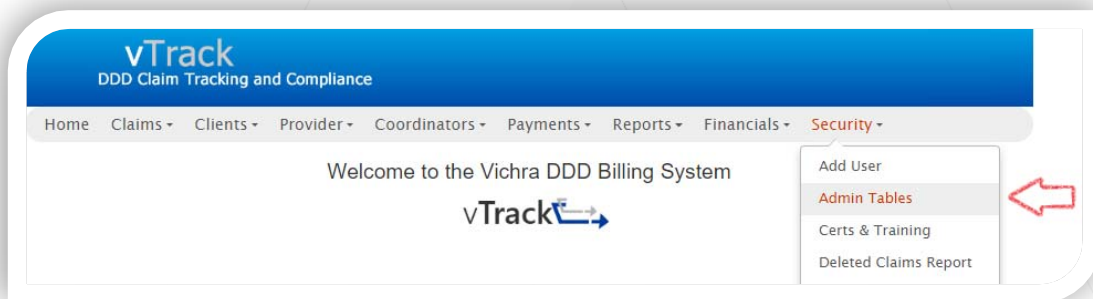


## Setting the Payroll Cycle Date Range

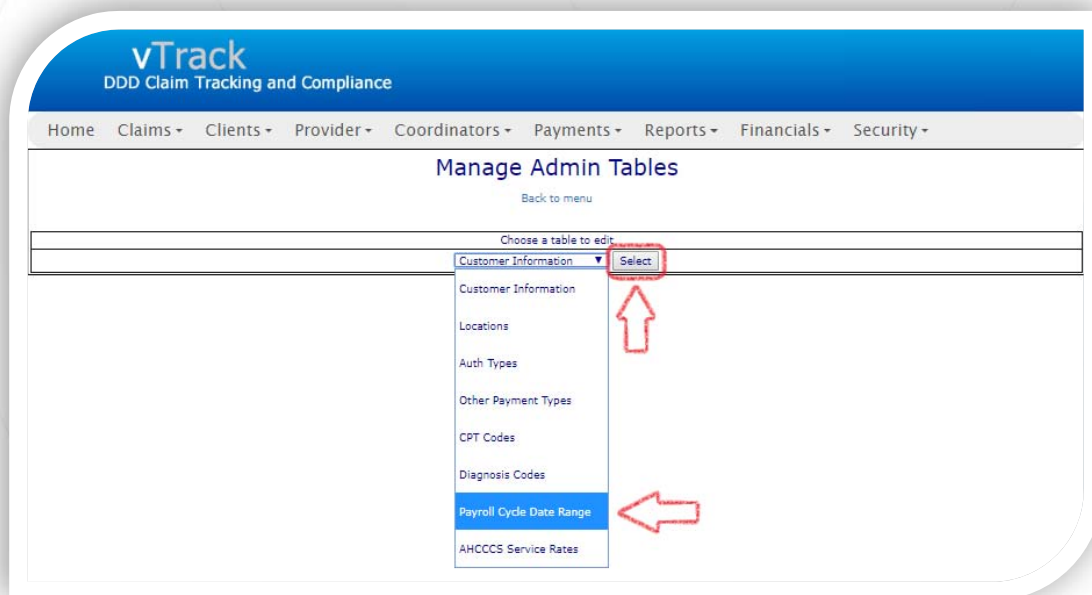
### 1. Navigate to the Security drop-down menu

- Click-> Admin Tables



### 2. Manage Admin Tables

- From the drop-down menu Select-> Payroll Cycle Date Range
- Click-> Select



### 3. Update Payroll Cycle

- Enter-> Payroll Cycle Start and End Dates
- Click-> Update

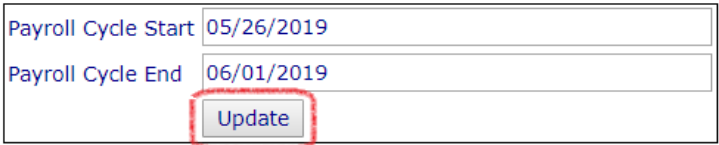
## Manage Admin Tables

*\*\*Example\*\** [Back to menu](#)

---

### Update Payroll Cycle

Payroll Cycle Start	05/26/2019
Payroll Cycle End	06/01/2019
<input type="button" value="Update"/>	



### 4. Timesheets

- Navigate to the Provider drop-down menu
- Select-> Provider Timesheet

**vTrack**  
DDD Claim Tracking and Compliance

Home Clients ▾ **Provider ▾**

Availability Calendar

Calendar

Cover Pool

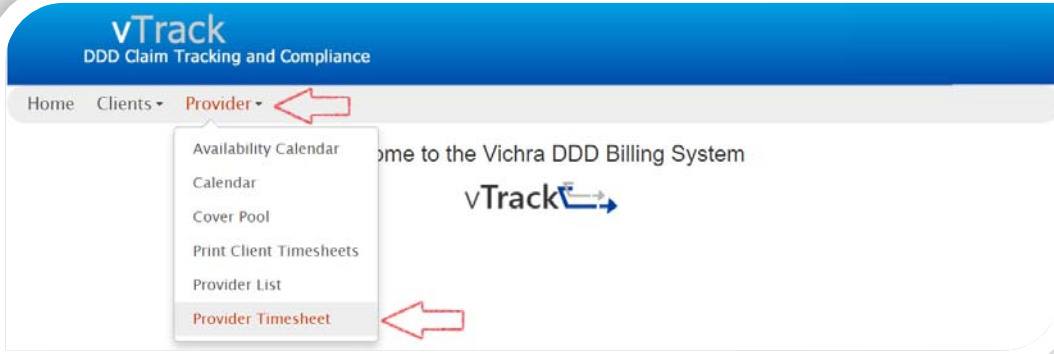
Print Client Timesheets

Provider List

**Provider Timesheet**

Welcome to the Vichra DDD Billing System


**vTrack**




- Timesheet dates now default to the Payroll Cycle Date Range

### Print Timesheet

Select the **service** date range for the timesheet

Start Date:  


End Date:  

*\*\*Example\*\**

Provider:  ▼

Client:  ▼

Service:  ▼



- ❖ *The Payroll Cycle Date Range will need to be updated prior to the beginning of each cycle for the correct payroll date range to default.*
- ❖ *Although the payroll date range automatically populates, providers still retain the ability to overwrite the dates if needed. This will allow them to capture missed or late entries.*

**\*\*For additional support, please contact us at [vTrack@Vichra.com](mailto:vTrack@Vichra.com)\*\***

