

# Timesheet Portal: Step-by-Step Directions: Daily



Dierks Bentley  
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## Timesheet

Your recently active placements are shown below. Click 'View/Create Timesheets' to create a new timesheet or view your latest draft:

Active placements


Client	Placement code	Placement	Placement Start	Placement End	Frequency	Last Timesheet	Status	
Chester Upland School District	88230	SLP 25-26 SY	08/18/25	06/30/26	Semi-monthly		Not created	<a href="#">View / Create Timesheets</a>
Chester Upland School District	88232	SLP 25-26 SY	08/18/25	06/30/26	Semi-monthly		Not created	<a href="#">View / Create Timesheets</a>
Pennsylvania Leadership Charter School (PALCS)	87858	**TEST**SLP	07/10/25	06/30/26	Semi-monthly	12/16/25	Draft	<a href="#">View / Create Timesheets</a>

Page size: 50 Total records: 3



- Home
- Timesheets
- Timesheet management
- My timesheets

- Go to: <https://therapysource.timesheetportal.com>
- Log in to your Timesheet Portal account.



Welcome to our timesheet portal!

Please enter your account details to access our secure site

For help please email [support@txsource.com](mailto:support@txsource.com) or call 484-342-2000

## Sign In

Or enter your details:

  
  
 Keep me logged in

[forgot your password?](#)

# Access Your Timesheets

- After logging in, you'll be taken to **My Timesheets**, where all available timesheets are displayed and organized by school.
- Click **Create/View Timesheet** to start a new timesheet.
  - **Please note:** You must create a new timesheet for each school.

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### Timesheet

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Page size: 50 Total records: 3

# Add Students & Earn Codes

- Click **Add Student**.
- If you are entering late billing or billing for more than one week, be sure to update the calendar to reflect the correct billing dates.



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Back

Submit timesheet

Search



- Home
- Timesheets
- Timesheet management
- My timesheets

**i** Hello and welcome to the Therapy Source Digital Timecard system! Please note the instructions below: 1. Do not submit a timesheet without time, this can cause delays in processing and payment. If you accidentally do so, you can edit the timesheet as long as it has not been approved by our team. 2. Ensure that the correct rate is selected, if you are unsure please reach out to your account manager. 3. Make sure you are submitting time to the correct week, use the week selector at the top of the page, you will see the schools which you have time to submit to when on the correct week when services were rendered. 4. Always start with "Add Student", that will create you time input row, if you do not have a set student there is an option after pressing "Add Student" to select "No Student".

Create timesheet

06/01/26 - 06/15/26

Dierks Bentley

Draft

+ Add student

Cancel timesheet

Timesheet Notes Attachments History

	MON	TUE	WED	THU	FRI	SAT	SUN
--	-----	-----	-----	-----	-----	-----	-----

Pennsylvania Leadership Charter School (PALCS) \*\*TEST\*\*SLP

**!** Click 'Add Student' to select a rate and add time to your timesheet

Additional info:

# Add Students & Earn Codes cont.

- To the right, you'll see two dropdown menus: "Rate" and "Student."
  - Rate:** Select the applicable earn code(s).
  - Student:** Select the student(s) linked to the job code and school.
- Click **Add to Timesheet**.
- If applicable, you can add multiple earn codes for each student per week. Each time you select a new earn code, you will need to click **Add to Timesheet**.

The screenshot displays the Therapy Source Digital Timecard system interface. At the top, there are navigation buttons for "Back" and "Submit timesheet". A blue banner contains a welcome message and instructions. Below this, there is a "Create timesheet" button and a date selector for "06/01/26 - 06/15/26". The user's name, "Dierks Bentley", is shown with a "Draft" status. There are buttons for "+ Add student" and "Cancel timesheet".

The main area shows a timesheet for "Pennsylvania Leadership Charter School (PALCS) \*\*TEST\*\*SLP" with columns for days of the week (MON, TUE, WED, THU, FRI, SAT, SUN). A red warning message states: "Click 'Add Student' to select a rate and add time to your timesheet".

On the right, a modal titled "Add new line to timesheet" is open. It features two dropdown menus: "Rate" (set to "Direct") and "Student" (set to "Big Bird"). There is a "Keep open" checkbox and a circled "Add to timesheet" button. Two green arrows point from the main interface to the modal's dropdowns.

# Add Students & Earn Codes cont.

- To add hours to a timesheet, click the field beneath the date and enter the appropriate number of hours.

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Show last message

Dierks Bentley  
jkraycar1979@gmail.com

Back Submit timesheet Search

Create timesheet

06/01/26 - 06/15/26

+ Add student Cancel timesheet

Dierks Bentley  
Timesheet ID #47261 Draft

Timesheet Notes Attachments History

	MON	TUE	WED	THU	FRI	SAT	SUN
<b> Pennsylvania Leadership Charter School (PALCS) **TEST**SLP</b>							
<b> Student: Big Bird</b>							
	06/01	06/02	06/03	06/04	06/05	06/06	06/07
Direct	4.00	4.00	4.00	4.00	4.00	0.00	0.00
	06/08	06/09	06/10	06/11	06/12	06/13	06/14
Direct	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	06/15						

Timesheet total hours: 20:00

Save draft Denise Lively Submit

# Adding Notes

- If required, you can add timesheet notes in multiple ways:
- **Option 1:** Add Notes from the **Timesheet Page**
  - Underneath the selected date, notes can be added in the highlighted box
- **Option 2: Select the Notes tab**
- Add Notes by Earn Code
- Notes can be added by day and by earn code.

## Option 1

MON TUE

Leadership Charter School (PALCS) \*\*TEST\*\*SLP

	06/01	06/02	06/03
Direct	4.00	4.00	4.00
	06/08	06/09	06/10
Direct	0.00	0.00	0.00

**Create Note**

Date: 06/02/26

[Enter Timesheet Note]

500 characters left

## Option 2

Timesheet **Notes** Attachments History

MON TUE WED

Pennsylvania Leadership Charter School (PALCS) \*\*TEST\*\*SLP

Student: Big Bird

	06/01	06/02	06/03
Direct	4.00	4.00	4.00
	06/08	06/09	06/10
Direct	0.00	0.00	0.00
	06/15		

**Important:** Notes entered in the timesheet are visible only to Therapy Source and are not sent to the school or client.

# Uploading Attachments

- If required, click **Attachments** to upload any attachments.
- Then, click **Upload from device**, to add the files to the timesheet.



Hello and welcome to the Therapy Source Digital Timecard system! Please note the instructions below: 1. Do not submit a timesheet without time, this can cause delays in processing and payment. If you accidentally do so, you can edit the timesheet as long as it has not been approved by our team. 2. Ensure that the correct rate is selected, if you are unsure please reach out to your account manager. 3. Make sure you are submitting time to the correct week, use the week selector at the top of the page, you will see the schools which you have time to submit to when on the correct week when services were rendered. 4. Always start with "Add Student", that will create you time input row, if you do not have a set student there is an option after pressing "Add Student" to select "No Student".

Create timesheet

< 06/01/26 - 06/15/26 >

Dierks Bentley

Timesheet ID #47261 **Draft**

Cancel timesheet

Timesheet Notes **Attachments** History



Drag & drop files here

Upload receipts, signed copies, screenshots and supporting docs. Max 10 MB per file.

PDF PNG JPG GIF DOC DOCX XLS XLSX

**Upload from device**

Save draft

Denise Lively

Submit

# Submitting Your Timesheet

- When you're ready to submit your timesheet, click **Submit**.
- **Please note:** *Once your timesheet has been submitted, you will no longer be able to make changes.*
- If you need to save and submit at a later date, click **Save draft**.

The screenshot displays the Therapy Source web application interface for submitting a timesheet. The top header shows the user's name, Dierks Bentley, and email address, jkraycar1979@gmail.com. The main content area features a table with columns for days of the week (MON to SUN) and rows for dates (06/01 to 06/15). The table shows hours worked for a student named Big Bird at Pennsylvania Leadership Charter School (PALCS). The total hours for the timesheet are 20:00. At the bottom of the page, two buttons are circled in green: 'Save draft' and 'Submit'.

	MON	TUE	WED	THU	FRI	SAT	SUN
<b>Student:</b> Big Bird	06/01	06/02	06/03	06/04	06/05	06/06	06/07
Direct	4.00	4.00	4.00	4.00	4.00	0.00	0.00
	06/08	06/09	06/10	06/11	06/12	06/13	06/14
Direct	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	06/15						
Direct	0.00						

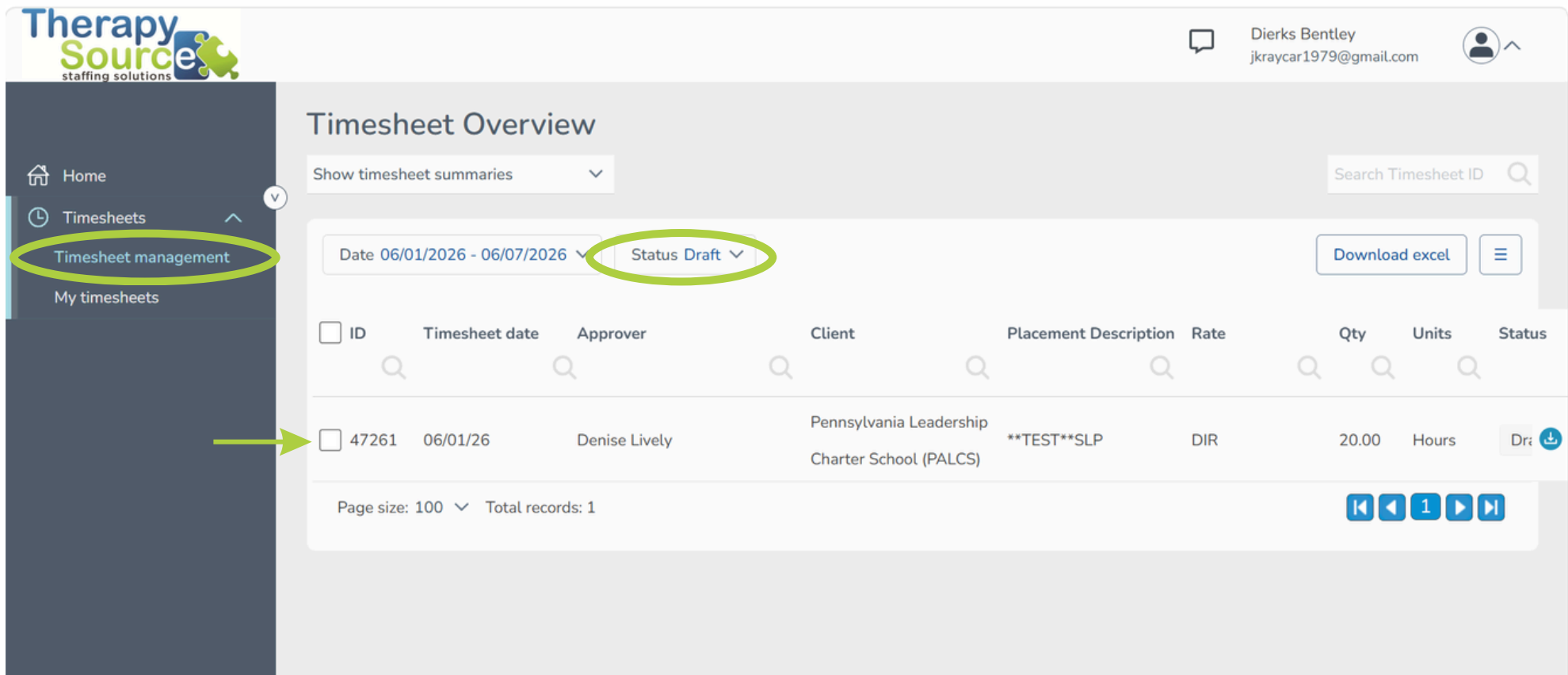
Additional info:

Timesheet total hours: 20:00

Buttons: **Save draft** (circled in green), **Submit** (circled in green)

# Timesheet Management

- Click **Timesheet Management** to access your saved drafts or past timesheets (including **rejected timesheets**).
- To access and submit a draft: select **Draft** in the **Status Dropdown**. Once you see the draft, click anywhere on its entry in the list, then submit whenever ready.



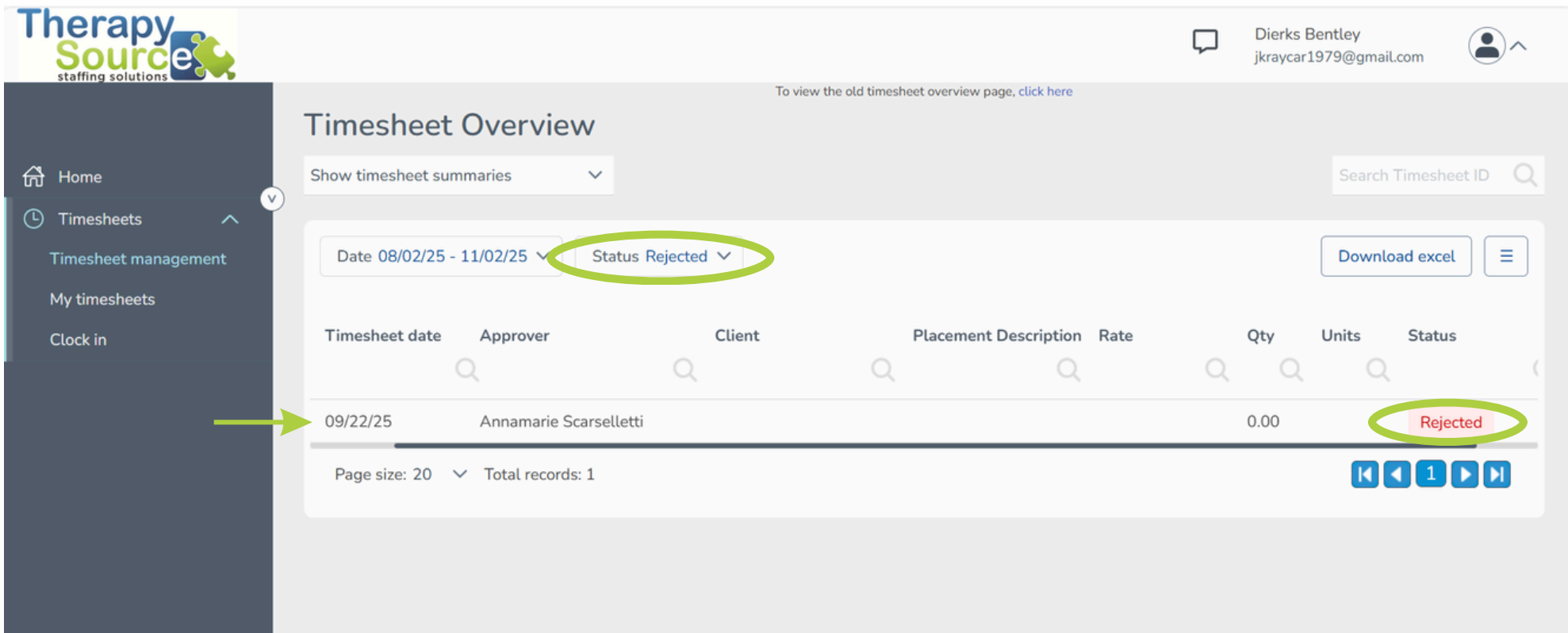
The screenshot shows the 'Timesheet Overview' page in the Therapy Source system. The left sidebar contains navigation options: Home, Timesheets, Timesheet management (circled in green), and My timesheets. The main content area has a search bar for 'Timesheet ID' and a 'Download excel' button. Below this, there are filters for 'Date' (06/01/2026 - 06/07/2026) and 'Status' (Draft, circled in green). A table lists timesheet entries with columns for ID, Timesheet date, Approver, Client, Placement Description, Rate, Qty, Units, and Status. The first entry is highlighted with a green arrow pointing to its checkbox: ID 47261, Timesheet date 06/01/26, Approver Denise Lively, Client Pennsylvania Leadership Charter School (PALCS), Placement Description \*\*TEST\*\*SLP, Rate DIR, Qty 20.00, Units Hours, Status Dr.

ID	Timesheet date	Approver	Client	Placement Description	Rate	Qty	Units	Status
<input type="checkbox"/> 47261	06/01/26	Denise Lively	Pennsylvania Leadership Charter School (PALCS)	**TEST**SLP	DIR	20.00	Hours	Dr:

Page size: 100 Total records: 1

# Timesheet Management

- **Quick Tip:** Always check within 1 business day to make sure none of your timesheets were rejected.
  - You can view rejected timesheets by selecting **Rejected** in the **Status Dropdown**. Any rejected timesheets will show here.
- Click on the rejected timesheet to make any corrections before resubmitting.



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To view the old timesheet overview page, [click here](#)

## Timesheet Overview

Show timesheet summaries

Date 08/02/25 - 11/02/25 Status **Rejected** Download excel

Timesheet date	Approver	Client	Placement Description	Rate	Qty	Units	Status
09/22/25	Annamarie Scarselletti				0.00		<b>Rejected</b>

Page size: 20 Total records: 1