

IHSS Electronic Timesheet Sign-up & Trainings

IHSS Recipients and Providers are welcome to get help with electronic timesheets.

IHSS paper timesheets are going away. All Providers and Recipients must sign-up for electronic timesheets at www.etimesheets.ihss.ca.gov.

Staff will be at the locations below to help you enroll and use the electronic timesheets.

| Date | Time | Location | Registration |
|--|-------------------------|---------------------|--|
| The following Mondays: <ul style="list-style-type: none">November 18, 2019November 25, 2019December 2, 2019December 16, 2019December 30, 2019 | 10:00 a.m. - 12:00 p.m. | 77 Otis St. | tinyurl.com/ihssevvsf or (415) 557-6200 |
| | 2:00 - 4:00 p.m. | 77 Otis St. | tinyurl.com/ihssevvsf or (415) 557-6200 |
| Every Friday November & December | 9:00 a.m. - 12:00 p.m. | 77 Otis St. | tinyurl.com/ihssevvsf or (415) 557-6200 |
| The following Thursdays: <ul style="list-style-type: none">November 21, 2019December 5, 2019December 19, 2019 | 2:00 - 4:00 p.m. | 832 Folsom St. | SF IHSS Public Authority www.sfihsspa.org/training |
| The following Mondays: <ul style="list-style-type: none">November 18, 2019November 25, 2019 | 10:00 a.m. - 12:00 p.m. | 1645 California St. | For Cantonese & Mandarin speaking SEIU 2015 Provider members only (415) 802-4951 |



FOR MORE INFORMATION

Visit www.etimesheets.ihss.ca.gov or call (866) 376 -7066.



How to sign up for IHSS E-Timesheets

Follow the instructions below for either ETS or TTS

Electronic Timesheet System (ETS)

For Providers and Recipients



Checklist:

- Prepare the following items:
 - My active email address: _____
 - My date of birth: ____ / ____ / ____
 - My Provider or Recipient number: _____
 - The last 4-digits of my Social Security Number: _____
- Go to www.etimesheets.ihss.ca.gov using a computer or smartphone
- Register by providing the information above; create username, password, and select security questions
 - Username: _____
 - Password: _____
 - Security questions and/or answers:
 1. _____
 2. _____
 3. _____
- Check your email to confirm E-Timesheet registration
- Since my Provider/Recipient must also enroll, I will:
 - Remind them to enroll on (date): ____ / ____ / ____
 - Help them enroll by following instructions above with them

Telephone Timesheets System (TTS)

For Recipients only, if ETS is not selected



Checklist:

- Before starting, I need:
 - My Recipient Case Number: _____
- Call SF IHSS at **(415) 557-6200** to enroll.
- Give SF IHSS a 4-digit passcode of my choosing, which is: _____
- Since my Provider must also enroll in ETS, I will:
 - Remind Provider to enroll on:
Date: ____ / ____ / ____
 - Help Provider enroll by following the ETS instructions to the left with them.
 - After both Recipient and Provider are enrolled, TTS will call the Recipient when a timesheet has been submitted.
 - Recipients can either answer the TTS call or call TTS back at **(833) 342-5388** during business hours to approve submitted timesheets. Recipients will need their passcode and case number to approve timesheets.