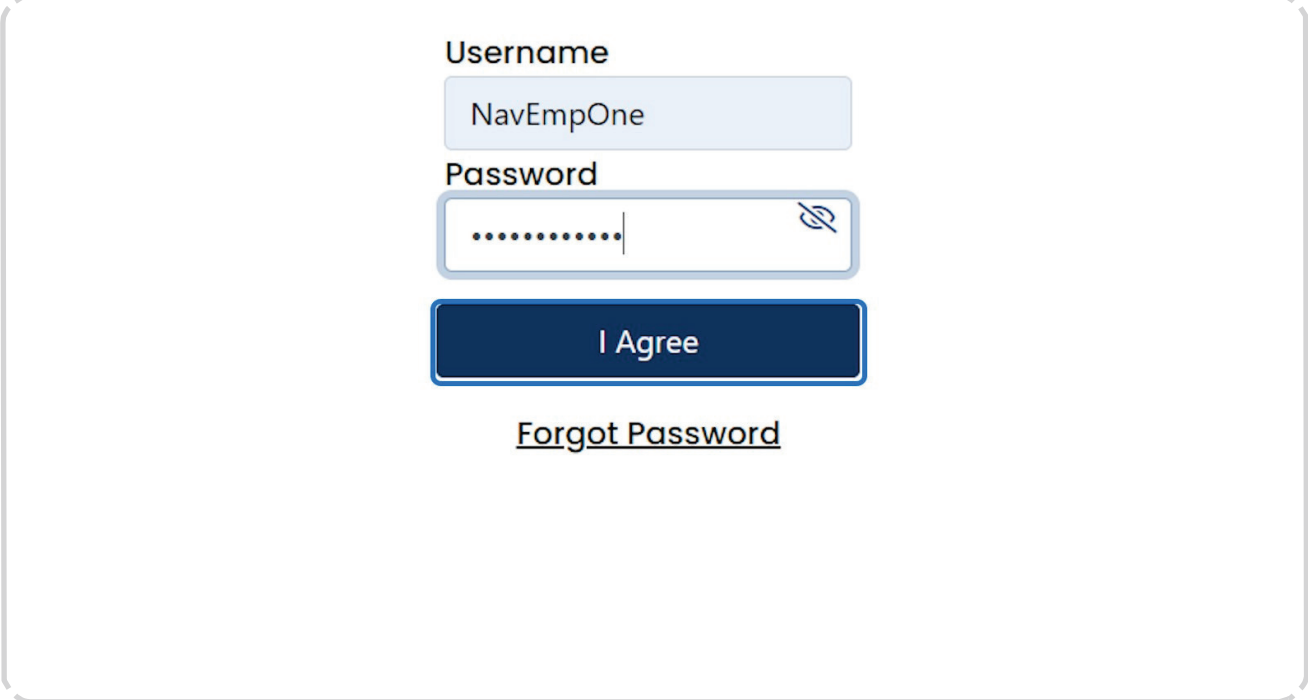


How to add a timesheet on the website if you have forgotten to punch in or out

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

Enter your user credentials.

Click on I Agree



The screenshot shows a login interface within a light gray rounded rectangle. At the top, the label 'Username' is positioned above a light blue input field containing the text 'NavEmpOne'. Below this, the label 'Password' is positioned above a light blue input field filled with ten dots, with a small eye icon on the right side. Under the password field is a dark blue button with the text 'I Agree'. At the bottom of the form is a blue underlined link that reads 'Forgot Password'.

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

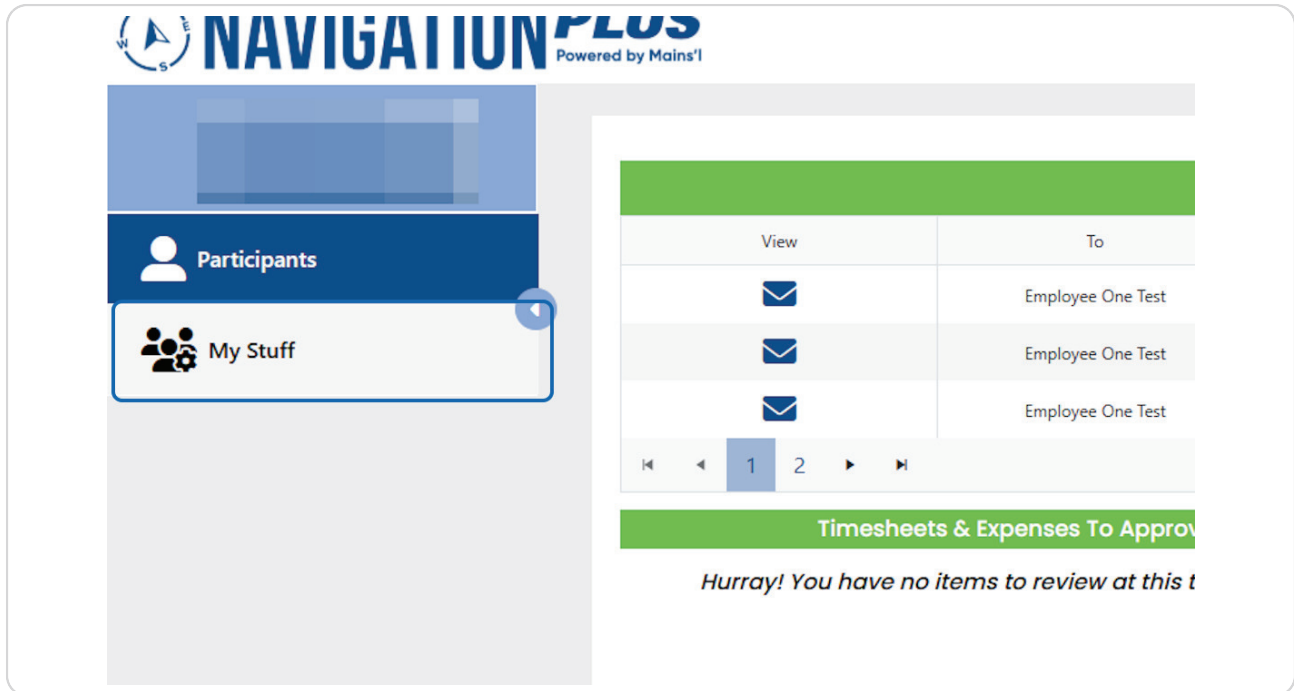
Mains'l does not have your password. If you forget
it, please use the "forgot password" instructions to
reset it.

Navigation Plus: MN FMS Employees Entering Manual Timesheet in Navigation Plus

18 Steps [↗](#)

STEP 1

Click on My Stuff



The screenshot shows the Navigation Plus interface. The left sidebar has a blue header with the Navigation Plus logo and a navigation menu with two items: 'Participants' (with a person icon) and 'My Stuff' (with a group of people icon). The 'My Stuff' item is highlighted with a blue border and a blue arrow pointing to it. The main content area has a green header bar. Below it is a table with two columns: 'View' and 'To'. The table contains three rows, each with an envelope icon in the 'View' column and 'Employee One Test' in the 'To' column. Below the table is a pagination bar with the number '1' highlighted. At the bottom of the main content area is a green bar with the text 'Timesheets & Expenses To Approv' and a message: 'Hurray! You have no items to review at this t'.

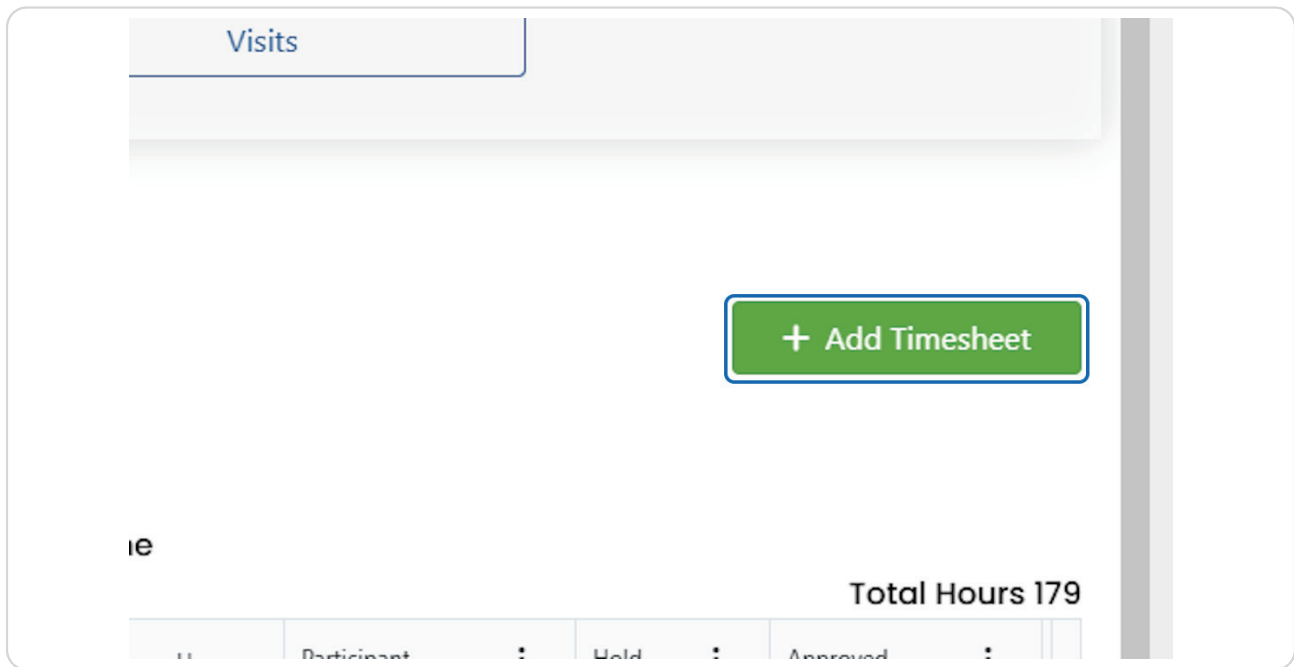
View	To
	Employee One Test
	Employee One Test
	Employee One Test

Timesheets & Expenses To Approv

Hurray! You have no items to review at this t

STEP 2

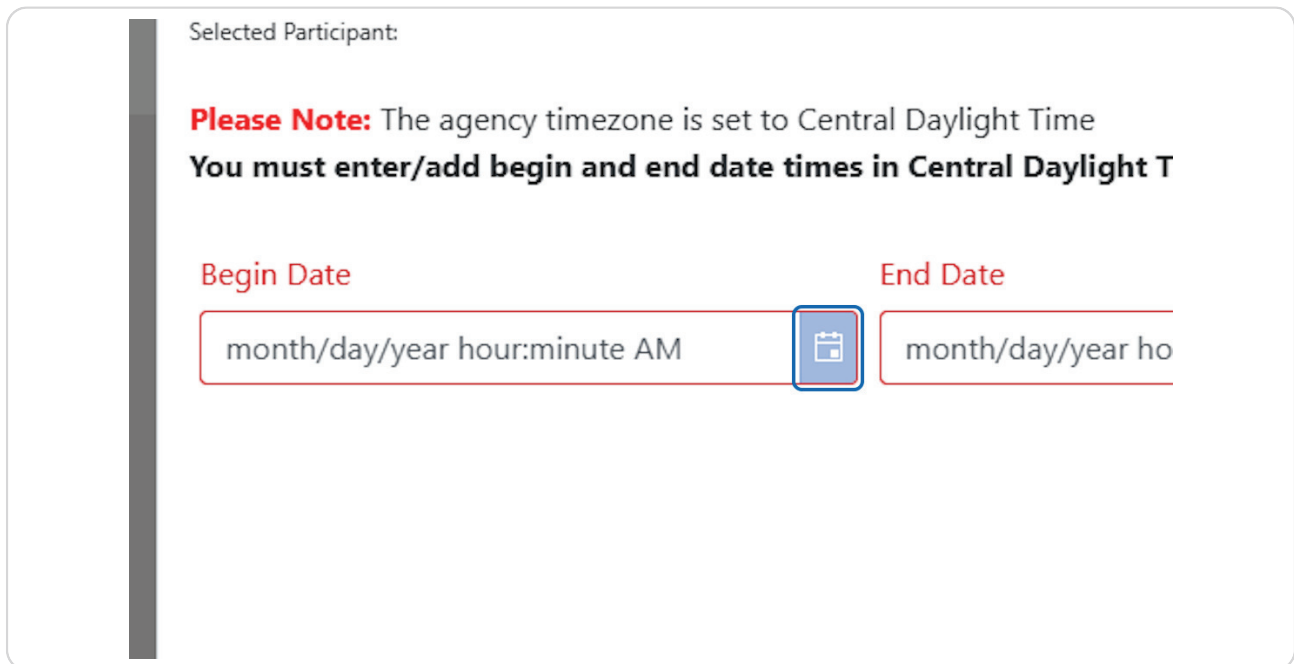
Click on Add Timesheet



The screenshot shows a web interface with a tab labeled "Visits". Below the tab, there is a large green button with a white plus sign and the text "+ Add Timesheet". At the bottom right, it says "Total Hours 179". Below that, there is a table with columns: "Participant", "Held", and "Approved".

STEP 3

Enter the begin date and time



The screenshot shows a form titled "Selected Participant:". Below the title, there is a red "Please Note:" followed by the text "The agency timezone is set to Central Daylight Time" and "You must enter/add begin and end date times in Central Daylight T". Below this, there are two input fields: "Begin Date" and "End Date". The "Begin Date" field contains the placeholder text "month/day/year hour:minute AM" and has a calendar icon button next to it. The "End Date" field contains the placeholder text "month/day/year ho".

Enter the end date and time

End Date

Click on Next

[illegible]

STEP 6

Select the Service Code

The screenshot shows a sidebar on the left with 'Participants' and 'My Stuff' icons. The main area displays 'Selected Employee: Employee One Test', 'Employee ID: 36', and 'Selected Participant:'. Below this is a dropdown menu titled 'Select Service Code' with a red border. The dropdown is open, showing options: 'HM', 'Minor parent', 'Regular' (highlighted with a blue border), 'Staffing', and 'PTO'. To the right of the dropdown are four horizontal red lines.

STEP 7

Select the Reason Code

The screenshot shows the 'Add Timesheet' window. It includes the same sidebar and employee information as Step 6. The 'Select Service Code' dropdown is now set to 'Regular'. Below it is a dropdown menu titled 'Select Reason Code' with a red border. The dropdown is open, showing options: '208 - Staff Forgot to Start Shift', '209 - Staff Forgot to End Shift', '210 - Staff Forgot to enter shift', '212 - Service Code not available at shift entry/end time', '219 - Data Entry Error' (highlighted with a blue border), and '999 - PTO Entry'. At the bottom are 'Back' and 'Next' buttons. On the right, a 'Total H' column is visible with 'No' and 'Yes' entries. The footer shows 'Mains1 Services 2025 | All Rights Reserved | v1.57.4' and a 'Privacy Policy' link.

STEP 8

Select the Action Code

Selected Employee: Employee One Test
Employee ID: 36
Selected Participant:

Time Period: 9/28/2025-10/4/2025
Hours Worked for Period: 1

Select Service Code
Regular

Select Reason Code
219 - Data Entry Error

Select Action Code

- 998 - PTO Entry
- 110 - Live In Caregiver - if yearly documentation is not on file with Mains1, this shift will be reported as non-compliant
- 505 - Unverified Visit, this shift is reported as non-compliant

Back Next

494996	7/25/2025 12:00 AM	7/25/2025 6:39 AM	Regular	6.75	ParticipantTwo Test	No	No
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STEP 9

Click on Next

Next

7/25/2025 7:31 AM	Regular	6.75	ParticipantTwo Test	No	No
7/25/2025 6:39 AM	Regular	6.75	ParticipantTwo Test	No	No

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STEP 10

Select the Participant

My Stuff

Select a Participant:

	First Name
<input type="checkbox"/>	Participant One
<input checked="" type="checkbox"/>	ParticipantTwo
<input type="checkbox"/>	TwoSharedParticipant
<input type="checkbox"/>	Test
<input type="checkbox"/>	ThreeParticipant

1

STEP 11

Click on Next

	1/1/2024 12:00 AM		
	6/1/2024 12:00 AM		

Next

	7/25/2025 7:31 AM	Regular	6.75	ParticipantTwo Test	No	No
0 AM	7/25/2025 6:39 AM	Regular	6.75	ParticipantTwo Test	No	No

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STEP 12

Select the Start Location - either Home or Community

Selected Participant: ParticipantTwo Test

Worked Location

Start Location

▼

End Location

▼

STEP 13

Select the End Location - either Home or Community

Start Location

×

▼

End Location

▼

STEP 14

Click on Next

The screenshot shows a mobile application interface. At the bottom, there is a green button labeled "Next" with a white border. Above it, a table is partially visible with columns for date, time, shift, and participant. To the right of the table, there is a vertical list of status options: "approved", "No", "No", "Yes", "No", "No", "No", "No", "No", "No", "No".

STEP 15

Select the Activities

*For employees working with participants in CFSS only- participants in CDCS are not required to list activities performed during shifts

The screenshot shows a mobile application interface. On the left, there is a dark grey sidebar with a white icon of three people and the text "My Stuff". To the right, the main content area shows "Employee ID: 36" and "Selected Participant: ParticipantTwo Test". Below this, there is a section titled "Activities for Daily Living Please select". Under this section, there are three options: "Eating" (checked with a blue checkmark), "Grooming" (unchecked), and "Dressing" (unchecked).

Click on Next

A screenshot of a web application interface. A large, light gray rectangular area is centered on the screen, with a blue border. Inside this area, the word "Next" is written in white text. Below this area, a dark blue rectangular button is visible. The background shows a table with columns for date, time, status, and test results. The table has a header row with "Regular" and "ParticipantTwo Test" and a data row with "7/25/2025 6:39 AM", "Regular", "6.75", "ParticipantTwo Test", and "No".

Check I Acknowledge for the Acknowledgement Statement

I declare under penalty of perjury that I have the best knowledge that all of this information is true and correct for denial of payment and/or reporting of false information on service billings for Minnesota Statutes, chapter 256S, and Minnesota Statutes, chapter 62A.

☒ I Acknowledge

Back

STEP 18

Review the entry and Click Save

NAVIGATION PLUS™
Powered by Main1

Welcome, Employee One

Selected Employee: Test, Employee One

Add Timesheet

Timesheet End Date: 9/30/2025, 1:00:00 PM
Total Hours: 1 h 0 m
Participant: ParticipantTwo Test
Employee: Employee One Test
Timesheet Service: Regular
Reason Code: 219 - Data Entry Error
Action Code: 505 - Unverified Visit, this shift is reported as non-compliant
Worked Location
Start Location: Home
End Location: Home

Activities for Daily Living

Eating

I declare under penalty of perjury that all hours worked and descriptions of work performed contained in the submitted shifts are true and correct with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services. It is a federal crime to provide materially false information on service billings for medical assistance or services provided under a federally approved waiver plan as authorized under Minnesota Statutes, chapter 256S, and Minnesota Statutes, sections 256B.0913, 256B.092, and 256B.49.

☒ I Acknowledge

Back **Save**

494996 7/25/2025 12:00 AM 7/25/2025 6:39 AM Regular 6.75 ParticipantTwo Test No

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