



When to send in a time correction

- Anytime there is a discrepancy on times entered in Nova (double punch, wrong job code, etc.)
- Any missed punches- forgot to clock in or out
- Anytime you have a Therap issue, such as overlapping times, error in begin or end time, wrong date entry, etc.
- Time corrections can be made in Therap- **however, entries with the wrong date will be deleted and must be re-entered under the correct date.**
- Anytime you mistakenly enter a note under the wrong ISP (shared, etc.) and it needs to be deleted.
- Send corrections on a daily basis- do **NOT** send them in all at once at the end of the week/pay period.

Format for sending in time corrections (what we need to know)

Please indicate in the Subject line “Therap Correction” or “Nova Correction”

For NOVA

- Your name
- Date for correction
- Clock in time- AM/PM
- Clock out time- AM/PM
- Consumer name

For THERAP

- Your name
- Consumer name
- Date for correction
- Type of correction **EX:** wrong date, overlapping times, correction for time etc.
- Correct times needed (list AM/PM)

Time corrections are to be sent to the waiver email shown below:

Freddie Brown

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waiver@focusinc.org