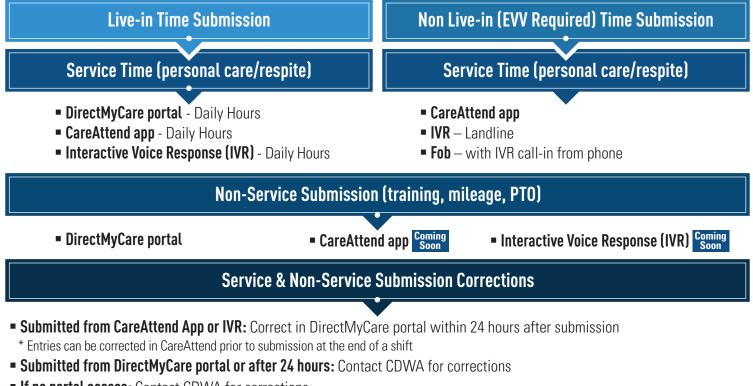


Submitting Time and Mileage

CDWA offers several methods for submitting your time and mileage. Written and video instructions for each method are available on our website.

SUBMITTING TIME



- If no portal access: Contact CDWA for corrections
- EVV app and IVR entries are captured precisely and then rounded to the nearest quarter hour. For example, an EVV or IVR entry at 3:27 is rounded to 3:30.
- Gross hours and non-service time can only be recorded in quarter hour increments.
- The 24-hour adjustment timeframe allows CDWA to process shifts quickly and pay IP shifts accurately and timely on the scheduled pay date.

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