Rep Approval of Self-Hired Staff Attendance

eVeroPortal App and Web

Staff Payroll Information and AIM Policies

Self-Hired Staff Community Habilitation, Respite or Supported Employment (SEMP)

- Staff are required to submit timesheets via the eVero app at the time the support is being delivered
- Benefit Information will be offered to all applicable staff (offered to Part-Time and Full-Time employees)

Staff Attendance All shifts must be documented real-time by staff via the eVeroMobile App on an electronic device per federal (EVV) Electronic Visit Verification mandates. Any missed shifts or shift corrections must be submitted by staff to eVero Payroll at everopayroll@aimservicesinc.org utilizing the manual payroll template

- Please reach out to SD Team if the staff needs a manual payroll template
- Submissions must be timely to avoid delays in payment
- Manual Payroll Templates must be submitted via AIM Self-Direction https://www.aimservicesinc.org/self-direction/

Overtime Policy Overtime must be requested and confirmed by AIM team to ensure sufficient support in the budget prior to staff providing services (overtime is billed at time and a half)

- Overtime cannot be scheduled using the AIM Notice of Employment form

eVero Payroll everopayroll@aimservicesinc.org

- Assists with processing payroll, time off approval, and communications with staff on shift updates/corrections in accordance to AIM Payroll Schedule

Payroll Processing Schedule

- Individual/Rep should review and approve timesheets *no later than 12p on Sundays*
  - Please note staff payroll will not be held due to unapproved timesheets by Individual/Rep
  - Please see AIM Self-Direction Website for most current Annual Payroll Schedule

eVeroPortal

eVeroPortal utilized by individuals and representatives to manage the Self-Direction budget. Portal access is available on the mobile app or website; link: https://signin.evero.com/

Downloading eVero App to download the app please visit your mobile device app store (Android or Apple); link: https://www.evero.com/apps/everoportal-mobile-app/

AIM eVeroPortal Trainings AIM offers training sessions available on the AIM Self-Direction Education Calendar; link: https://www.aimservicesinc.org/self-direction/education-calendar/#rep-training

AIM Self-Direction Team

- **Self-Direction Coordinator-** Assists with general team communications, documentation, eVero questions
- **Staff Supports Coordinator-** Assists with general HR questions, employee benefits as applicable, leave of absence
- **Accounts Payable Specalist-** Assists with reimbursement requests and policies
- **eVero Payroll-** everopayroll@aimservicesinc.org
  - Assists with payroll processing, payroll documentation, and time off (PTO)
- **SD Support-** SDSupport@aimservicesinc.org
  - Assists with additional team supports as needed
  - SD Support Team hosts weekly live staff trainings via Zoom; reach out to SD Team for more information on scheduling

Note: this document is designed to show individuals, families, and advocates how to review/approve staff attendance

How to Approve Staff Attendance

eVeroPortal App

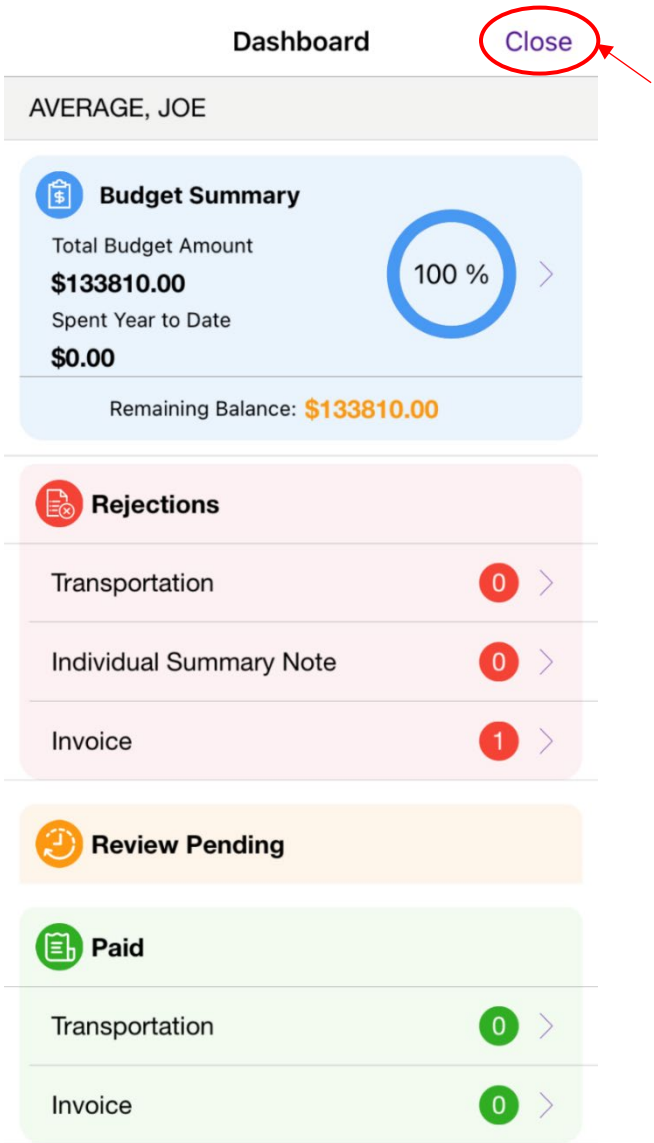
For the App:

1. Log into eVeroPortal
   *Username and Password selected by user
2. Select 'Sign In'



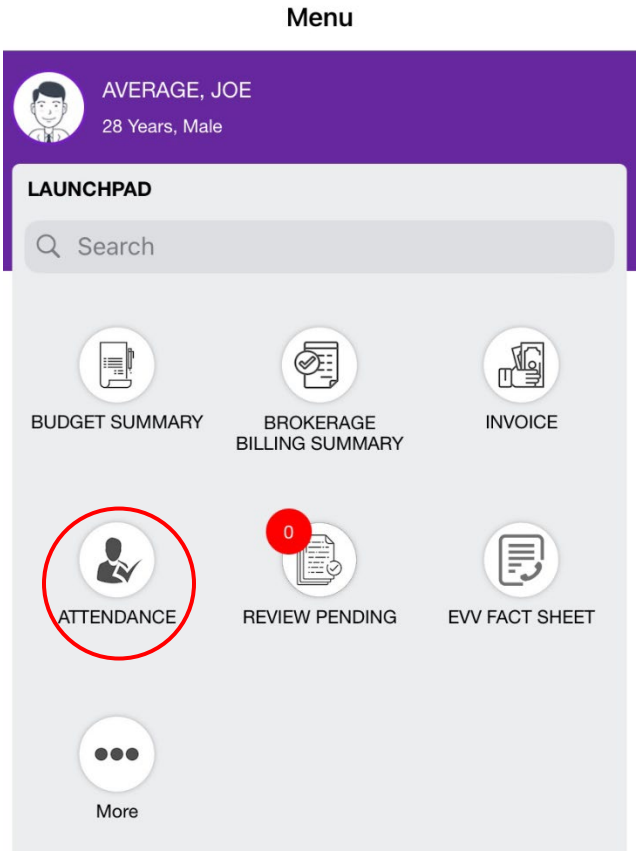
Forgotten User/Password:
Select 'Forgot your username' or 'Forgot your password' or 'Forgot your login information' (blue hyperlinks on right-hand side or bottom center) and follow onscreen instructions for Username or Password

3. eVeroPortal App user will review 'Dashboard' screen and select close

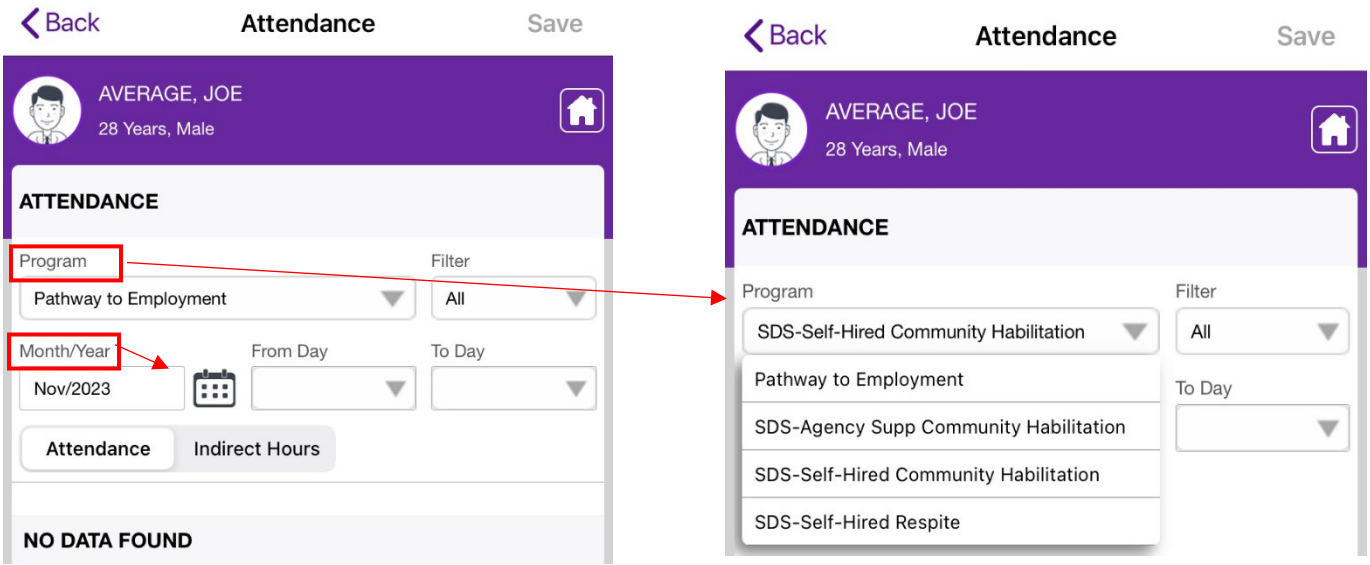


Dashboard Note: Select 'Close' in top right corner to access Menu Launchpad

4. Select the attendance widget on the 'Launchpad' Menu screen



5. Select the program and month intended for attendance review/approval



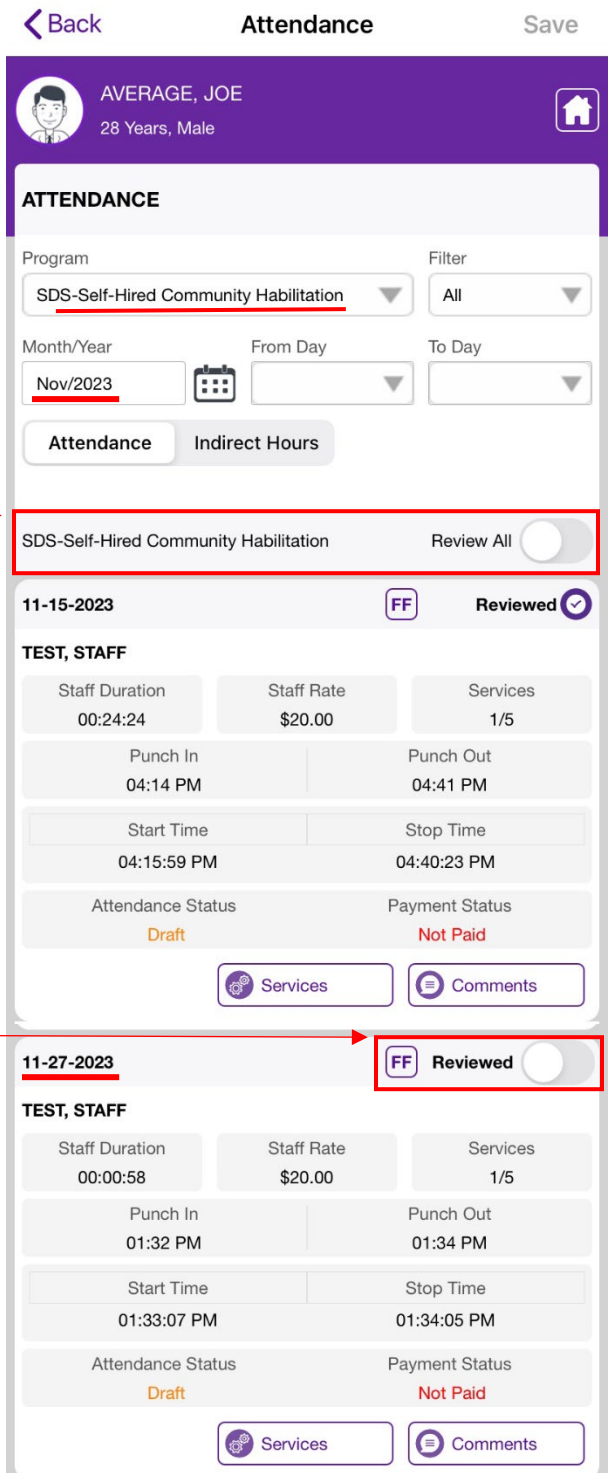
6. Once the program has been selected the staff attendance dates will populate on the screen; see below for individual and batch attendance approval methods:

Note on Staff Service Details:
to review services/comments by staff prior to attendance approval select the buttons 'Service' to see detailed information of the shift worked

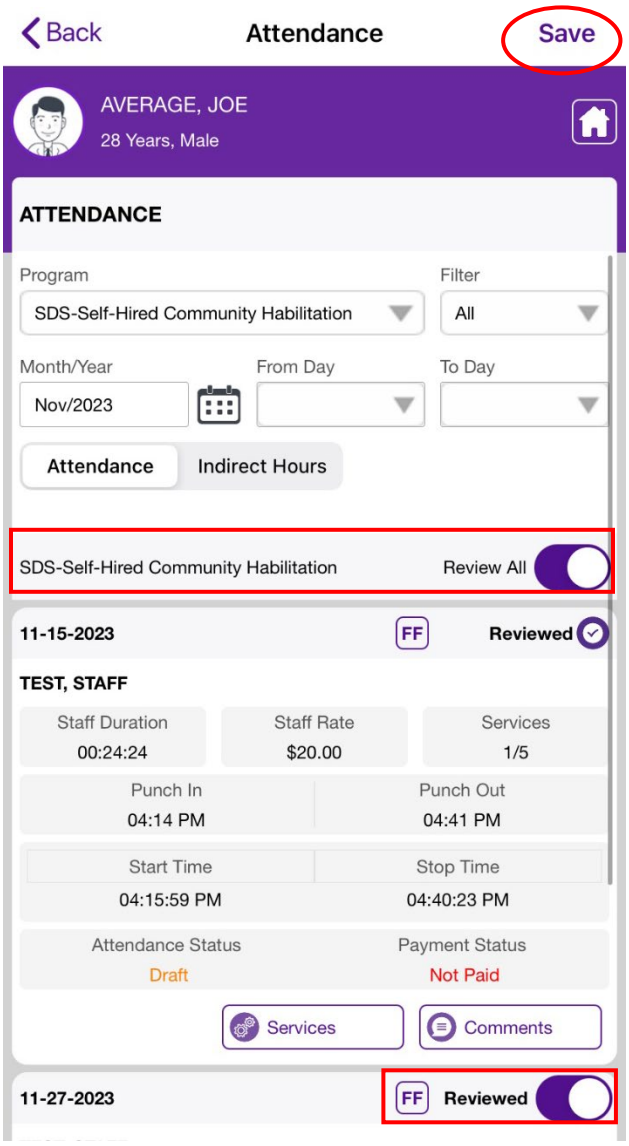


To approve all program attendance, select 'Review All' (top right-hand side of attendance screen)

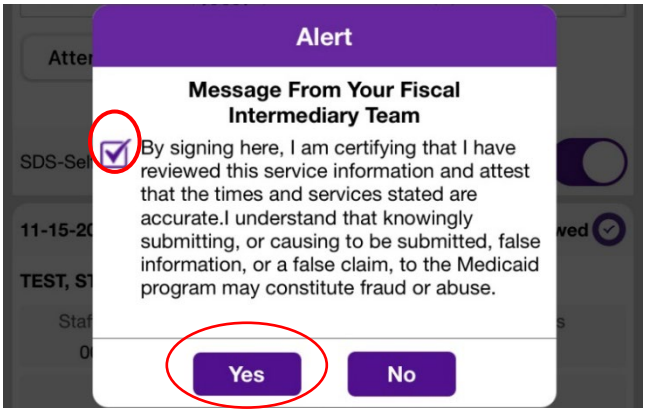
To individually approval program attendance, select 'Reviewed' (upper right-hand corner of individual shift) for each shift approved



7. Once attendance dates have been selected for approval select 'Save' (upper right-hand corner)

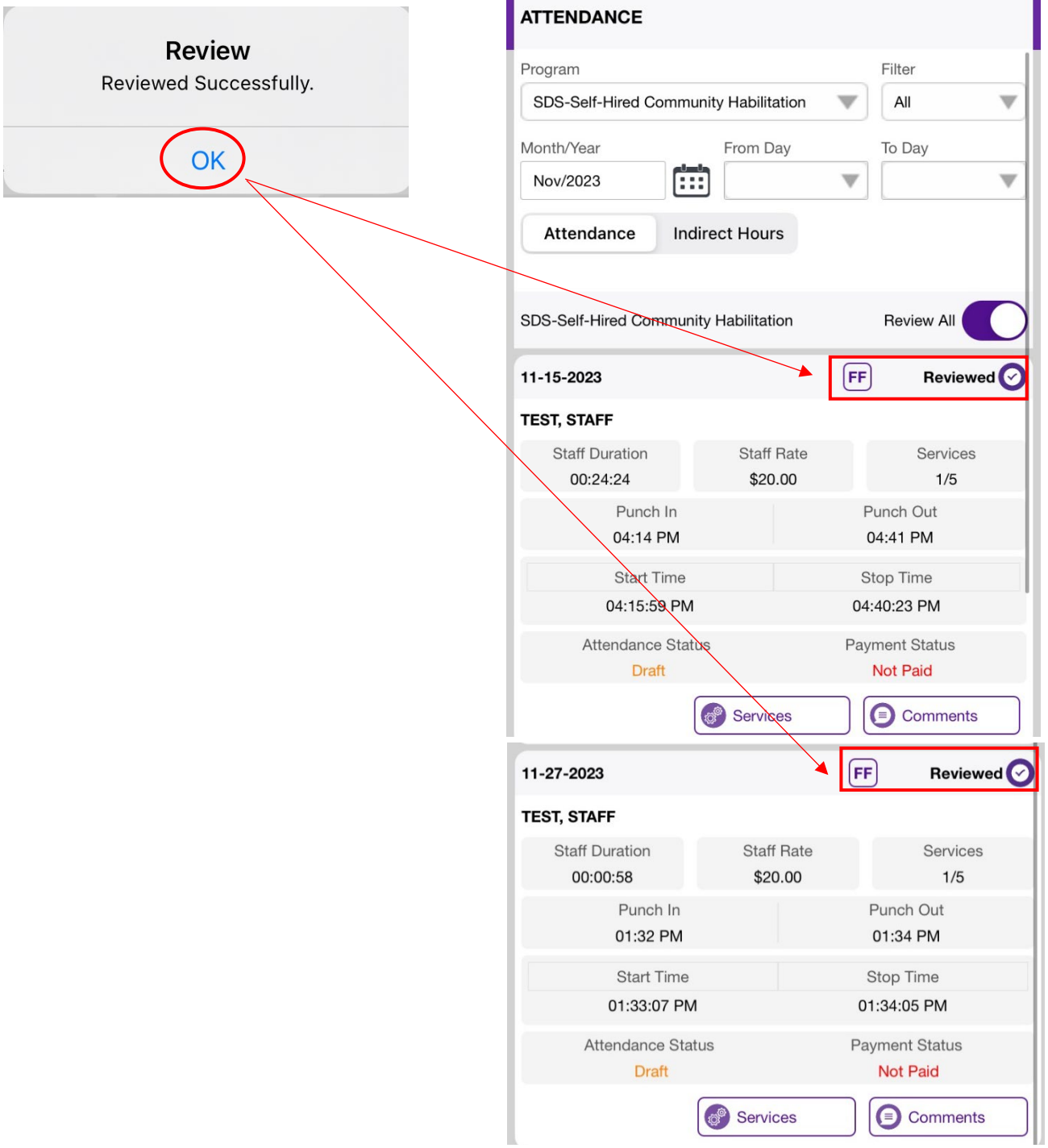


8. Once saved an alert to confirm selections will require user to agree by checking the purple box and selecting 'Yes' (bottom left of screen)



Attestation Note:
Representatives are attesting to staff service information as accurate and acknowledge false claims may constitute fraud

9. Once alert has been submitted attendance will save successfully; select 'OK'
10. Attendance will reflect as 'Reviewed' by user (upper right-hand side of individual shift)



How to Approve Staff Attendance

eVeroPortal **Web**

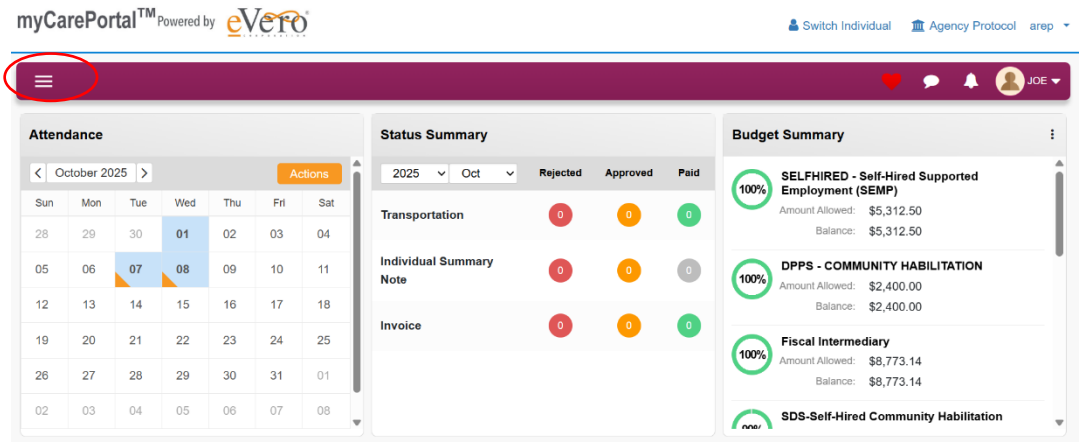
For the Website:

1. Log into eVeroPortal at signin.evero.com
   *Username and Password selected by user
2. Select 'Sign In'



Forgotten User/Password:
Select 'Forgot your username' or 'Forgot your password' or 'Forgot your login information' (blue hyperlinks on right-hand side or bottom center) and follow onscreen instructions for Username or Password

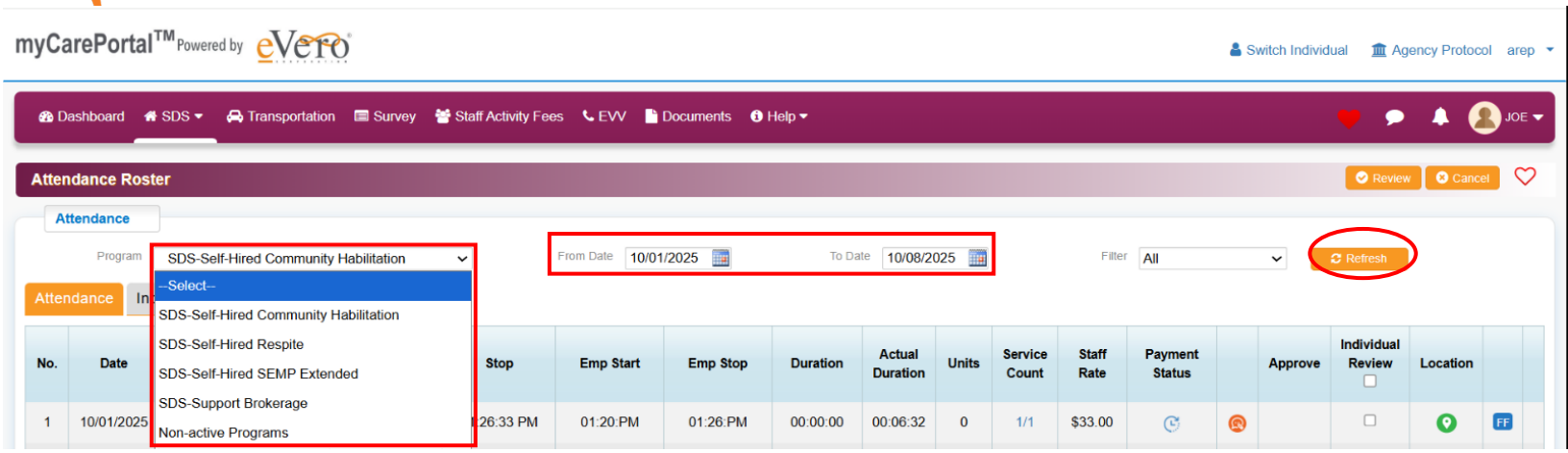
3. Once signed in, the user will be shown the account dashboard page
4. Select the three-line drop down in top left corner to reveal dropdown list



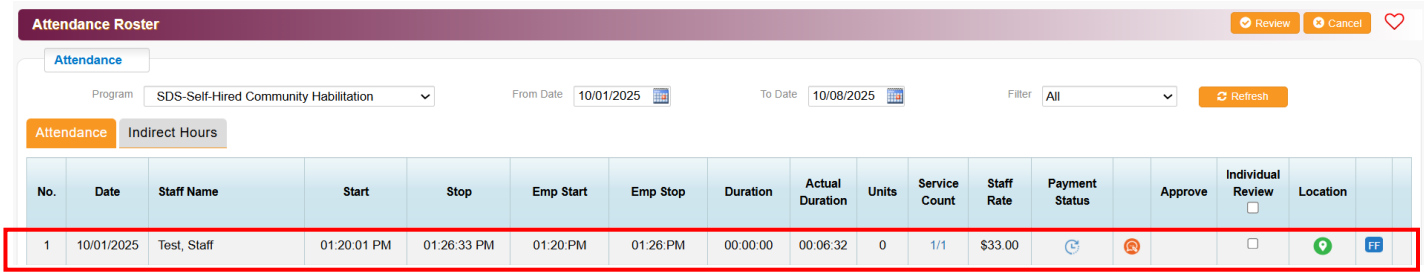
5. Under 'SDS' select 'Attendance Roster' to review and approve staff shifts



6. Select the program and date range intended for attendance review/approval then select 'Refresh'

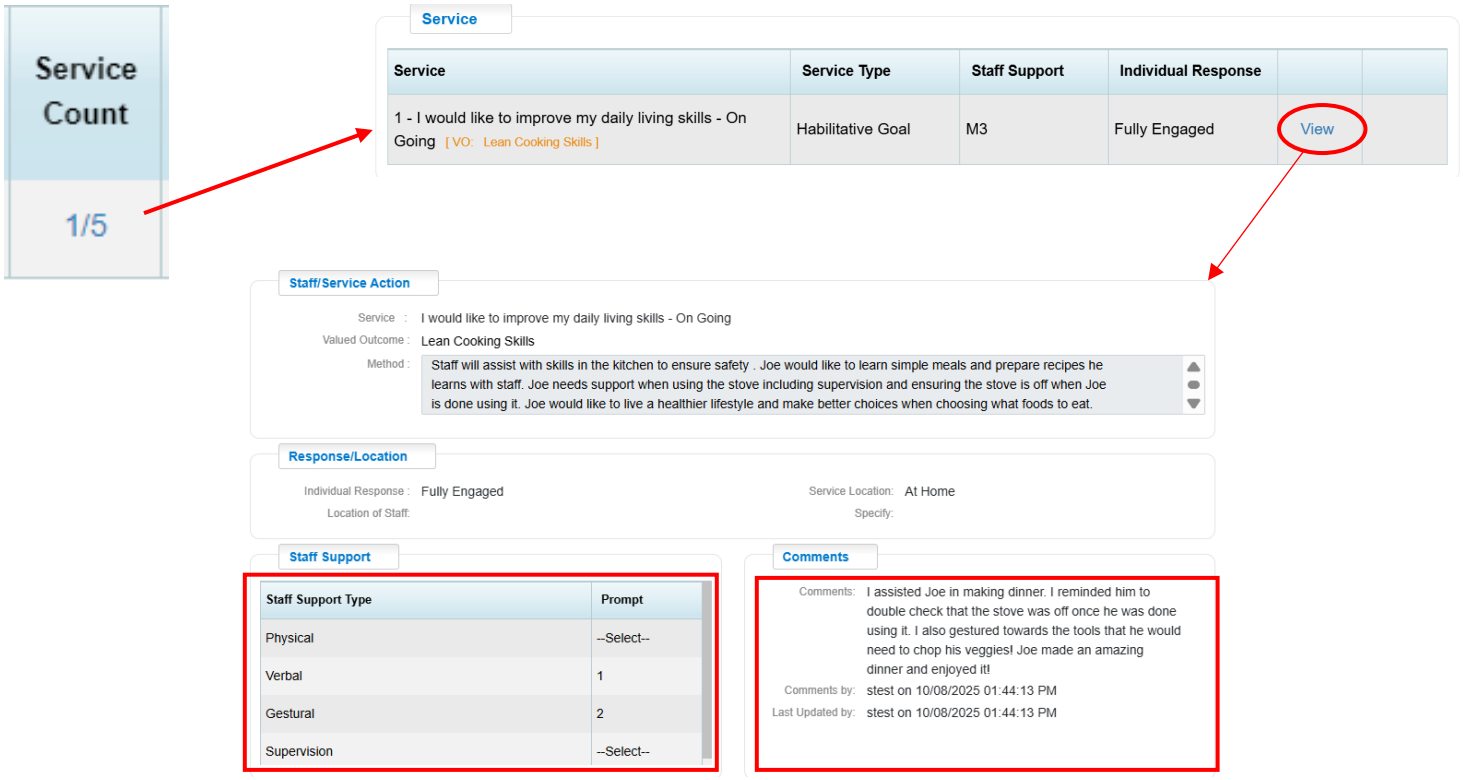


7. Review populated shifts worked by staff

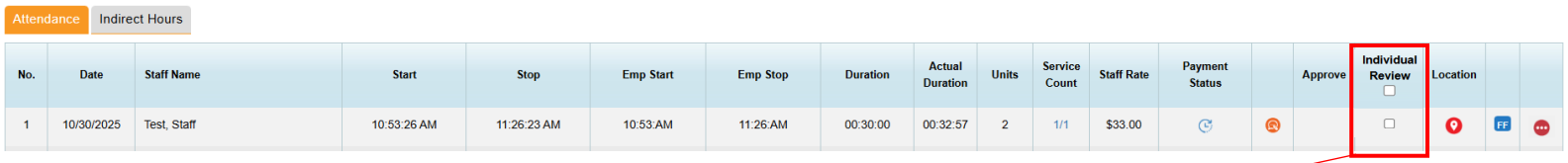


Note on Staff Service Details:

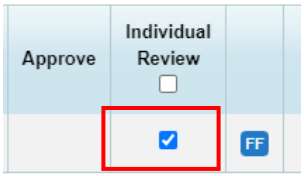
- To review services/comments by staff prior to attendance approval select the hyperlink under 'Service Count' to see detailed information of the shift worked
- To read more detailed information select 'View' to expand staff supports, individual response, and staff comments



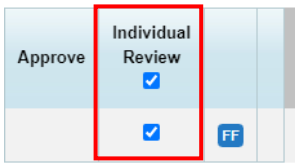
8. Once all information has been reviewed user will check the 'Individual Review' box on specific shifts or select 'Individual Review' box in blue to select all shifts



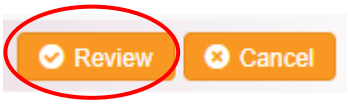
Individual Review:



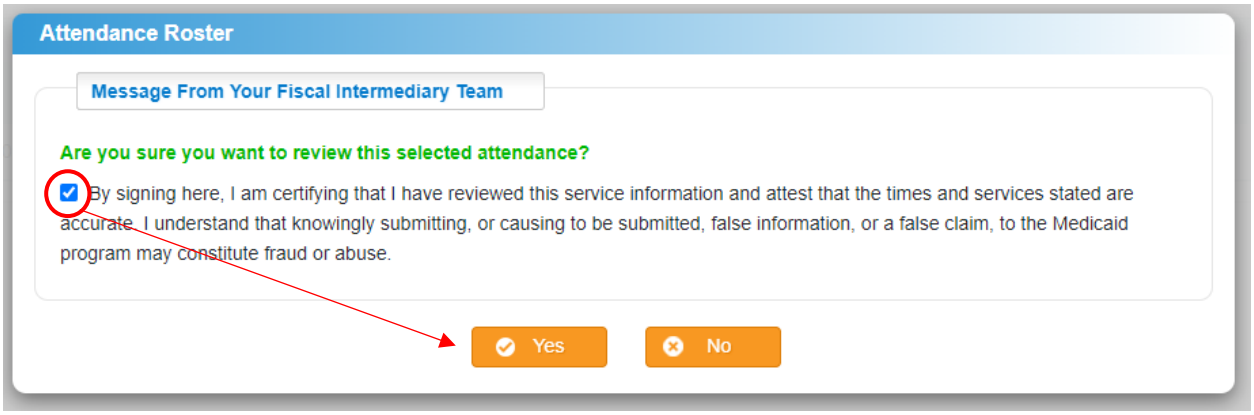
Select all shifts:



9. User will select 'Review' to process attendance approval (orange button upper right-hand corner of screen)



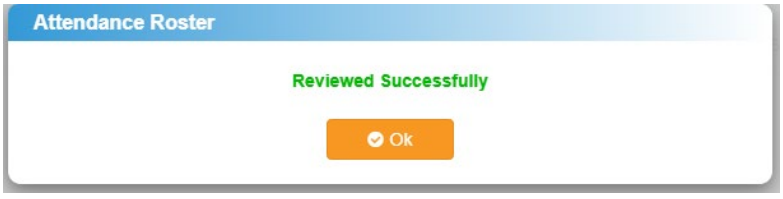
10. User will be required to agree to the attendance submission by checking the box and then selecting 'Yes'



Attestation Note:

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11. Once alert has been submitted attendance will show 'Reviewed Successfully'



12. Reviewed/approved attendance will populate with a green checkmark under ‘Individual Review’ box

Attendance | Indirect Hours

No.	Date	Staff Name	Start	Stop	Emp Start	Emp Stop	Duration	Actual Duration	Units	Service Count	Staff Rate	Payment Status		Approve	Individual Review	Location		
1	10/30/2025	Test, Staff	10:53:26 AM	11:26:23 AM	10:53:AM	11:26:AM	00:30:00	00:32:57	2	1/1	$33.00						FF	

