

## Creating Timesheets in Subsidy website

<https://affccsubsidy.afsv.net/>

1. Log in and set up your profile
2. Go to timesheet options
  - a. Click CREATE timesheet – after all care has been given that week, otherwise you will have 2 timesheets to submit
  - b. Timesheet week is Sunday to Saturday
3. Select first child
  - a. Input parent fee paid and date paid
  - b. Put in child's times in and out hours for each day
    - i. Input what parents put on sign-in/out sheets. Do not round up or down.
  - c. Hit save
  - d. If no care was given, use drop down box and put reason in remark box – hit save.
4. Select next child and repeat steps 3a – 3d
5. Once all children are done hit submit button at bottom of page.
  - a. Must be submitted by Tuesday after care was given.
6. IMPORTANT – You must accept your invoice within 10 days or you will get locked out of your account.