



Electronic Services Portal (ESP) Website
Additional Self-Services
Direct Deposit and Sick Leave

www.etimesheets.ihss.ca.gov



For additional assistance please contact the IHSS Service Desk at (866) 376-7066 Monday through Friday from 8am to 5pm and select the Electronic Services Portal option to speak with the ESP Service Desk agents.

The Electronic Services Portal (ESP) includes a navigation bar that allows for providers to access self-service options, such as signing up for **Direct Deposit** and submitting a **Sick Leave** claim. To have access to these self-services, the provider must first login to their ESP account.

Logging into the ESP

To begin you must log into the ESP by accessing this link:

www.etimesheets.ihss.ca.gov

You must make sure that you have your **user name** and **password** available that you created during the ESP registration process. Do not share your username or password. Enter your user name and password at the login screen and click “Login” to access your account.

Note: The ESP is available in the four threshold languages: English, Spanish, Armenian and Chinese. The user may select their preferred language prior to logging-in.



Login to Your Account

User Name

User Name is case sensitive

Remember me

Password

Password is case sensitive

[Forgot User Name or Password?](#)

First Time User?

Register for the IHSS Website to:

- View your timesheet and payment statuses
- Enter and submit timesheets
- No longer mail paper timesheets
- Request additional timesheets
- Enroll in direct deposit
- Claim sick leave

[Register Here](#)

[Registration FAQs](#)

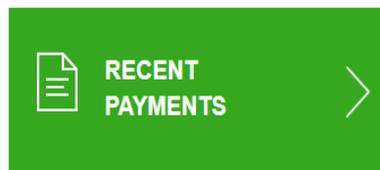
Language

English (English) 

Note: If you enter your user name or password incorrectly 5 times in a row, you will be locked out of your account. Please contact the Help Desk at (866) 376-7066 for assistance. If you are unable to remember your user name or password while logging in, select the forgot user name or password link to receive a password reset link.

Main Landing Page

Once you have logged in, you will be taken to the main landing page that contains the navigation bar at the top of the screen.



RECIPIENTS

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LINKS AND REMINDERS

[IHSS Provider Resources](#)

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As a provider, in addition to submitting your timesheets, you can also do the following using your account:

Direct Deposit Requests:

- Submit a Direct Deposit entry online
- Sign up for, change or cancel your Direct Deposit
- View a history of your Direct Deposit requests
- Access the Direct Deposit Frequently Asked Questions (FAQs)

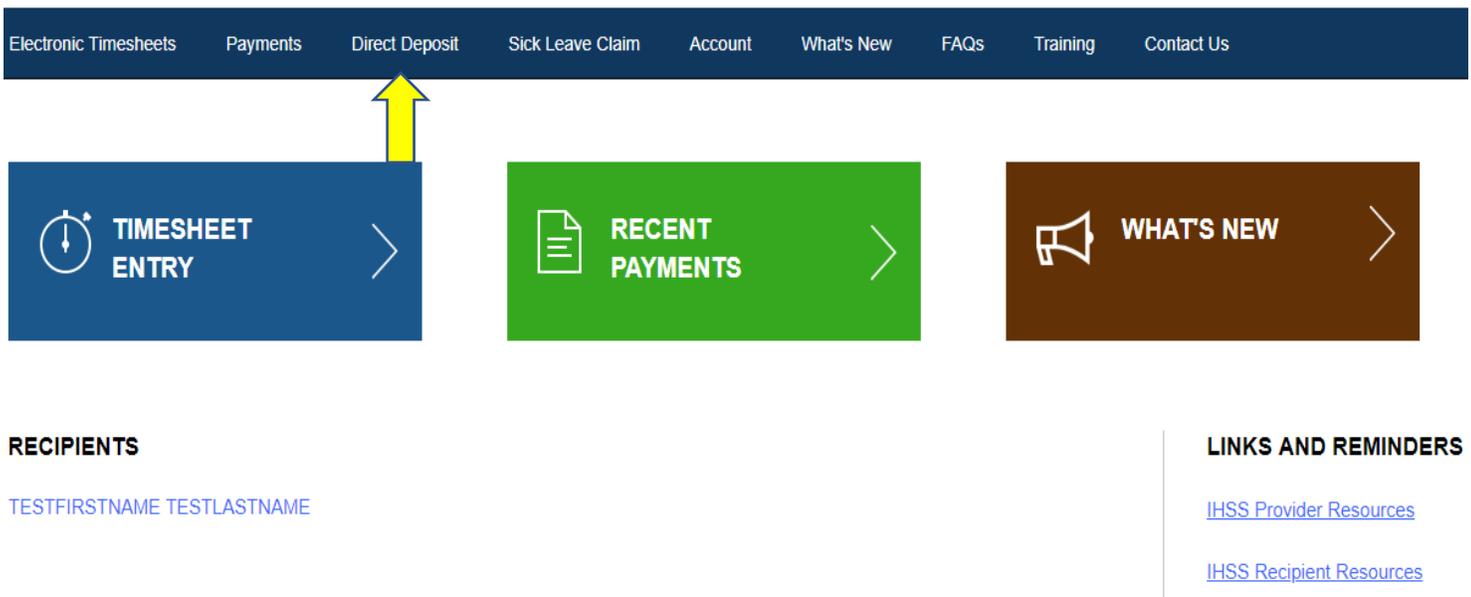
Sick Leave Requests:

- Submit a Sick Leave claim
- View a history of your Sick Leave claims
- Access the Sick Leave FAQs

Direct Deposit Requests

Using the ESP, you can now sign up for Direct Deposit and have your paycheck deposited directly to your bank account. You should have your bank account and routing number available for entry into the ESP.

To enroll in Direct Deposit, you will select the Direct Deposit payment tab at the top of the main landing page.



This will expand the three service options: Direct Deposit Entry, Direct Deposit Requests and Direct Deposit FAQs.

Select the “Direct Deposit Entry” option to submit a **new** Direct Deposit enrollment, to **change** your existing Direct Deposit information, or **cancel** your existing Direct Deposit. You will be required to enter your banking information to request a new Direct Deposit or change your existing Direct Deposit information.

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- Direct Deposit**
- Sick Leave Claim
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- Direct Deposit Entry 
- Direct Deposit Requests
- Direct Deposit FAQs

 **TIMESHEET ENTRY**

 **RECENT PAYMENTS** 

 **WHAT'S NEW** 

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Waiting for Payment

LINKS AND REMINDERS

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This will open the Direct Deposit-Select Your Direct Deposit Option screen, where you will need to select the type of service you want to process: New, Change or Cancel.



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Direct Deposit

Select Your Direct Deposit Option

Please select an option below to tell us what you want to do. Select **NEW** to enroll in Direct Deposit, or **CHANGE** to change your bank account, or **CANCEL** to cancel Direct Deposit.

Note: You will need your banking information to request a new or change an existing Direct Deposit.

Select one option below to begin your Direct Deposit request.

- NEW:** By selecting this option, I hereby authorize the State Controller's Office to directly deposit my pay warrants to my personal bank account.
- CHANGE:** By selecting this option, I hereby authorize the State Controller's Office to change my Direct Deposit to my new personal bank account.
- CANCEL:** By selecting this option, I hereby cancel my Direct Deposit authorization.

Next

Cancel

Select the "Direct Deposit Requests" option to view a history of your submitted requests for **NEW**, **CHANGE**, or **CANCEL** Direct Deposit.



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Direct Deposit Entry

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All history information will be populated by clicking the blue arrow to expand each section.

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Direct Deposit Request

The date you submitted your request(s) will display under the request types below. Please note, it can take up to 30 calendar days after the date of your request to process NEW and CHANGE requests and up to 5 business days after the date of your request to process CANCEL requests.

NEW Direct Deposit

CHANGE Direct Deposit

CANCEL Direct Deposit

Cancel

Note: It can take up to 30 calendar days after the date of your request to process **NEW** and **CHANGE** requests and up to 5 business days after the date of your request to process **CANCEL** requests.

Note: You should continue to submit your timesheets as you wait for Direct Deposit to begin. Your Direct Deposit enrollment request and use of Direct Deposit does not change the way you submit your timesheets.

Select the Direct Deposit FAQs option to be directed to the link to the Frequently Asked Questions link.

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Direct Deposit Entry

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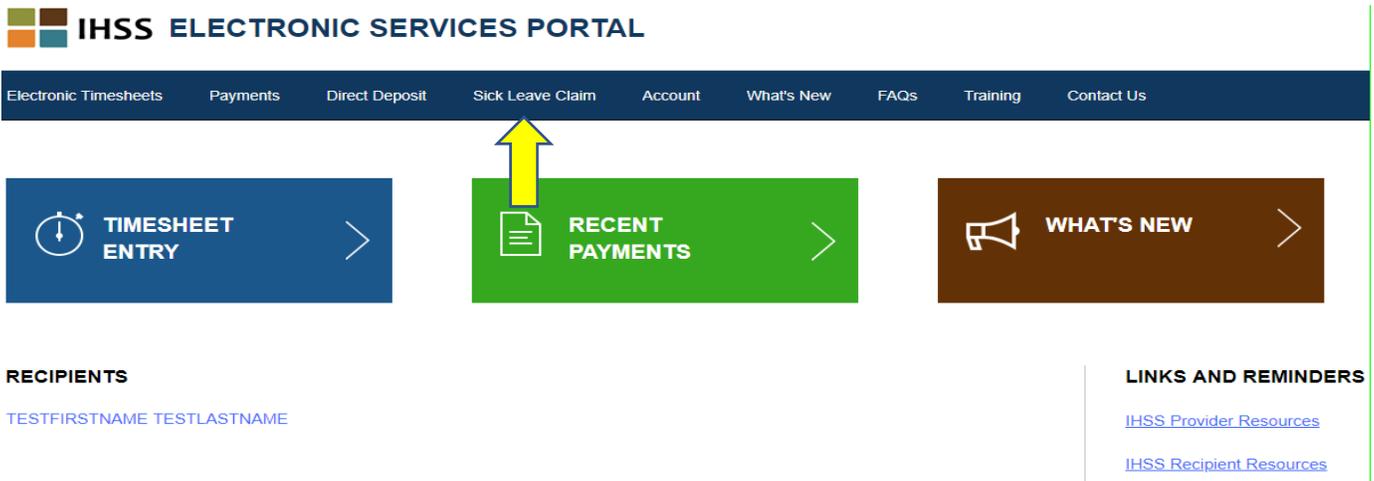
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[IHSS Recipient Resources](#)

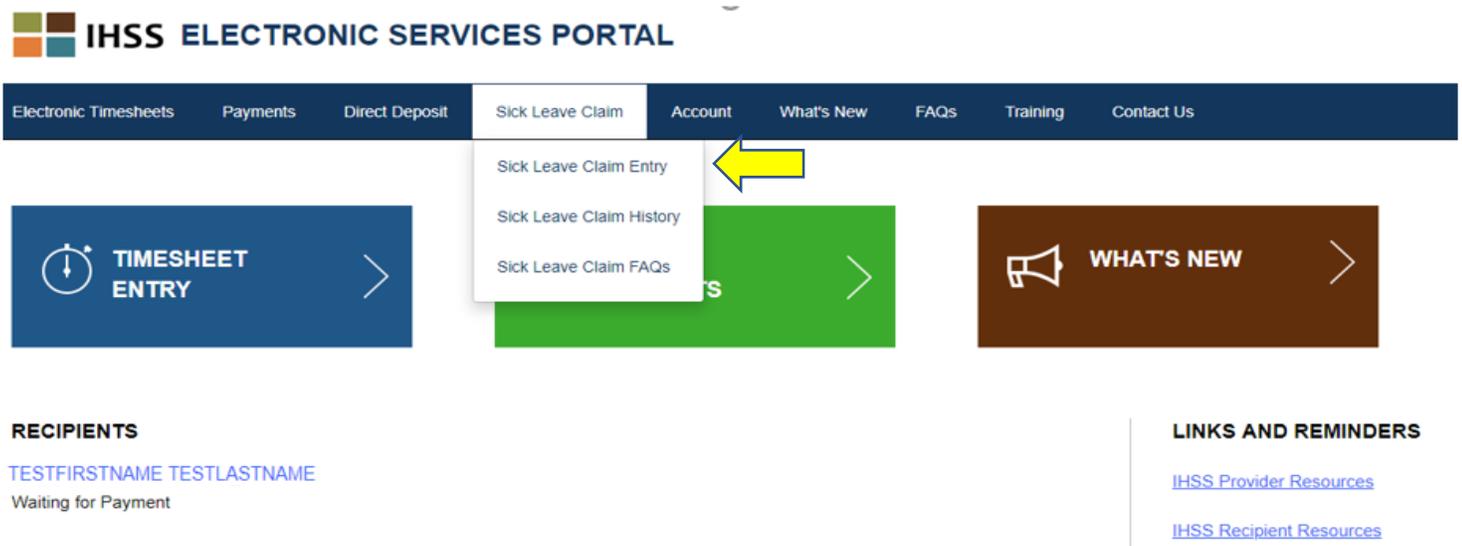
Sick Leave Claims

If you have sick leave time available, you can now submit a sick leave request online by logging into your ESP account. By submitting your sick leave claims through the ESP, you can avoid obtaining an In-Home Supportive Services (IHSS) Program Provider Paid Sick Leave Request Form (SOC 2302) from the county or CDSS website, and potential delays in mailing and processing the SOC 2302.

To submit a Sick Leave Claim, you will select the Sick Leave Claim tab at the top of the main landing page.



This will expand the three service options: Sick Leave Claim Entry, Sick Leave Claim History, Sick Leave Claim FAQs.



Select “Sick Leave Claim Entry” to submit a Sick Leave Claim. This will open the Sick Leave Claim screen that contains the available hours you have to claim, and your previously claimed hours for Sick Leave. You will need to identify the pay period and the recipient you are submitting Sick Leave time for, to successfully submit your Sick Leave claim.

Note: If you have any questions regarding your sick leave benefits, you may call your local county IHSS office or Public Authority for assistance.

Sick Leave Claim

Select pay period and recipient name to begin Sick Leave claim.
Sick Leave hours can only be submitted per pay period.

Sick Leave Time - Current Fiscal Year 2018/2019
Available Hours: 08h 00m
Claimed Hours: 00h 00m

Pay Period



Recipient



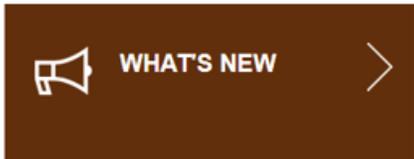
Select the “Sick Leave Claim History” option to view a history of your submitted requests for Sick Leave.

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- Sick Leave Claim FAQs



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This will open the Sick Leave Claim History screen with a history of all submitted Sick Leave Claim requests. In this scenario, no Sick Leave Claims have been submitted in the past.

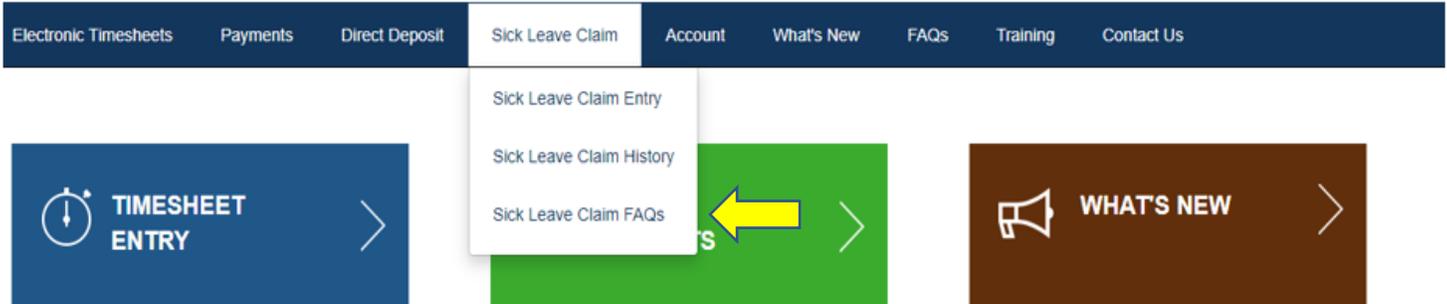
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Sick Leave Claim History

There have been no claims submitted in the last 2 fiscal years.

Note: You will receive your sick leave payment in a separate paycheck from your regular payment. If you are signed up for direct deposit, the sick leave payment will be delivered via direct deposit.

Select the “Sick Leave Claim FAQs” option to be directed to the link for the Frequently Asked Questions.


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LINKS AND REMINDERS[IHSS Provider Resources](#)[IHSS Recipient Resources](#)**Sick Leave Things to Remember:**

- You can only request paid sick leave if you have earned paid sick leave. Your sick leave balance is shown on your paycheck or can be accessed on the Sick Leave Claim Entry screen.
- You can use paid sick leave for yourself or to care for a family member who is sick or has a medical appointment.
- If you are going to be using paid sick leave for a planned medical appointment, you must notify your recipient(s) at least **48 hours prior** to using the sick leave.
- If you need to use paid sick leave for an unplanned medical need, you must notify your recipient **immediately or within two (2) hours prior** to your start time.
- You must determine how many hours of paid sick leave you need to take for each occurrence; the minimum amount of paid sick leave that may be used for each occurrence is one (1.0) hour with additional time used in increments of 30 minutes.