

Approving Payroll

How to review and approve your workers' time worked so payday stays on schedule.



Summary: Here is a quick overview of how you approve your Direct Care Worker's shifts so they can be paid.

REVIEWING SUBMITTED HOURS

1. Your Direct Care Worker submits their time in MyLynk after each shift — the service they provided, their check-in and check-out time, and any notes if applicable.
2. Log into MyLynk to see the shifts waiting for your review.
3. Check that each entry is accurate: the right service, date, and time worked.

APPROVING HOURS

- If everything looks right, approve the entry.
- If something is incorrect, you can reject the shift — it is then returned to your direct care worker to correct the error and resubmit.
- Approve all time entries before the timesheet approval deadline – which can be found on the Payment Schedule provided by Veterans Choose.

WHAT HAPPENS AFTER YOU APPROVE

- Approved hours move into payroll processing for that pay period.
- Your worker is paid according to the Payment Schedule.
- Approving shifts promptly is the single biggest thing you can do to keep your Direct Care Worker's pay on time, every time.

Set a recurring reminder to approve time by the timesheet approval deadline — a few minutes each pay period keeps everything on schedule.