

The Consumer Empowerment Services System: Logging in as an Employee

Login web site: <https://sd.cesonline.us/sd>

Login Name: _____

Password: _____

Once you have submitted the required paperwork to become an employee of LifeQuest, the Family Support Coordinator in your area will provide you with a login name and a temporary password. At initial login you need to change the password to one that you pick. The Password must be at least six characters (and can be up to 32), containing both letters and numbers.

The screenshot shows a Netscape browser window titled "Consumer Empowerment Services - Netscape Browser". The page header includes a logo and navigation links: "Employee", "Help", "Logout", "About", "My Password", and "Help". The main content area displays "Fred Barnes" with a login name of "Fred". Below this are three input fields: "Current Password *", "New Password *", and "Confirm Password *". An "Apply Changes" button is located below the fields, with a note "*Required entry" underneath it. The status bar at the bottom shows "Done" and "No Full Scan".

To change the password:

1. Click on *HELP*
2. Click on *MY PASSWORD*
3. Input current password
4. Input new password and then input it again to confirm it.
5. Click on *APPLY CHANGES*

This is what you will see logged in as an Employee:

The screenshot shows a Mozilla Firefox browser window titled "http://unittest.cesonline.us - Consumer Empowerment Services - Mozilla Firefox". The page header includes a logo and navigation links: "Employee", "Help", "Logout", "Time Card", and "Employment". The main content area displays "Fred Barnes" with a login name of "Fred". Below this is a dropdown menu labeled "Consumer" with the text "Select Consumer" and a downward arrow. The status bar at the bottom shows "Done".

TIME CARD

You will only have access to time cards for the consumer or consumers you work for. If you are assigned to more than one consumer, select the consumer for whom you need to enter a time card. Then click on the drop down arrow beside "Select Time Card." If this is your first time card, click on "New Time Card" and then select the date range for which you need to enter time worked.

Employee Help Logout
Time Card Employment

Consumer Empowerment Systems Welcome Fred Barnes Wed, Jan 31st, 2007 8:10 AM (FI Test V2)

Consumer
Murry, Leonard Allen

Time Card: 01/01/2007 - 01/14/2007 [OPEN]

Print Time Card

Date: Service Code: Please enter a date. Time: start end

Rate: Select Rate Services Provided: Total: \$0.00 Add

| Service Code | Services Provided | Date | Rate | Time Worked | Total |
|-------------------------------|-----------------------------|------------|-------------|-------------------------------|---|
| 727 Community Living Supports | Prepared meals with Leonard | 01/03/2007 | \$7.23 / hr | 04:00 PM - 07:00 PM (3.00hrs) | \$21.69 <input type="button" value="Delete"/> |
| Total | | | | | \$21.69 |

Done

1. Date: enter the date you worked.
2. Service Code: click on the dropdown arrow and select the service code.
3. Rate: select the rate of pay.
4. Services Provided: put in a brief description of what you did.
5. Time: Put in your *start* and *end* times by clicking on the clocks or by manually entering the time
6. Click **ADD**.

If you realize you made a mistake, you can *delete* the entry. The CES system will not allow you to overlap times worked or enter dates outside of the time card date range. Once a time card has started, you can continue to add time to it until the closing date of the pay period. At the end of the pay period, your employer can look at and approve or not approve the time card. If your employer does not approve your time card, you will need to discuss this with them.

LOGOUT

When you are finished working in your record. Remember to click on **LOGOUT** in the top row.

EMPLOYMENT

This screen is for viewing W4 and bank information (for direct deposit). You will not be able to make any changes to this screen, but you can verify that the information you see is correct.

Forgot user name or password? Call your Family Support Coordinator!