



Champions of Homecare

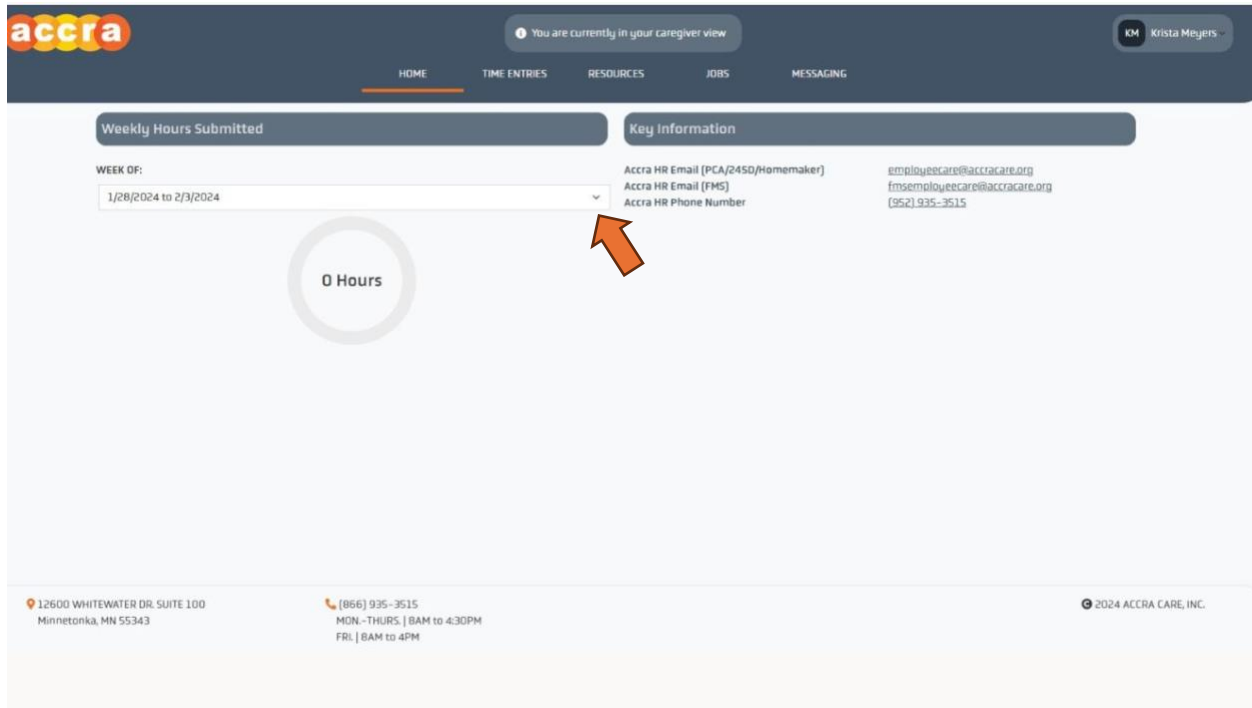
Accra Access Portal: Caregiver Views

With the latest update, caregivers will now be able to log into the Accra Access Portal website! In the portal, caregivers will have the ability to view the time entries they have submitted, company resources, and the Accra Job Board.

Accra Access Portal: Caregiver Home Screen -

When a caregiver logs into the Accra Access Portal, they will be greeted by the home screen. On the home screen, you will find a summary of the weekly hours submitted. Caregivers can select the drop-down option found under the "Week Of" section to select a previous pay period to review.

****The portal will store a minimum of 90 days of time shift history**



On the home page, you will also see key information such as department email/phone information. These resources are meant to direct users to the appropriate department as issues/questions arise.

12600 Whitewater Drive, Suite 100 Minnetonka, MN 55343 | accrahomecare.org


Alexandria | Bemidji | Brainerd | Duluth | Fergus Falls | Grand Rapids | Lake City | New Ulm | Mankato | Minnetonka | Moorhead | Red Wing | Virginia



Accra Access Portal: Caregiver Time Entries -

Click on "Time Entries" to view a list of recent shifts that have been submitted. The list will include information regarding:

- Client Name
- Service Provided
- Pay Period
- Time In/Time Out
- How long the shift was (Hours)
- Status of the Time Entry

Caregivers can also view an overview of that time entry by selecting the document icon () that corresponds to the time entry line they wish to view.

Client	Service	Pay Period	Time In	Time Out	Hours	Status	
Dolly Parton	Homemaker Services	01/14 to 01/27	1/26/2024 3:15 PM	1/26/2024 3:53 PM	0.75	Pending	
Tanner Pearson	PCA Enhanced	12/31 to 01/13	1/9/2024 4:19 PM	1/13/2024 2:00 PM	93.75	Pending	
Dolly Parton	Homemaker Services	12/31 to 01/13	1/4/2024 1:25 PM	1/4/2024 2:57 PM	2	Pending	
Harry Potter	Indv Home Supts w/o Training	12/31 to 01/13	1/4/2024 7:58 AM	1/4/2024 11:58 AM	4	Approved by RP	
Tanner Pearson	PCA Enhanced	12/31 to 01/13	1/2/2024 7:00 AM	1/2/2024 12:00 PM	5	Pending	
Dolly Parton	Staffing	12/31 to 01/13	1/1/2024 2:57 PM	1/1/2024 8:57 PM	6	Pending	
Tanner Pearson	PCA Enhanced	12/17 to 12/30	12/28/2023 9:35 AM	12/31/2023 6:15 AM	68.75	Pending	
Dolly Parton	Staffing	12/17 to 12/30	12/22/2023 10:10 AM	12/22/2023 10:32 AM	0.25	Pending	
Harry Potter	Indv Home Supts w/o Training	12/17 to 12/30	12/21/2023 1:45 PM	12/21/2023 1:56 PM	0.25	Approved by RP	
Dolly Parton	Staffing	12/17 to 12/30	12/21/2023 1:15 PM	12/21/2023 1:44 PM	0.5	Pending	
Dolly Parton	Staffing	12/17 to 12/30	12/21/2023 10:41 AM	12/21/2023 10:43 AM	0.25	Pending	

12600 Whitewater Drive, Suite 100 Minnetonka, MN 55343 | accrahomecare.org

Alexandria | Bemidji | Brainerd | Duluth | Fergus Falls | Grand Rapids | Lake City | New Ulm | Mankato | Minnetonka | Moorhead | Red Wing | Virginia