

## Save a timesheet for later

---

### Why?

1. If you want to fill it out little by little instead of all at once.
2. If your attendant needs to sign separately from you.

---

### Important things to note:

1. To save a timesheet for later, you must use this link rather than the one embedded on our website: <https://hipaa.jotform.com/211573676790061>
2. Make sure you copy the URL that pops up when you click the “Save” button, as that is how you will return to finish the timesheet later.

---

### How to save (see instructions with screenshots on following pages):

1. Fill out at least one field on the timesheet form.
2. Click “Save” at the bottom of the form.
3. Click “Skip create account” at the bottom of the pop-up box so that you can share your URL with anyone else that needs to sign the form.
4. You can copy the link on the confirmation page, and enter the e-mail address where you would like the form sent. That could be your own if you want to return later to finish your timesheet, or it could be someone else’s, like your employer’s email address if they need to sign.
5. Use that link to return later to update and/or submit the form.

1. Fill out at least one field on the timesheet form.

## WEEK 1

Please record in and out times for the selected service during week 1 of the pay period. These must match Vesta.

Sunday

08-22-2021



Date

Time 1

08

AM ▾

Until

12

PM ▾

Hour Minutes

Hour Minutes

Time 2

1

PM ▾

Until

05

PM ▾

Hour Minutes

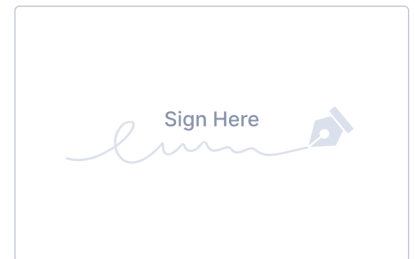
Hour Minutes

Attendant Signature \*



Clear

Employer/Authorized Representative Signature \*



Clear

2. Click "Save" at the bottom of the form.



Preview PDF

Save

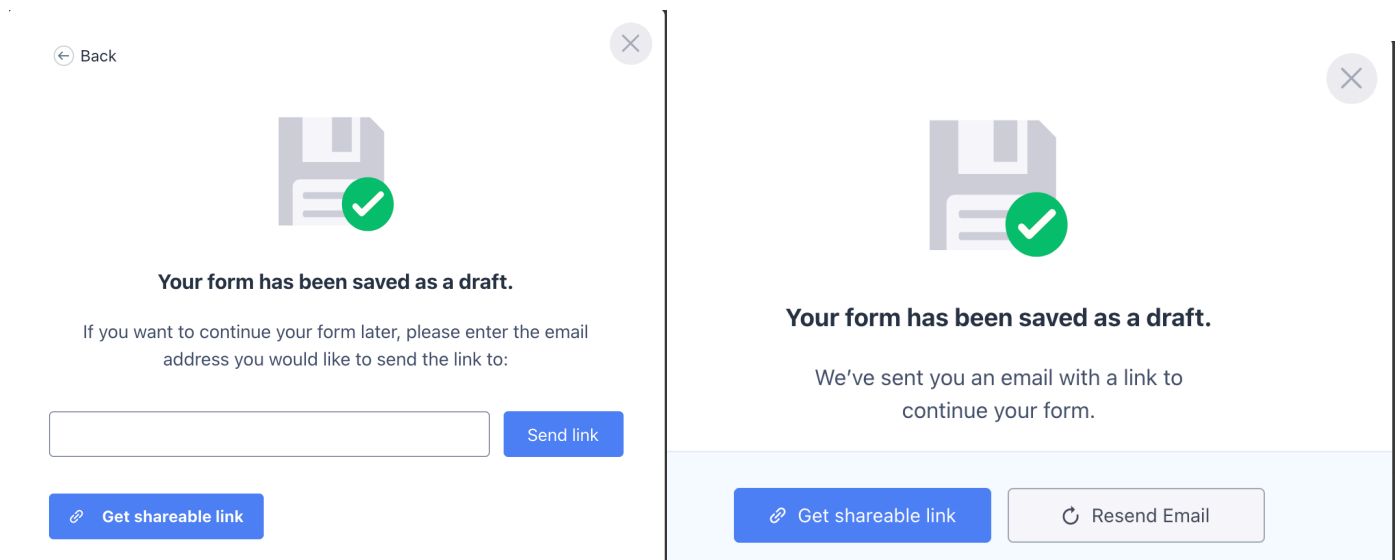
Submit

3. Click “Skip create account” at the bottom of the pop-up box so that you can share your URL with anyone else that needs to sign the form.





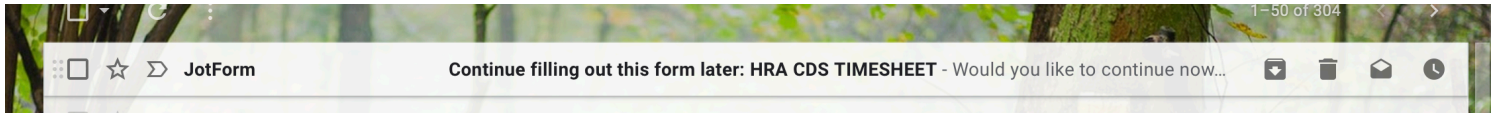
A JotForm pop-up window with a close button in the top right corner. The JotForm logo is at the top center. Below it, the text "Save your progress" is displayed in green. There are three buttons for login: "Google" (blue), "Facebook" (dark blue), and "Sign up with Email" (white with an orange envelope icon). Below these buttons is a link "Log in" in green, preceded by the text "Already have an account?". At the bottom, there is a link "Skip Create an Account" in blue.

4. You can copy the link on the confirmation page, and enter the e-mail address where you would like the form sent. That could be your own if you want to return later to finish your timesheet, or it could be someone else's, like your employer's email address if they need to sign.



Two side-by-side screenshots of JotForm confirmation pop-ups. The left pop-up has a "Back" button in the top left and a close button in the top right. It features a floppy disk icon with a green checkmark and the text "Your form has been saved as a draft." Below this, it says "If you want to continue your form later, please enter the email address you would like to send the link to:" followed by a text input field and a "Send link" button. At the bottom is a "Get shareable link" button. The right pop-up also has a close button in the top right. It features the same floppy disk icon and text. Below the text, it says "We've sent you an email with a link to continue your form." At the bottom, there are two buttons: "Get shareable link" and "Resend Email".

5. Use that link to return later to update and/or submit the form.



You've saved a draft for this form. Please click on the button below to continue your form.

**Continue Form**

Or copy and paste this link into your browser:

<https://hipaa.jotform.com/211573676790061?session=JF-S4L-vh097irN&token=JF-XXxqjQzJ-11>

## WEEK 1

Please record in and out times for the selected service during week 1 of the pay period. These must match Vesta.

### Sunday

08-22-2021 

Date

### Time 1

08 AM  Until 11:58 AM

Hour Minutes

Hour Minutes

### Time 2

1 PM  Until 05:07 PM

Hour Minutes


Hour Minutes

Attendant Signature \*



Clear

Employer/Authorized Representative Signature \*



Clear

 Preview PDF

Save

Submit

