



## When to send in a time correction

- Every shift worked until set up in Nova- You should be set up in Nova within the first two weeks of employment. If you have not been contacted to come in within two weeks, make it a point to come in and get set up.
- Anytime there is a discrepancy on my times entered in Nova
- Any missed punches- forgot to clock in or out
- Send corrections on a daily basis- do **NOT** send them in all at once at the end of the week/pay period.
- Time corrections should be sent in by 4:00 pm Friday if you do not work Friday evening/overnight.
- If you **DO** work Friday evening/overnight, your correction must be sent in no later than 9:00 am Saturday

## Format for sending in time corrections

Your name

Date worked

In time (make sure you note if it is am/pm)

Out Time (make sure you note if it is am/pm)

Consumer Number\*

Consumer Name

**\*Consumer number is the 6-digit number (126---) found on the timesheet next to their name.** --Do not use Social Security number, Medicaid number, etc. for this.

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

---

Amanda Perry

Freddie Brown

Carrie Hudgens

**[Waiver@focusinc.org](mailto:Waiver@focusinc.org)**