



# Online Timesheets

5025 E Washington St. #212  
Phoenix , AZ 85034  
602.773.5773  
[www.azaunited.org](http://www.azaunited.org)



# Getting Started

- Signing Up – Contact AZA Operations Manager
  - Select a Username
  - Select a Password (at least 6 characters including alpha and numeric characters)
- Receive Notification – Email from the System

DDReports information Inbox | X

★ [support@ddreports.com](mailto:support@ddreports.com) to me

Susie,

The following is your login and password for DDReports.

<https://www.ddreports.com>


login = ssunshine

Password = ssunshine

Thank you for using DDReports



# Signing In

 **DDReports** *Making It Easy to Care*

[Login](#) [Products](#) [Testimonials](#) [Contact](#) [Service Centers](#)

User Name:

Password:

Remember Me

**NOTE – You must be using Internet Explorer 8.0, and a PC with Windows.**


**This system does NOT work with a Mac or with Firefox.**

so you can service the individuals that need your help. **Simple, Easy and FAST!**

DDreports offers the following advantages

- Reduced number of denials
- Manage Authorizations and eliminate Authorization denials
- Time Card input for providers, field supervisors and managers
- Payroll output
- Insurance billing and management

DDreports is easy to setup and enter your clients. No costly setup fees or hidden costs. Pay on a month basis and save money on administrative costs and spend less time billing every month.





# Entering your Timesheet

## Time Card Input

Hourly Input Payroll Summary Employee Time Card

Period

6/30/2010

Clients

**WAITING  
APPROVAL**

Entered on: 6/16/2010 3:01:41 PM

If you have not turned in your Person Served Information (PSI) form, you will not be able to see your client in the drop down menu. Turn your PSI form in as soon as possible to ensure that your online timesheet is available to you in a timely fashion.



# Entering your Timesheet

## Time Card Input

Hourly Input Payroll Summary Employee Time Card

Period

6/30/2010

Clients

Sunshine, Sammy

**WAITING  
APPROVAL**

Entered on: 6/16/2010 3:01:41 PM

Submit

Print

Print All

Excel

	Day	Time From	Time To	Service Type	Total Hours	Rate	Total Due
	15	12:00 PM	2:00 PM	HAH1	2	10	20
	15	2:00 PM	5:00 PM	RSP1	3	8.5	25.5
	16	12:00 PM	2:00 PM	HAH1	2	10	20

- **Be sure to select the appropriate time period ending**
- **If you are working with more than one client, be sure to select the appropriate client**



# Entering your Timesheet

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- Day = June **15**, 2010 – Enter only the number that corresponds with the day
- Time must be entered in 4 digit increments with an “A” or “P” for a.m. or p.m.
  - 2:00 pm would be entered as “0200p”



# Entering your Timesheet

- Enter time in quarter-hour (15 minute) increments ONLY: Ex. 02:00, 02:15, 02:30, 02:45
- If you are scheduled to work past midnight, you must split the time into 2 days
- For example, if you worked from 9:00 pm to 2:30am, your time entry would look like:

	Day	Time From	Time To	Service Type	Total Hours	Rate	Total Due
	15	12:00 PM	2:00 PM	HAH1	2	10	20
	15	2:00 PM	5:00 PM	RSP1	3	8.5	25.5
	16	12:00 PM	2:00 PM	HAH1	2	10	20
	18	9:00 PM	12:00 AM	RSP1	3	8.5	25.5
	19	12:00 AM	2:30 AM	RSP1	2.5	8.5	21.25





# Entering your Timesheet

## Time Card Input

Hourly Input | Payroll Summary | Employee Time Card

Period: 6/30/2010  
 Clients: Sunshine, Sammy  
**WAITING APPROVAL**  
 Entered on: 6/16/2010 3:01:41 PM

Submit | Print | Print All | Excel

	Day	Time From	Time To	Service Type	Total Hours	Rate	Total Due
	15	12:00 PM	2:00 PM	HAH1	2	10	20
	15	2:00 PM	5:00 PM	RSP1	3	8.5	25.5
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- Enter in the appropriate Service Type:
  - **HAH1** – Habilitation with 1 Client
  - **RSP1** – Respite with 1 Client

- Enter in the appropriate Service Type:
  - **ATC** – Attendant Care

*Working with more than 1 client at a time requires prior authorization from AZA United*



# Entering your Timesheet

## Time Card Input

Hourly Input | Payroll Summary | Employee Time Card

Period

6/30/2010

Clients

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	Day	Time From	Time To	Service Type	Total Hours	Rate	Total Due
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	15	2:00 PM	5:00 PM	RSP1	3	8.5	25.5
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- If you have made an error in your data entry, totals will not be tabulated
- If this happens, review your data
- Scroll to the bottom of the page Totals to ensure that all the hours have been calculated properly. If not, make appropriate changes



# Entering your Timesheet

## Time Card Input

Hourly Input | Payroll Summary | Employee Time Card

Period: 6/30/2010  
Clients: Sunshine, Sammy

**WAITING APPROVAL**  
Entered on: 6/16/2010 3:01:41 PM

Submit | Print | Print All | Excel

	Day	Time From	Time To	Service Type	Total Hours	Rate	Total Due
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	16	12:00 PM	2:00 PM	HAH1	2	10	20

- Once you have completed the timesheet for the client, click the submit button
- If all has been entered properly, the “Waiting Approval” message will appear



# Entering your Timesheet

## Time Card Input

Hourly Input Payroll Summary Employee Time Card

Period

6/30/2010

Clients

Sunshine, Sammy

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Excel

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- If you have more than one client, select the same pay period and the next client
- Repeat all steps above



# Entering your Timesheet

## Time Card Input

Hourly Input **Payroll Summary** Employee Time Card

Period

6/30/2010

Clients

Sunshine, Sammy

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Excel

	Day	Time From	Time To	Service Type	Total Hours	Rate	Total Due
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- When done entering all clients, click on the Payroll Summary Tab



# Verifying your Data

DDReports *Making It Easy to Care*

Time Card

Time Card Input

Hourly Input | Payroll Summary | Employee Time Card

6/30/2010 Pay Period Ending

Drag a column header here to group by that column

Client	serviceCode	hours	totalPay
Sunshine, Sammy	HAH1	4	40
Sunshine, Sammy	RSP1	3	25.5

serviceCode	Rate	hours	totalPay
HAH1	\$10.00	4	\$40.00
RSP1	\$8.50	3	\$25.50
			\$65.50

- Review all of your hours to make sure that everything has been entered properly

- If you identify errors, simply go back to hourly input and make the changes



# Entering your Timesheet

## Time Card Input

Hourly Input Payroll Summary Employee Time Card

Period

6/30/2010

Clients

Sunshine, Sammy

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	16	12:00 PM	2:00 PM	HAH1	2	10	20

- Once you are certain that all entries are accurate, click **Print All**



# Getting Approval

Arizona Autism United, Inc. Individual Client Billing Document

Page: 1 of 1

Provider Name:

Client Name:

Client ID:

Billing Cycle:

Sunshine, Susie

Sunshine, Sammy

12345

6/30/2010

You sign on  
Provider line.  
Have the  
parent sign in  
the  
"Responsible  
Party  
Signature"  
section.  
Then mail or  
fax the  
printed  
timesheet to  
AZA United.

Date	Start Time	End Time	Service Type	Total Hours	Approval Initial
6/15/2010	12:00 PM	2:00 PM	HAH1	2	
6/15/2010	2:00 PM	5:00 PM	RSP1	3	
6/16/2010	12:00 PM	2:00 PM	HAH1	2	

RSP1 = 3 HAH1 = 4

Provider Signature

Date

Responsible Party Signature

Date

Administration

Date

Do not initial and/or sign until after services have been provided. By Signing, the provider and responsible party certify the hours of service are correct. Services can only be provided to the individual listed on the authorization form. Company is not responsible to pay for services provided in excess of those authorized for this individual. Use blue or black ink to sign. Do not use white out and/or cross out information.



# Monitoring Hours

- Each family has a different amount of hours allocated to them for each service
- When you are entering your time sheet the available hours are listed – if the Balance is less than the hours you are entering, the hours will not post in your timesheet

Authorization Hours

Start Date	End Date	Service Code	Allowed Hours	Used Hours	Balance
Mar 01, 2010	Jul 05, 2010	HAH	240	16	224
Mar 01, 2010	Jul 05, 2010	RSP	300	7	293

- If this happens, contact the Finance Manager



# Monitoring Hours

- The DDD has a maximum number of hours that can be billed in any given day:
  - Habilitation – 10 hours
  - Respite – 12.75 hours
- If your timesheet indicates that you have worked more than these allowable hours in a day, the entry will not be accepted





# Due Dates

- Your **signed** timesheet is due to the AZA United office by 5:00 pm on:
  - 5<sup>th</sup> of month
  - 20<sup>th</sup> of month
  - *If the above dates fall on a weekend, timesheets are due the Friday BEFORE the above dates.  
For Actual Payroll Dates, please see [website](#) under Downloads-Employee Forms-Payroll Dates*
- You may fax, mail or hand deliver the signed timesheets to AZA United:
  - AZA United  
5025 E Washington St #212  
Phoenix, AZ 85034  
602.273.9108 (fax)
- Late signed timesheets will result in timesheet being processed in the next payroll cycle



# Questions

- If you have questions, please contact AZA United
  - Finance Manager  
Jenifer Werntz  
602.773.5775  
[jen@azaunited.org](mailto:jen@azaunited.org)
  - Operations Manager  
Nicole Newhouse  
602.773.5776  
[nicole@azaunited.org](mailto:nicole@azaunited.org)