

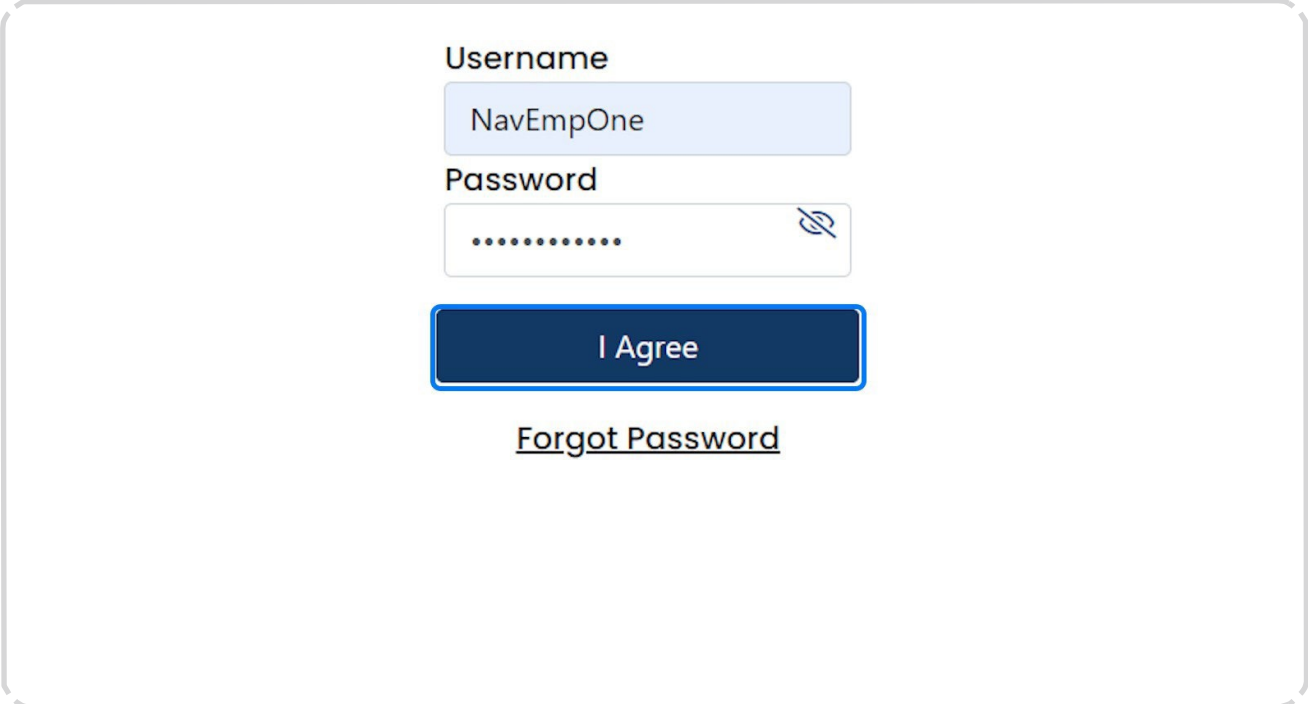
Instructions for Employees to Update/Edit Timesheet Information

STEP 1

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

Enter in your user credentials. **Remember, if you are a managing party you need to use your employee login to edit your own time.**

Click on I Agree



Username

NavEmpOne

Password

.....

I Agree

[Forgot Password](#)

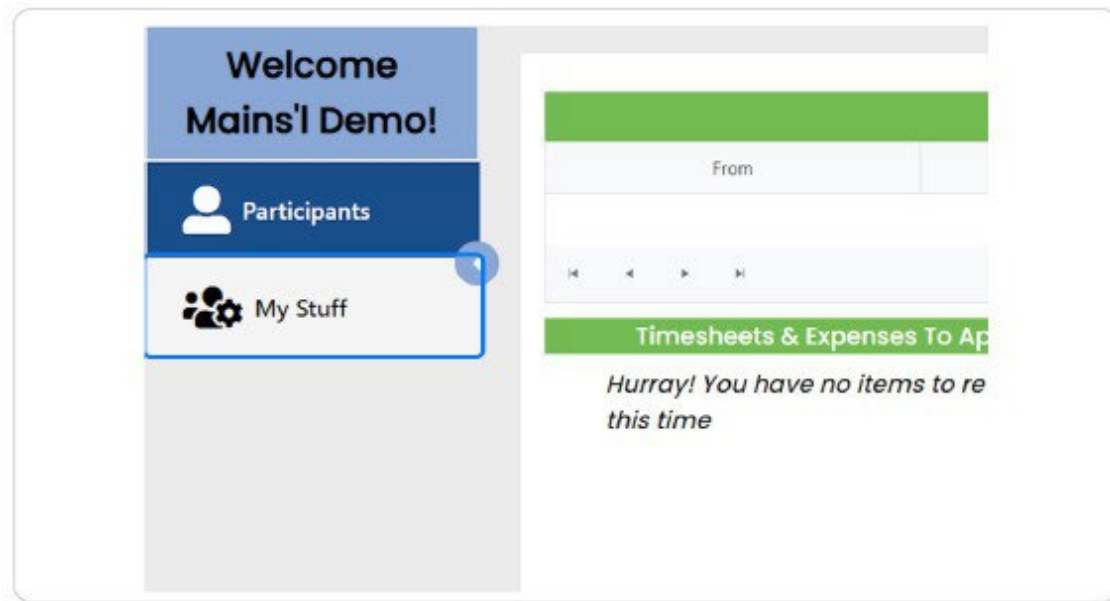
An approved visit can not be edited.
If your shift has been approved, you
must have the managing party
unapprove it so you can edit/update
it.

Only an employee can edit their own
shift. A Managing Party or Mains' I FMS
Manager can not edit the employee's
shift.

STEP 2

Click on My Stuff

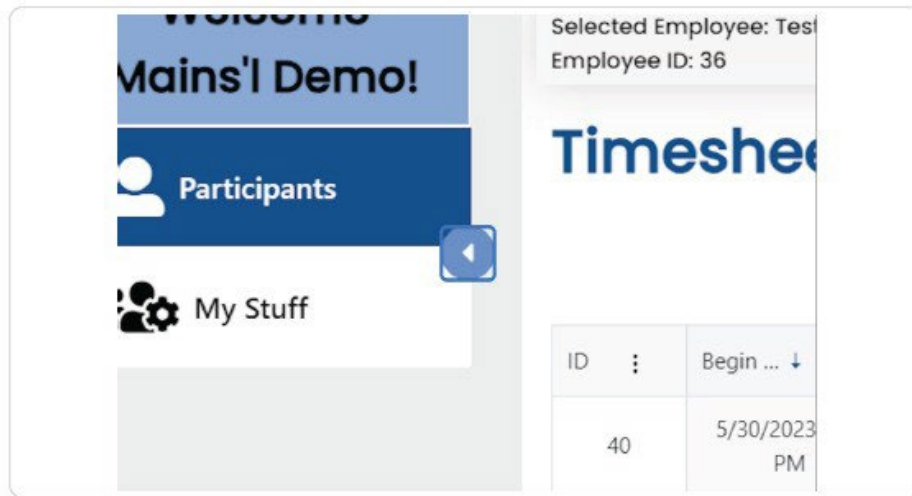
This will open up the employee's timesheet review screen



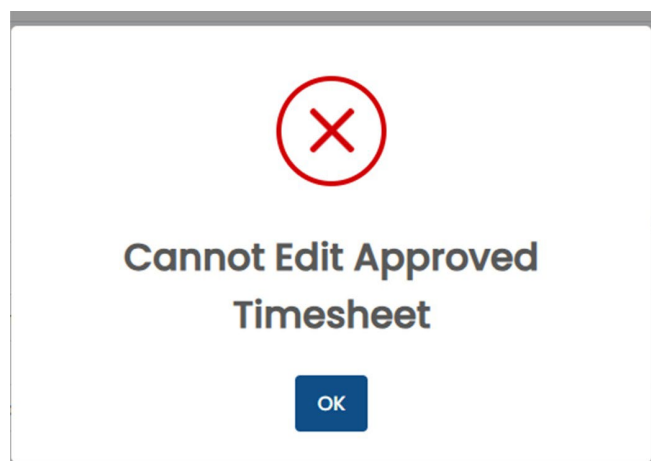
STEP 3

Collapsing the Left Navigation Menu

Clicking on the blue arrow will collapse the left navigation menu allowing for more viewing screen



An employee cannot edit or update a timesheet that has been approved by the managing party. If you receive the error message below, please contact your managing party (the person who approves your timesheets- this is not Mains'l) to ask them to unapprove your shift so you can edit the shift.



STEP 4

You must view the timesheet details to Edit.

Click on Green Folder (on the far left of the screen) for the shift you would like to edit. Once you click this folder, it will “open” the timesheet entry.

Opening the timesheet will allow edits to be made to the information within that entry.

NAVIGATION PLUS™ Powered by Main1

Welcome, Employee One

Selected Employee: Test, Employee One
Payroll System ID: 36

Relationships Timesheets Visits

Timesheets

+ Add Timesheet

Current Pay Period: 10/19/2025-11/1/2025

Open	ID	Begin Date	End Date	Service Code	Hours	Participant	Hold	Approved	Paid	Via EVV	Total Hours 195
	563970	9/30/2025 12:00 AM	9/30/2025 1:00 AM	Regular	1.00	ParticipantTwo Test	No	No	No	No	
	564025	9/29/2025 1:00 AM	9/29/2025 5:00 PM	Staffing	16.00	Participant One Test	No	Yes	No	No	
	548043	9/15/2025 3:13 PM	9/15/2025 4:13 PM	Staffing	1.00	Participant One Test	No	No	No	No	
	547830	9/15/2025 12:00 AM	9/15/2025 1:00 AM	Staffing	1.00	Participant One Test	No	Yes	No	No	
	548707	9/14/2025 9:16 PM	9/14/2025 4:16 PM	Staffing	1.00	Participant One Test	No	No	No	No	

STEP 5

Click on Edit Timesheet

To make any changes to the timesheet, user will have to click on Edit Timesheets (square symbol with a pencil). You only need to change the item that is incorrect in your original entry.

NAVIGATION PLUS™ Powered by Main1

Katelyn N. Roedler (KRoedler@main1.com) is signed in

Welcome, Employee One

← All Timesheets

Timesheet

Audit: Timesheet ID 563970 signed by user Employee One Test on 9/30/2025, 12:52:50 PM

Visit Details

Shift Start: 9/30/2025, 12:00:00 AM
Shift End: 9/30/2025, 1:00:00 AM
Shift Hours: 1 Hours
Service Code: Regular
Reason Code: 219 - Data Entry Error
Reason for Hold:
Action Code: 505 - Unverified Visit, this shift is reported as non-compliant

Participant

Name: Test, ParticipantTwo
ID: 4333
Medical ID:
Agency Name: MN

Employee

Name: Test, Employee One
ID: 36
Job Title:
Time Period: 9/28/2025-10/4/2025
Hours Worked: 1

Status

Not Approved
Not Paid


STEP 6

Click on Calendar Icon to Edit Date/Time

Click on the calendar icon to edit the date and or time.

End

0/2023 3:19 PM



Employee

Employee One Test1

Reason Code

10-Attendant or assigne × ▼

STEP 7

Click on Time

End

0/20

Date

Time

Employee

ne Test1 × ▼

Reason

10-A

May 2023

TODAY

SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13

STEP 8

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

23 2:16 PM

5/30/20

Date

Time

ne Test1

code

Reason

3:19 PM

NOW

×

▼

910-A

Hour	Minute	AM/PM
1	17	
2	18	AM
3	: 19	PM
4	20	
5	21	

Cancel

Set

STEP 9

Click on Set

Clicking Set will capture the updates to the Date and or Time

520

621

Cancel

Set

STEP 10

Add a Reason Code and an Action Code & Click I Acknowledge

Click on the drop-down arrow to choose a reason code- this is why you are editing your shift.

You also need to choose an action code. This is either: EVV Exemption on file (if you live with the person you support and Mains'l has your form and documentation on file), unverified visit (if you should enter your time via the app and forgot, this is considered an unverified visit), or PTO entry (if you are entering a PTO shift)

*

Edit Timesheet

Shift Start

9/30/2025 12:00 AM

Shift End

9/30/2025 1:00 AM

Employee

Employee One Test

Participant

ParticipantTwo Test

Service Code

Regular

Reason Code

219-Data Entry Error

Select Action Code

505 - Unverified Visit, this shift is reported as non-compliant

Activities for Daily Living Please select one or many service activities that apply

☐ Eating

☒ Grooming

☐ Dressing

☐ Bathing

☐ IADL's

☐ Behavior

☐ Health Related

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

Cancel

Save Timesheet

* Activities of Daily Living only apply to CFSS employees. CSG and CDCS employees will not see this

Activities for Daily Living Please select one or many service activities that apply

☐ Eating

☒ Grooming

☐ Dressing

☐ Bathing

☐ IADL's

☐ Behavior

☐ Health Related

STEP 11

Click on Save Timesheet



This will pop up.



If you get this error, please reach out to your Mains'l Contact

