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

Username

NavEmpOne

Password

•••••••••••

I Agree

Forgot Password

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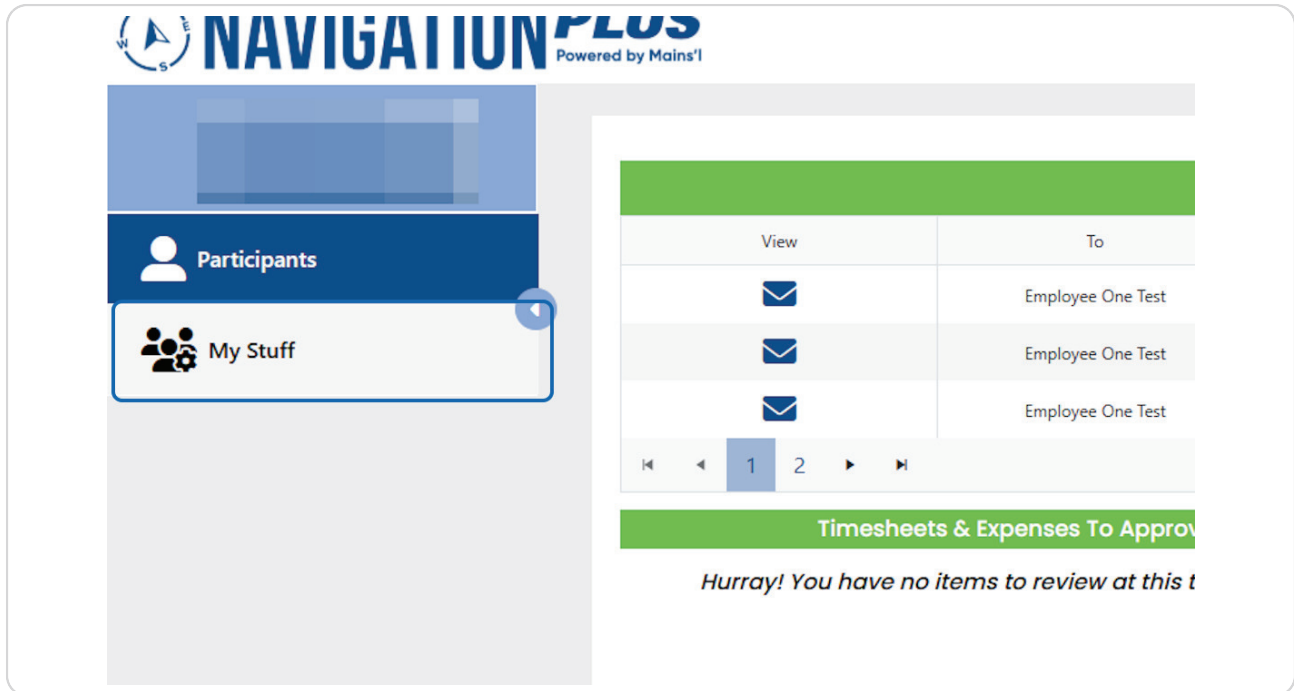Example: "JDoe12345"

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

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

STEP 1

Click on My Stuff

STEP 2

Click on Add Timesheet

Visits

+ Add Timesheet

Total Hours 179

Participant : Hold : Approved :

STEP 3

Enter the begin date and time

Selected Participant:

Please Note: The agency timezone is set to Central Daylight Time
You must enter/add begin and end date times in Central Daylight T

Begin Date

month/day/year hour:minute AM

End Date

month/day/year ho

STEP 4

Enter the end date and time

e is set to Central Daylight Time

nd date times in Central Daylight Time

End Date

📅 | month/day/year hour:minute AM | 📅

STEP 5

Click on Next

Next

Select the Service Code

Select the Reason Code

STEP 8

Select the Action Code

STEP 9

Click on Next

STEP 10

Select the Participant

STEP 11

Click on Next

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

Home ✕

End Location

STEP 14

Click on Next

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

STEP 16

Click on Next

STEP 17

Check I Acknowledge for the Acknowledgement Statement

Review the entry and Click Save