

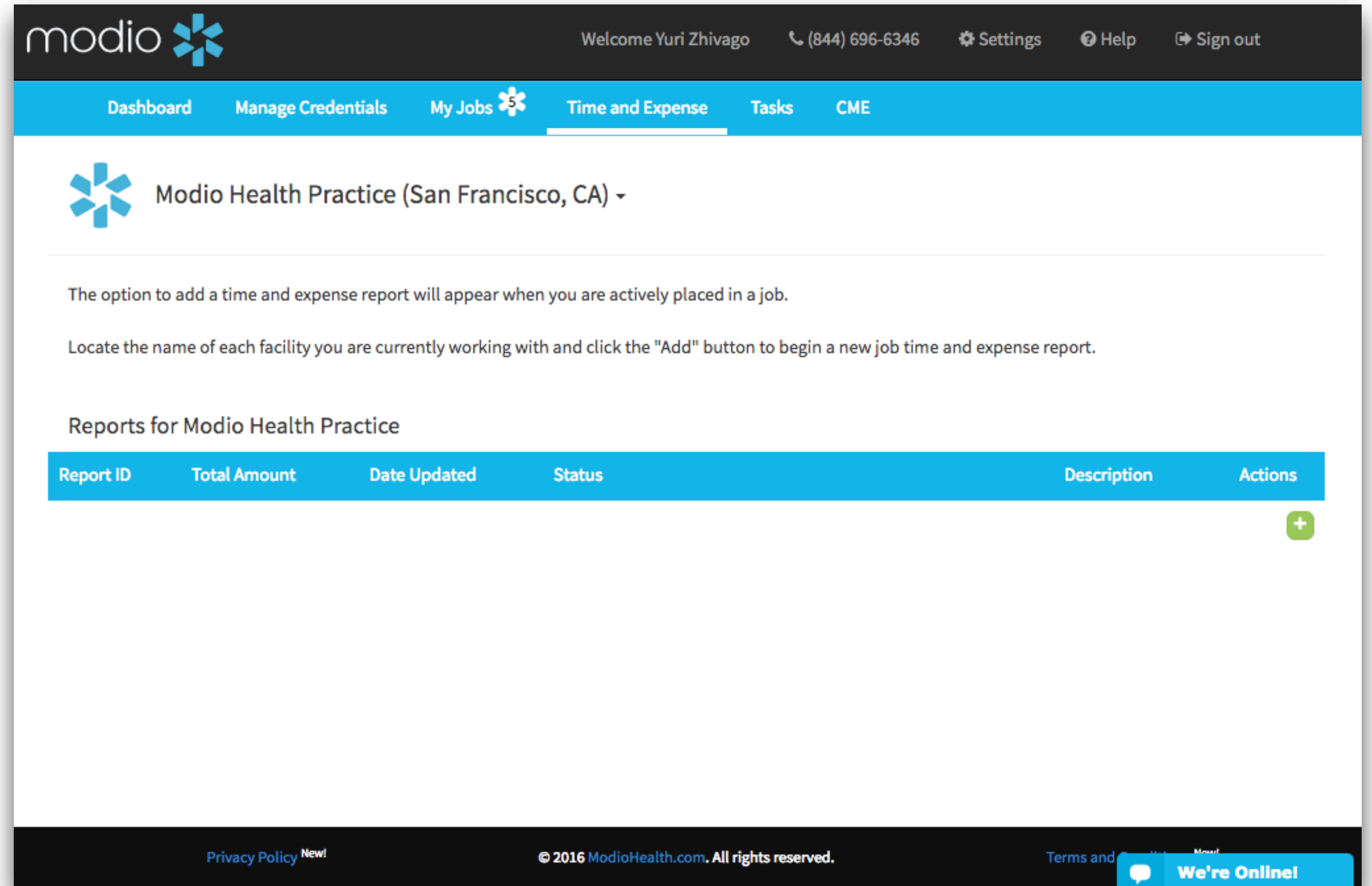
How-To Guide: Time and Expense


Track and invoice your pay and expenses for any job you work through Modio.


Time and Expense dashboard


From the Dashboard of your profile, click on the Time and Expense tab. Here you will see a list of reports for each facility at which you are working (there may be more than one). As soon as you are placed in a job, you can start tracking your hours and expenses. You can enter these details whenever you like but make sure to submit your report on a bi-weekly basis to ensure you get paid.

Start a new report by clicking on the green  button below each facility.



modio  Welcome Yuri Zhivago (844) 696-6346 Settings Help Sign out


Dashboard Manage Credentials My Jobs  Time and Expense Tasks CME


 Modio Health Practice (San Francisco, CA) ▾

The option to add a time and expense report will appear when you are actively placed in a job.

Locate the name of each facility you are currently working with and click the "Add" button to begin a new job time and expense report.

Reports for Modio Health Practice

Report ID	Total Amount	Date Updated	Status	Description	Actions
					

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Entering Time

The report has two sections:


1) Time Reporting, 2) Expense Reporting

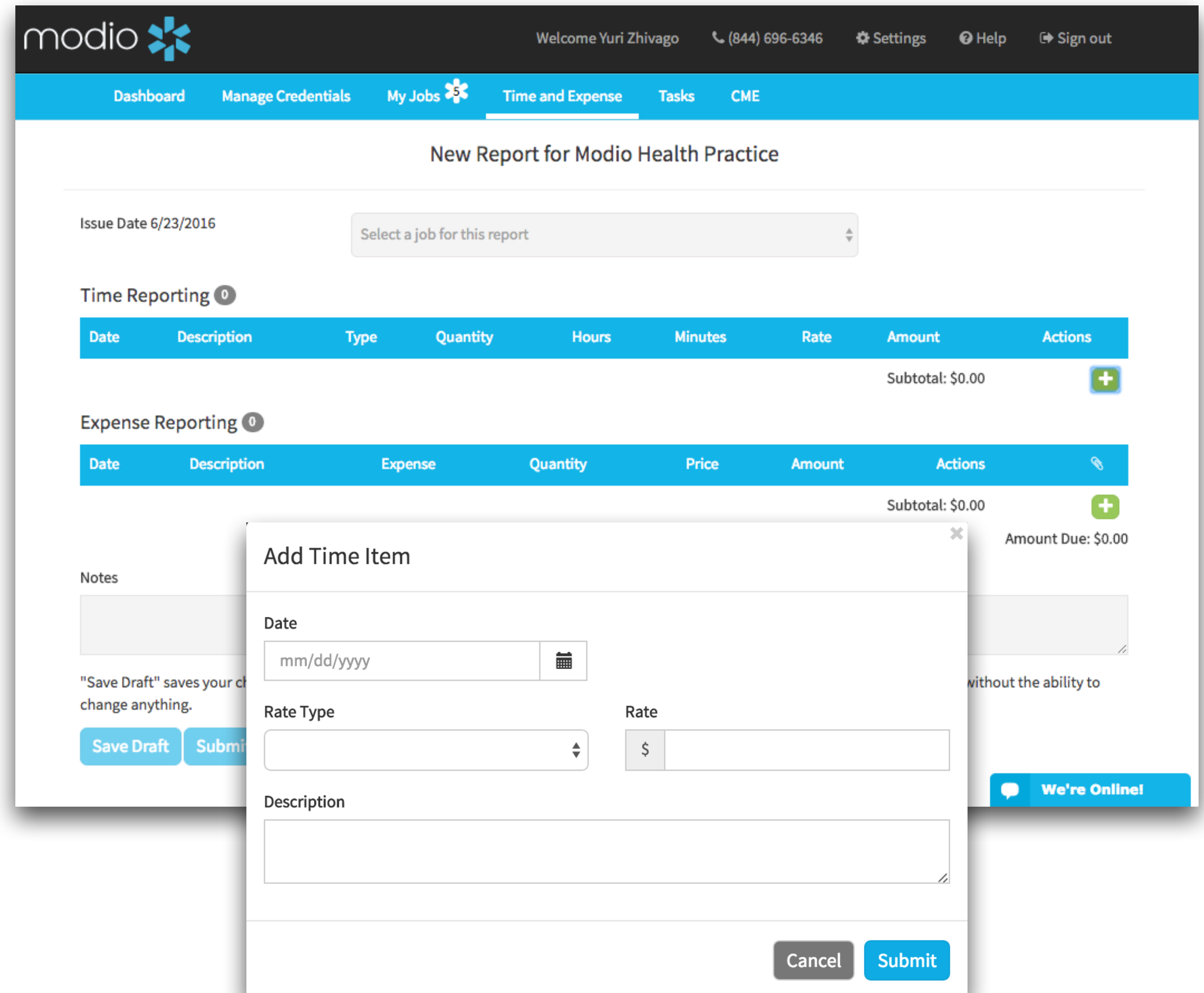
If applicable, select which job you want to create this report for.

To report your hours worked, click on the green  button below the **Time Reporting** section. A pop-up window called **"Add Time Item"** will appear. Choose the date that you worked in MM/DD/YYYY format. Then, click on the arrow under Rate Type to open a drop-down menu and select the type of work you performed.

The Rate field will remain blank; this will be filled in by the Modio team.

Finally, add any relevant details in the Description box, then click Submit.

Create a new **Time Report** for every day that you have worked. If you need to change the details of a time item, click  next to your entry. To delete an item, click the red **X** button.




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Entering Expenses

To report your expenses, click on the green  button below the **Expense Reporting** section. A pop-up window called **"Add Expense Item"** will appear. Chose the date when you paid for a work-related expense in MM/DD/YYYY format. Then, click on the arrow under Expense Type to open a drop-down menu.

The Quantity field will vary depending on your choice: for instance, if it is a single airline ticket, select 1; if it is car mileage, choose the number of miles driven. Enter a description for the expense item if applicable, then click Submit.

Create a new Expense Report for every item that you want reimbursed. If you need to change the details of an expense item, click on the blue Edit button next to your entry. To delete an item, click on the little blue arrow next to Edit and select Remove. To add a receipt, click  and upload the file associated with your expense item.

The screenshot displays the Modio web application interface. At the top, the user is logged in as Yuri Zhivago. The navigation menu includes Dashboard, Manage Credentials, My Jobs (5), Time and Expense (active), Tasks, and CME. The main heading is "New Report for Modio Health Practice".

The interface shows an "Issue Date" of 6/23/2016 and a dropdown menu to "Select a job for this report". Below this are two sections: "Time Reporting" and "Expense Reporting", both with a count of 0. The "Time Reporting" table has columns: Date, Description, Type, Quantity, Hours, Minutes, Rate, Amount, and Actions. The "Expense Reporting" table has columns: Date, Description, Expense, Quantity, Price, Amount, and Actions. A "Subtotal: \$0.00" is shown with a green plus icon.

An "Add Expense Item" modal is open, containing the following fields:

- Date: mm/dd/yyyy (with a calendar icon)
- Expense Type: dropdown menu
- Quantity: 1
- Price: \$ (with a currency symbol)
- Description: text input field

At the bottom of the modal are "Cancel" and "Submit" buttons. In the background, a "Notes" section and "Save Draft" and "Submit" buttons are visible. A "We're Online!" chat bubble is also present.

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Submitting your report

Once you are finished with the Time and Expense Reports for a job, add any notes about the position at the very bottom. Then, either click **Save Draft** (if you want to edit or add new items later), or click **Submit** (if you want your coordinator to review your report for approval).

Once you click Submit, your reports are locked, and cannot be edited unless your coordinator returns the report to you for changes.

Note that clicking Submit for an individual Time Item or Expense Item does not submit the whole report - it only saves the item. You must click the Submit button on the report page for your coordinator to receive it.

The screenshot displays the 'Edit Report for Modio Health Practice' interface. At the top, the user is logged in as 'Yuri Zhivago' with contact information and navigation links for Settings, Help, and Sign out. The main navigation bar includes Dashboard, Manage Credentials, My Jobs (5), Time and Expense (active), Tasks, and CME. The report details show an Issue Date of 6/23/2016 and Report ID 75. A dropdown menu is set to 'Select a job for this report'. The 'Time Reporting' section contains one entry: 6/26/2016 for '1/1/16 - 6/20/16' Flat Rate, with a quantity of 1 and a total amount of \$250.00. The 'Expense Reporting' section contains one entry: 5/18/2016 for 'Gas and Mileage' Car Mileage, with a quantity of 1 and a total amount of \$150.00. The overall 'Amount Due' is \$400.00. A 'Notes' field is present at the bottom. A disclaimer explains the difference between 'Save Draft' and 'Submit'. Two buttons, 'Save Draft' and 'Submit', are located at the bottom of the form.

Date	Description	Type	Quantity	Hours	Minutes	Rate	Amount	Actions
6/26/2016	1/1/16 - 6/20/16	Flat Rate	1	N/A	N/A	\$250.00	\$250.00	
							Subtotal: \$250.00	

Date	Description	Expense	Quantity	Price	Amount	Actions
5/18/2016	Gas and Mileage	Car Mileage	1	\$150.00	\$150.00	
					Subtotal: \$150.00	

Amount Due: \$400.00

Notes

"Save Draft" saves your changes and allows you to edit them later. "Submit" will submit this report for approval and permanently lock it without the ability to change anything.

[Save Draft](#) [Submit](#)

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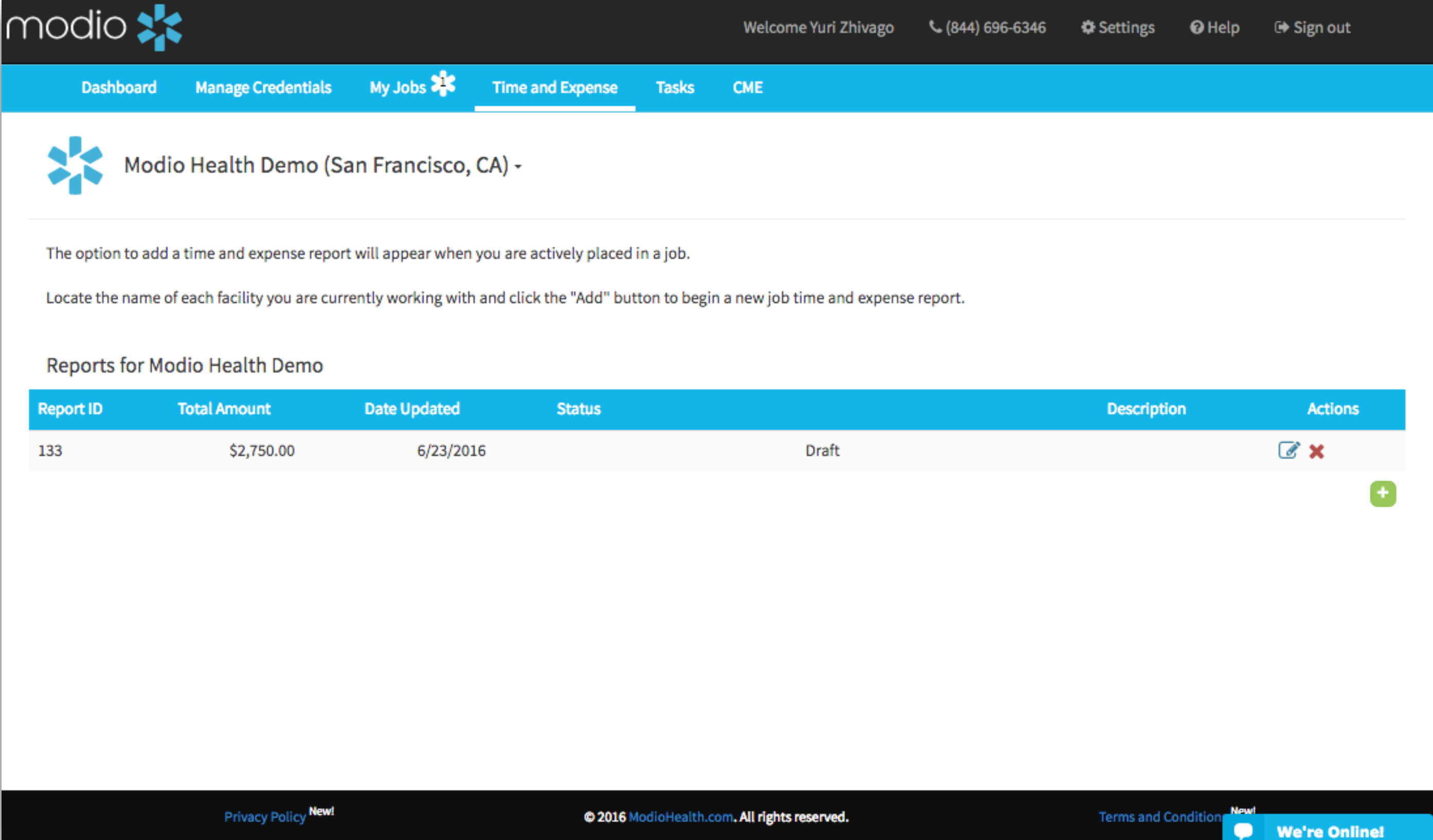


Reviewing Reports



After clicking **Submit** or **Save Draft**, you will be returned to the main Time and Expense tab. You will now see an entry under the facility you chose. Each entry will have its own unique **Report ID**, and you can see the calculated total amount that you are owed for the report. Additionally, you can check the Date Updated or Status columns to see when a report is being processed, or if it has been completed. The status of your invoice may be: Draft, Submitted, Approved, Invoiced, Paid, or Rejected.

To make changes to a report, click  at the far right of each entry. To delete the report, click the red **X** button.

Remember: a report that has been submitted can only be viewed - you won't be able to make any changes or delete it. If you accidentally submit a report before you were finished editing it, just contact the Modio team and ask to open the report for editing again.



The screenshot shows the Modio web application interface. At the top, there is a navigation bar with the Modio logo, user information (Welcome Yuri Zhivago), contact info ((844) 696-6346), and links for Settings, Help, and Sign out. Below this is a secondary navigation bar with tabs for Dashboard, Manage Credentials, My Jobs, Time and Expense (selected), Tasks, and CME. The main content area is titled "Modio Health Demo (San Francisco, CA) -" and contains instructions: "The option to add a time and expense report will appear when you are actively placed in a job." and "Locate the name of each facility you are currently working with and click the 'Add' button to begin a new job time and expense report." Below the instructions is a table titled "Reports for Modio Health Demo".

Report ID	Total Amount	Date Updated	Status	Description	Actions
133	\$2,750.00	6/23/2016	Draft		 

At the bottom of the page, there is a footer with links for Privacy Policy, Terms and Conditions, and a "We're Online!" indicator.