

Timesheet Portal: Step-by-Step Directions: Range



Dierks Bentley
jkraycar1979@gmail.com



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	View / Create Timesheets
Chester Upland School District	88232	SLP 25-26 SY	08/18/25	06/30/26	Semi-monthly		Not created	View / Create Timesheets
Pennsylvania Leadership Charter School (PALCS)	87858	**TEST**SLP	07/10/25	06/30/26	Semi-monthly	12/16/25	Draft	View / Create Timesheets

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 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.

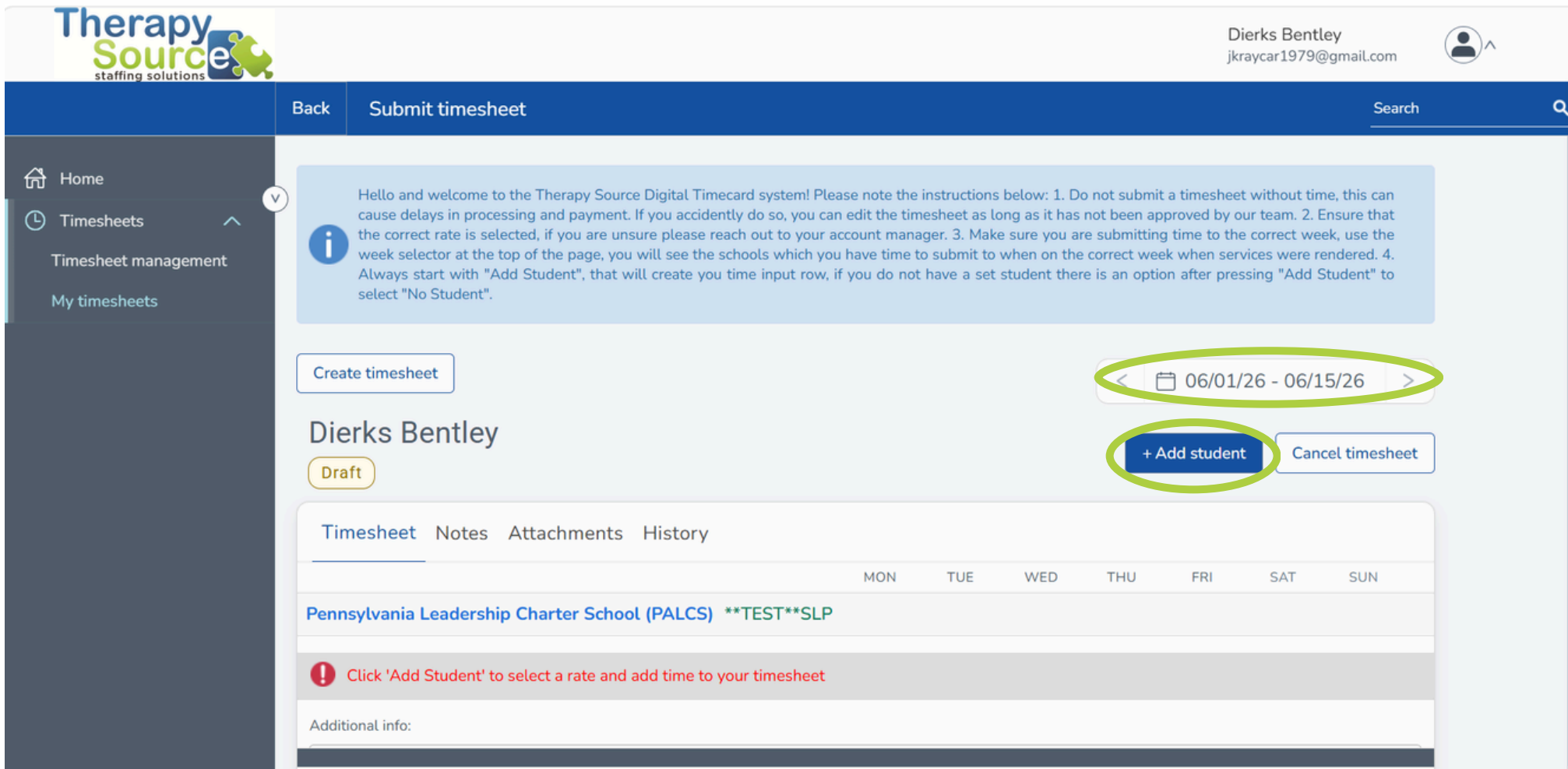
The screenshot displays the 'My Timesheets' page in the Therapy Source application. The user is logged in as Dierks Bentley (jkraycar1979@gmail.com). The page title is 'Timesheet'. A message states: 'Your recently active placements are shown below. Click 'View/Create Timesheets' to create a new timesheet or view your latest draft:'. Below this is a dropdown menu for 'Active placements'. The main content is a table with the following data:

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	View / Create Timesheets
Chester Upland School District	88232	SLP 25-26 SY	08/18/25	06/30/26	Semi-monthly		Not created	View / Create Timesheets
Pennsylvania Leadership Charter School (PALCS)	87858	**TEST**SLP	07/10/25	06/30/26	Semi-monthly	12/16/25	Draft	View / Create Timesheets

At the bottom, there is a pagination control showing 'Page size: 50' and 'Total records: 3', along with navigation icons.

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.



Therapy Source staffing solutions

Dierks Bentley
jkraycar1979@gmail.com

Back Submit timesheet Search

Home
Timesheets
Timesheet management
My timesheets

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.

- Next, 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.
 - If you do not provide one-to-one services, select **No student**.
- 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**.

Therapy Source staffing solutions

Back Submit timesheet

cause delays in processing and payment. If you accidentally do so, you can edit the timesheet as long as it has the correct rate is selected, if you are unsure please reach out to your account manager. 3. Make sure you week selector at the top of the page, you will see the schools which you have time to submit to when on the Always start with "Add Student", that will create you time input row, if you do not have a set student then select "No Student".

Create timesheet

Dierks Bentley
Timesheet ID #47261 **Draft**

Timesheet Notes Attachments History

MON TUE WED

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

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

Additional info:

Add new line to timesheet

Rate: Direct

Student: - No student

Keep open

Add to timesheet

Add Students & Earn Codes cont.

- For providers who do not bill daily, all time can be submitted in a single entry (“Billing in Range”):
 - You can bill for an entire month or bi-monthly, if applicable.
 - Move the date range of the timesheet to the week that includes the 15th or 30th.
 - Be sure to enter all hours by earn code on those days.

The screenshot shows the Therapy Source web application interface. At the top, the user is identified as Dierks Bentley (jkraycar1979@gmail.com). The main navigation bar includes 'Back', 'Submit timesheet', and a search function. The current view is for a timesheet with ID #47261, marked as a 'Draft'. The timesheet is for 'Pennsylvania Leadership Charter School (PALCS) **TEST**SLP'. The student is listed as '- No student'. The timesheet grid shows dates from 06/01 to 06/15. A green arrow points to the 'Direct' entry for 06/01, which is circled in green and shows a value of 16.00. Other days show 0.00 hours. The interface also includes a sidebar with navigation options like Home, Timesheets, and Timesheet management.

	MON	TUE	WED	THU	FRI	SAT	SUN
06/01	06/01	06/02	06/03	06/04	06/05	06/06	06/07
Direct	16.00	0.00	0.00	0.00	0.00	0.00	0.00
06/08	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	06/15						
Direct	0.00						

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

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 navigation bar includes a search function and user information for Dierks Bentley (jkraycar1979@gmail.com). The main content area shows a timesheet for 'Pennsylvania Leadership Charter School (PALCS) **TEST**SLP' with a total of 16.00 hours. The 'Save draft' and 'Submit' buttons are highlighted with green circles.

	MON	TUE	WED	THU	FRI	SAT	SUN
Student: - No student	06/01	06/02	06/03	06/04	06/05	06/06	06/07
Direct	16.00	0.00	0.00	0.00	0.00	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						

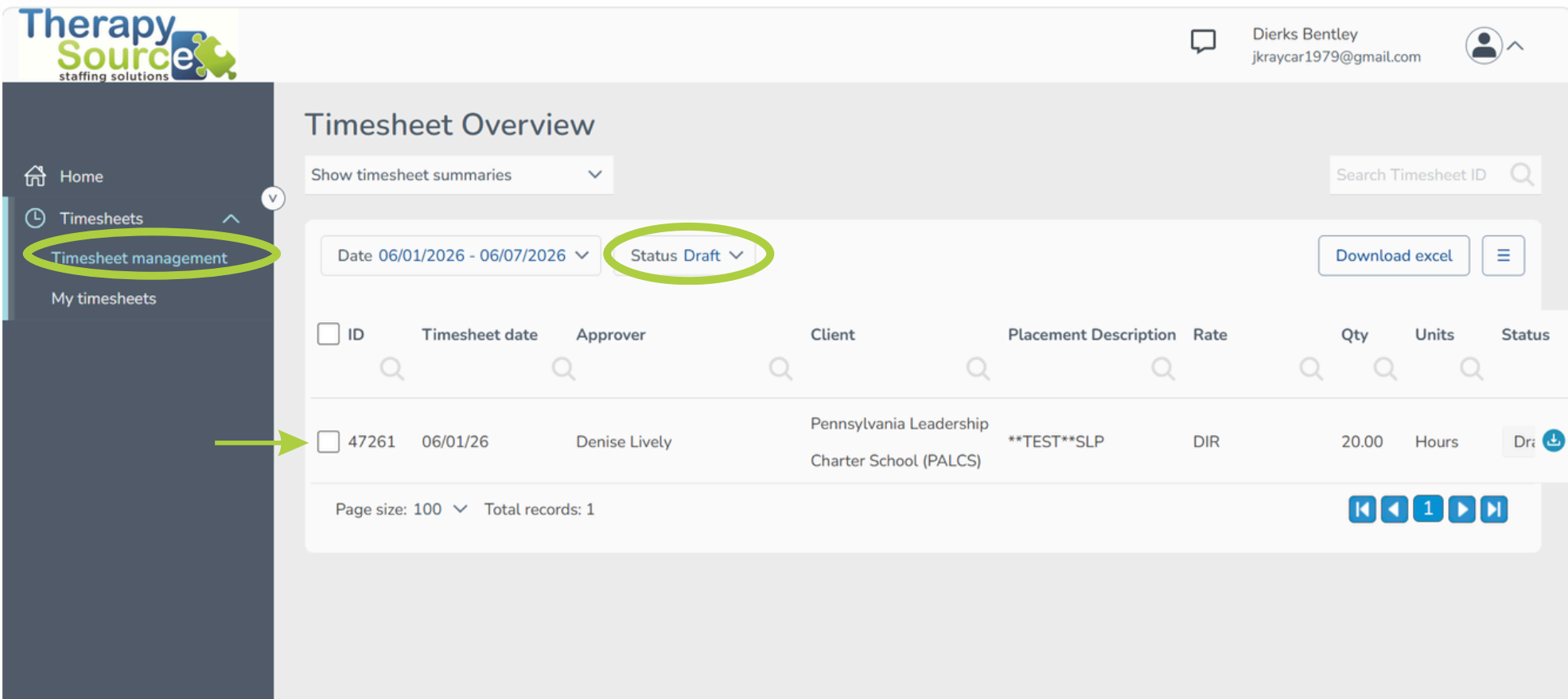
Additional info:

Timesheet total hours: 16:00

Buttons: Save draft, Submit

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.



Therapy Source staffing solutions

Dierks Bentley
jkrcar1979@gmail.com

Timesheet Overview

Show timesheet summaries

Date 06/01/2026 - 06/07/2026 Status Draft

Download excel

ID	Timesheet date	Approver	Client	Placement Description	Rate	Qty	Units	Status
47261	06/01/26	Denise Lively	Pennsylvania Leadership Charter School (PALCS)	**TEST**SLP	DIR	20.00	Hours	Draft

Page size: 100 Total records: 1

Timesheet Management: Rejected Timesheets

- **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 needed before resubmitting.

The screenshot displays the Therapy Source Timesheet Overview page. The user is Dierks Bentley (jkraycar1979@gmail.com). The page title is "Timesheet Overview". A search bar for "Search Timesheet ID" is present. The main content area shows a filter for "Date 08/02/25 - 11/02/25" and a "Status Rejected" dropdown menu, both highlighted with a green circle. Below the filters is a table with columns: Timesheet date, Approver, Client, Placement Description, Rate, Qty, Units, and Status. A single record is shown for "09/22/25" by "Annamarie Scarselletti" with a status of "Rejected", which is also highlighted with a green circle. A "Download excel" button is visible. At the bottom, it shows "Page size: 20" and "Total records: 1".

Therapy Source staffing solutions

To view the old timesheet overview page, click here

Timesheet Overview

Show timesheet summaries

Search Timesheet ID

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		Rejected

Page size: 20 Total records: 1