

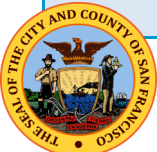
IHSS Electronic Timesheet Sign-up & Trainings

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, 2019 November 25, 2019 December 2, 2019 December 16, 2019 December 30, 2019 	10:00 a.m. - 12:00 p.m.	77 Otis St.	tinyurl.com/ihsssevsf or (415) 557-6200
	2:00 - 4:00 p.m.	77 Otis St.	tinyurl.com/ihsssevsf or (415) 557-6200
Every Friday November & December	9:00 a.m. - 12:00 p.m.	77 Otis St.	tinyurl.com/ihsssevsf or (415) 557-6200
The following Thursdays: <ul style="list-style-type: none"> November 21, 2019 December 5, 2019 December 19, 2019 	2:00 - 4:00 p.m.	832 Folsom St.	SF IHSS Public Authority www.sfhsspa.org/training
The following Mondays: <ul style="list-style-type: none"> November 18, 2019 November 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.



Need help? Call (866) 376-7066 or (415) 557-6200 during business hours | Visit: www.etimesheets.ihss.ca.gov