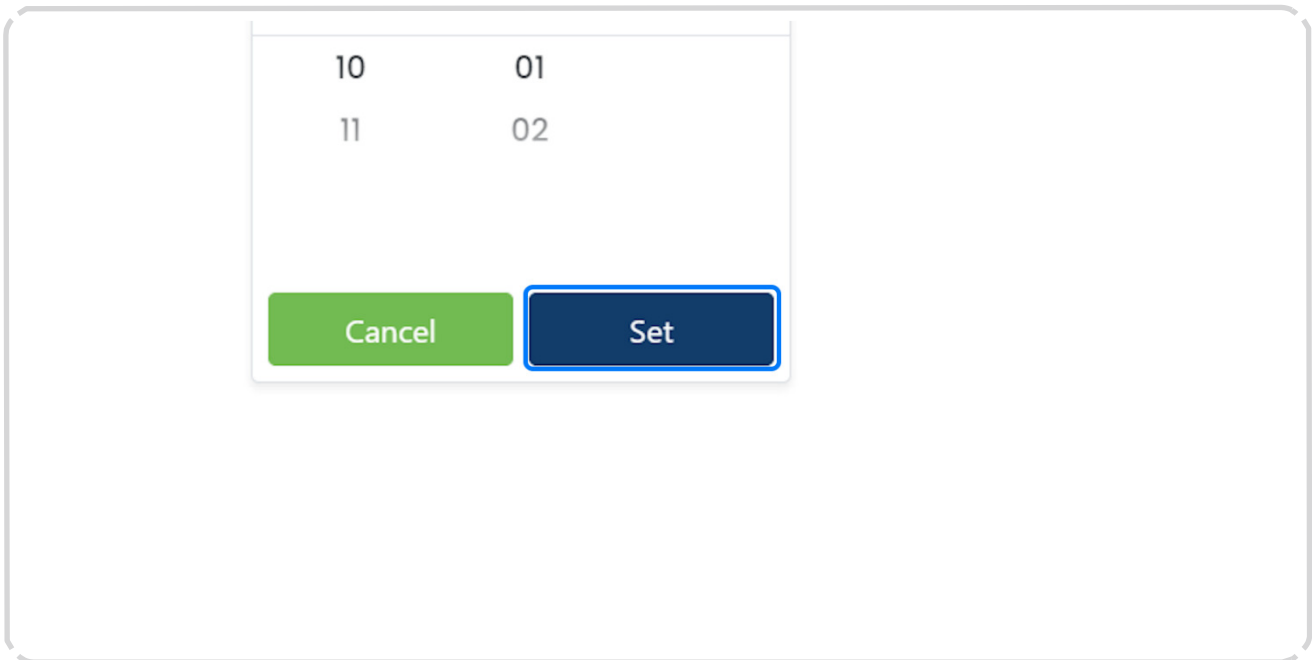
**Click/Scroll to Select the Hour, the Minute and AM/PM**



**STEP 11**

**Click on Set**

Clicking Set will capture the selections for the End Date and Time



**STEP 12**

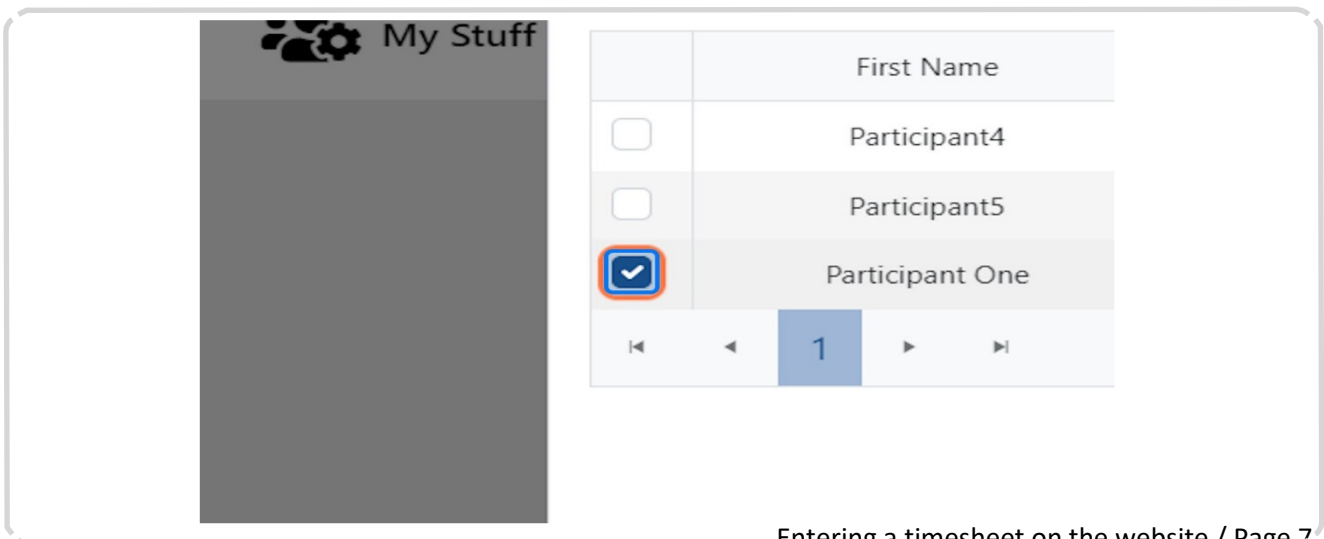
**Click on Next**



**STEP 13**

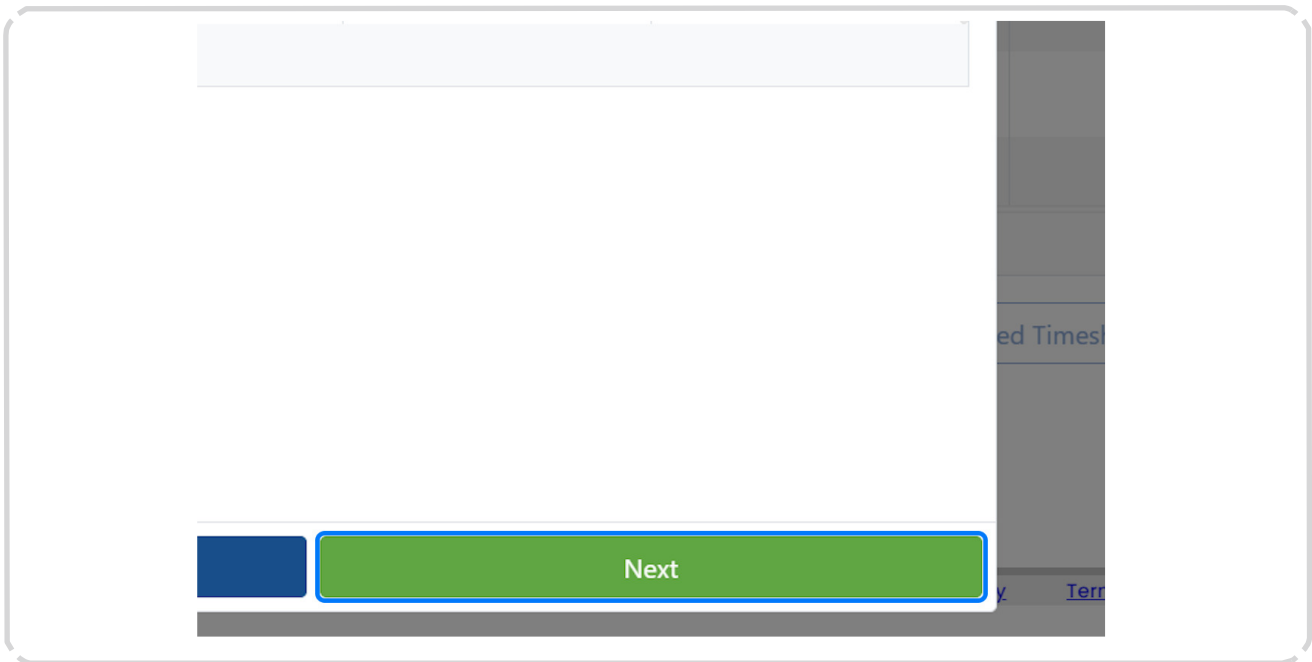
**Select the Participant** (*only if you work with multiple participants. If you work with one person, you do not need to select the participant- you will go directly to step 15*)

Click the checkbox next to the name of the Participant you are working with. If the participant you worked with is not displayed in your list, contact your Mains'1 Manager.



**STEP 14**

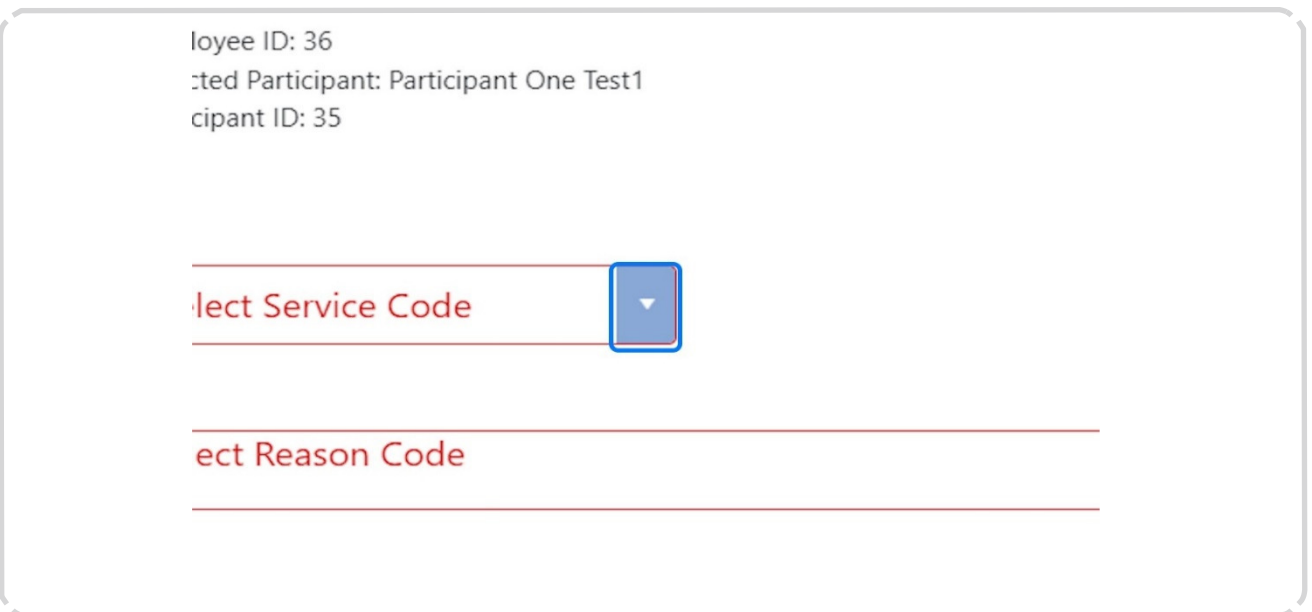
**Click on Next**



**STEP 15**

**Select the Service Code**

Click on the drop-down arrow to open the selection for service codes. This is the pay code or wage type you are working. If the correct wage type/service code is not listed, contact your Mains'1 Manager (do not enter it incorrectly)



Mains'I De

Participant

My Stuff

Selected Employee: Employee One Test1  
Employee ID: 36  
Selected Participant: Participant One Test1  
Participant ID: 35

Select Service Code

AC-HCB

Select Reason Code

## STEP 17

### Select a Reason Code and Action Code

Click on the drop-down arrow to view the selection options for Reason Code. **This is the reason why you did not use the app to record your time.**

Then, select the action code. **This is either:** EVV Exemption on file (if you live with the person, you support and Mains'I has your form and documentation on file), Unverified Visit (if you should enter your time via the app and forgot, this visit is reported as unverified), or PTO Entry (if you are entering PTO time)

Select Service Code

Select Reason Code

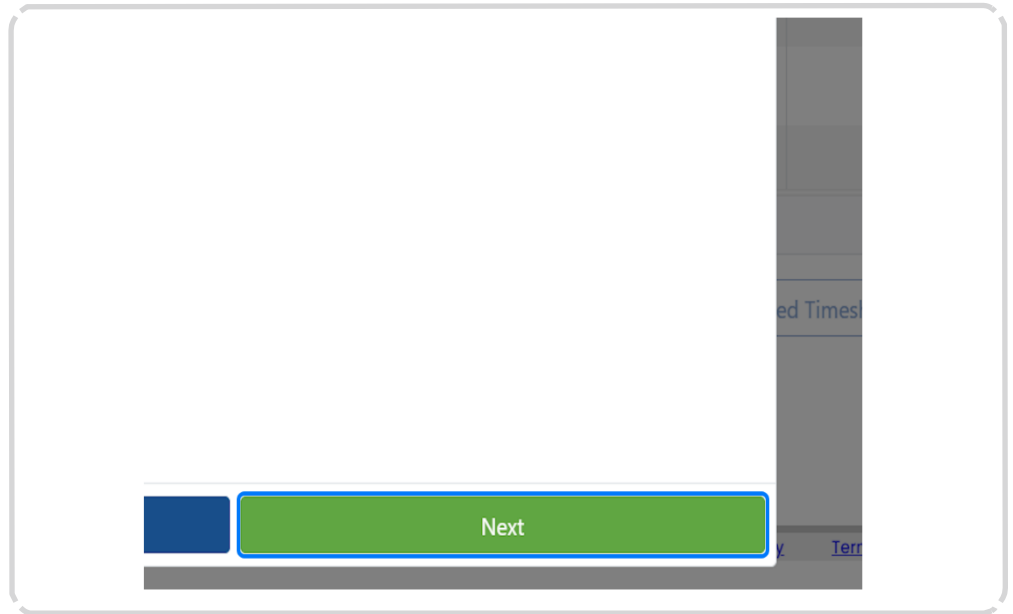
Select Action Code

Back

Next

**STEP 19**

**Click on Next**



You will receive a message showing that your entry was successful. Click ok.

