

INDIVIDUAL PROVIDERS

Adding PTO & Training Time



1. Log in to CDWA's [DirectMyCare web portal](#)
2. From the My Dashboard screen, select the **Time/Mileage Entry** button to go to your Time Card. (Fig. 01)
3. Use the Client dropdown menu on the top left corner of the screen to select **Admin Time**. (Fig. 02)
4. If needed, use the arrows or calendar in the top right of the screen to change weeks. (Fig. 03)
5. Select the cell for the day of the week you wish to enter hours. (Fig. 04)
 - A black panel on the right side of the screen will appear. (Fig. 05)



Fig. 01



Fig. 03

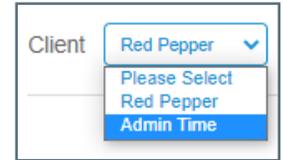


Fig. 02

Service Code	Sun 1/1
Paid Time Off (PTO)	
Continuing Education	
Orientation & Safety	
30 Hour Basic Training	
70 Hour Basic Training	

Fig. 04

6. Fill in the information.
 - The window will display the service code and date of service.
 - These can be changed if needed by clicking the dropdown arrow.
 - Enter the total hours and minutes. Time entry is in 15-minute increments.
 - If your normal working hours are all or partly within Seattle City limits, check the box for Seattle Paid Sick and Safe Time (PSST).
7. Click the **Submit** button to complete the entry.

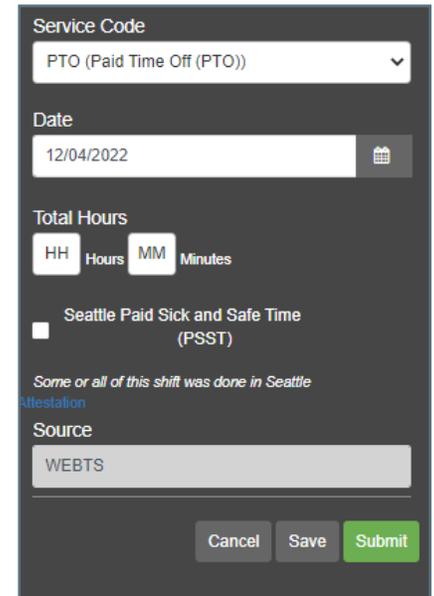


Fig. 05

***If you select **Save**, you will still need to Submit your shift for payment. Select **Submit** to immediately submit time to CDWA for processing.