


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

The screenshot displays the 'Submit timesheet' page in the Therapy Source portal. At the top left is the Therapy Source logo. The top right shows the user's name 'Dierks Bentley' and email 'jkraycar1979@gmail.com'. Below the header is a navigation bar with 'Back' and 'Submit timesheet' buttons, and a search icon. A sidebar on the left contains navigation links: Home, Timesheets (selected), Timesheet management, and My timesheets. The main content area features a 'Create timesheet' button, a date range selector for '12/01/25 - 12/15/25', and the user's name 'Dierks Bentley' with a 'Status: Draft' label. There are '+ Add Student' and 'Cancel timesheet' buttons. Below this is a section for 'Add new line to timesheet' with a dropdown for 'Rate' (set to 'Direct') and a dropdown for 'Student' (set to 'Select student'). A list of students is visible: Big Bird, Fuzzy Elmo, and Oscar The Grouch. At the bottom, there is a 'Save draft' button, a dropdown for 'Annamarie Scarselletti', and a 'Submit' button. A calendar grid is partially visible on the right side of the page.

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



## Sign In

Or enter your details:

  
  
 Keep me logged in

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

[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.

Therapy Source staffing solutions

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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:

11/01/25 - 01/31/26

Client	Placement code	Placement	Placement Start	Placement End	Frequency	Last Timesheet	Status	
Pennsylvania Leadership Charter School (PALCS)	87858	**TEST**SLP	07/10/25	06/30/26	Semi-monthly	11/10/25	Draft	<a href="#">View / Create Timesheets</a>
Chester Upland School District	88230	SLP 25-26 SY	08/18/25	06/30/26	Semi-monthly	10/16/25	Draft	<a href="#">View / Create Timesheets</a>

Page size: 50 Total records: 3

Navigation icons: Home, Back, 1, Forward, End

# 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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# 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.
- 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 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' and 'Submit timesheet' buttons, along with a search function. A sidebar on the left contains navigation options: Home, Timesheets, Timesheet management, and My timesheets. The main content area is titled 'Add new line to timesheet' and features two dropdown menus: 'Rate' (set to 'Indirect') and 'Student' (set to 'Big Bird'). A green circle highlights the 'Add to timesheet' button, with a green arrow pointing to it from the right. Below the form is a table with columns for days of the week (Mon-Sun) and rows for different earn codes. The table shows two rows for 'Big Bird - Direct' and two rows for 'Big Bird - Indirect', with values for each day. A green arrow points to the first 'Big Bird - Direct' row with the text 'Multiple earn codes'. At the bottom, there is a 'Timesheet total hours: 34.000' summary, a 'Pay rates:' section, and a 'Submit' button.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Client: Pennsylvania Leadership Charter School (PALCS) / Placement: **TEST**SLP							
Student: Big Bird							
	12/01	12/02	12/03	12/04	12/05	12/06	12/07
Big Bird - Direct	4.000	4.000	4.000	4.000	0.000	0.000	0.000
Big Bird - Indirect	1.000	0.000	1.000	0.000	0.000	0.000	0.000
	12/08	12/09	12/10	12/11	12/12	12/13	12/14
Big Bird - Direct	4.000	4.000	4.000	2.000	0.000	0.000	0.000
Big Bird - Indirect	1.000	0.000	1.000	0.000	0.000	0.000	0.000

# Adding Notes

- Click **Notes** to enter notes (if required.) You can add notes per day, per earn code.
- **Please Note:** Any notes entered are viewable only by Therapy Source and are not sent to the school or client.

The screenshot displays the Therapy Source web application interface. At the top left is the Therapy Source logo. The top right shows the user's name, Dierks Bentley, and email, jkrcar1979@gmail.com. Below the header is a navigation bar with 'Back' and 'Submit timesheet' buttons, and a search icon. A sidebar on the left contains navigation options: Home, Timesheets, Timesheet management, and My timesheets. The main content area is titled 'Add new line to timesheet' and contains a form with 'Rate' set to 'Indirect' and 'Student' set to 'Big Bird'. A green arrow points to the 'Notes' tab in the navigation bar, which is circled in yellow. Below the form is a table with columns for Rate, Date, WorkQuantity, and Message. The table shows two rows of data for 'Direct' work on 12/01/25 and 12/02/25, each for 04:00 hours. At the bottom, it states 'Timesheet total hours: 34.000'.

# Uploading Attachments

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

The screenshot displays the 'Submit timesheet' interface in the Therapy Source application. At the top, the user is identified as Dierks Bentley (jkraycar1979@gmail.com). The page title is 'Submit timesheet' with a 'Back' button. A search bar is visible in the top right. The main content area shows the user's name 'Dierks Bentley' and the timesheet ID '25822'. There are buttons for '+ Add student' and 'Cancel timesheet'. Below this, there is a section to 'Add new line to timesheet' with dropdown menus for 'Rate' (set to 'Direct - Double Time') and 'Student' (set to 'Select student'). An 'Add to timesheet' button is located below these dropdowns. A green arrow points from the 'Student' dropdown to the 'Attachments' tab in the navigation bar. The navigation bar includes 'Timesheet', 'Notes', 'Attachments' (highlighted with a green circle), and 'History'. Below the navigation bar, there is a table with columns for days of the week (Mon, Tue, Wed, Thu, Fri, Sat, Sun). The 'Sun' column contains an 'Upload file' button, which is also highlighted with a green circle. Below the table, there is a message: 'There are no attachments uploaded for this timesheet. Click here to attach a file, or drag your file into this area.' At the bottom, there is a 'Timesheet total hours: 34.000' section, a 'Pay rates' section, and buttons for 'Save draft', 'Submit', and a user selection dropdown (currently showing 'Annamarie Scarselletti').

# 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**.

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Back Submit timesheet Search

Add new line to timesheet

Rate: Indirect

Student: Big Bird

Add to timesheet

Timesheet Notes Attachments History

Client: Pennsylvania Leadership Charter School (PALCS) / Placement: \*\*TEST\*\*SLP

Student: Big Bird

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
	12/01	12/02	12/03	12/04	12/05	12/06	12/07
Big Bird - Direct	4.000	4.000	4.000	4.000	0.000	0.000	0.000
Big Bird - Indirect	1.000	0.000	1.000	0.000	0.000	0.000	0.000
	12/08	12/09	12/10	12/11	12/12	12/13	12/14
Big Bird - Direct	4.000	4.000	4.000	2.000	0.000	0.000	0.000
Big Bird - Indirect	1.000	0.000	1.000	0.000	0.000	0.000	0.000

Timesheet total hours: 34.000

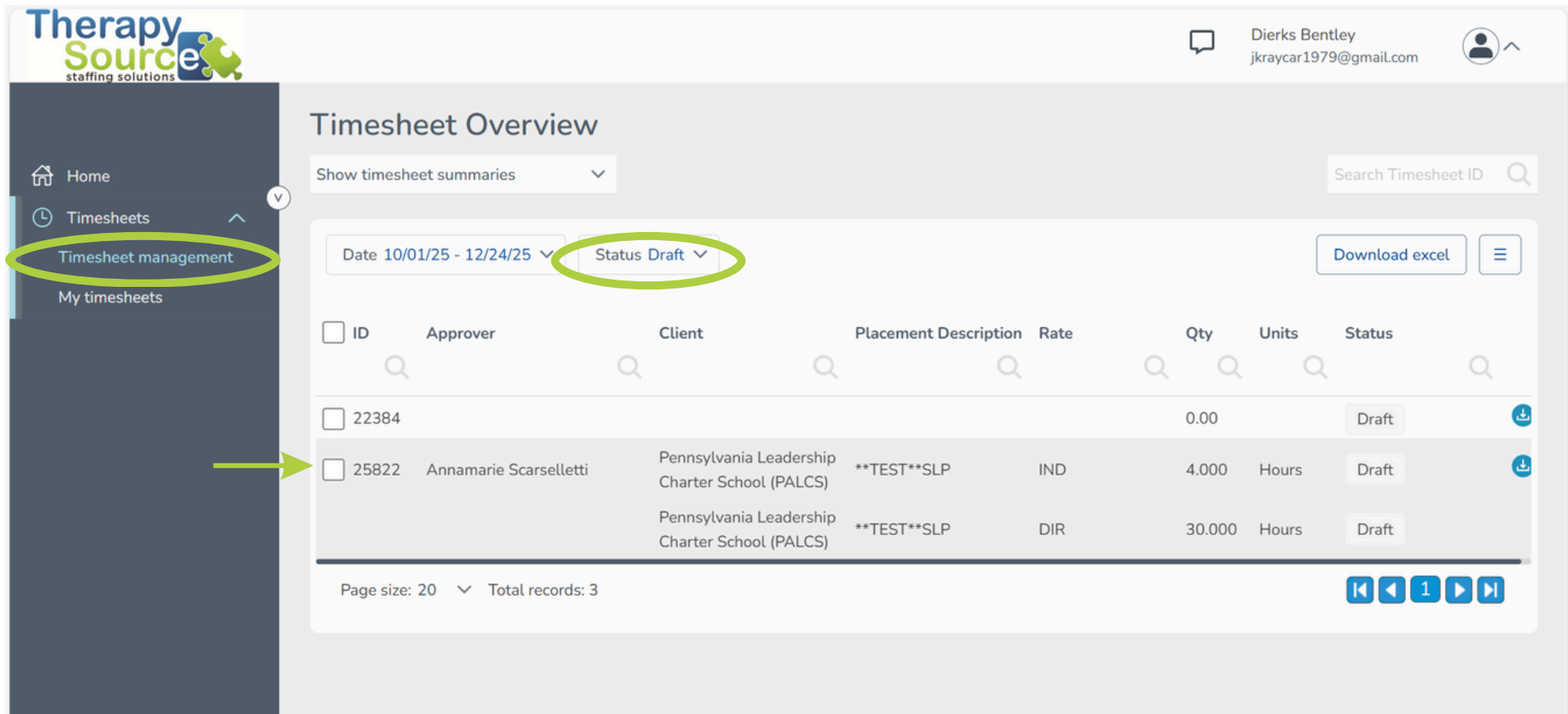
Pay rates:

Save draft Submit

Annamarie Scarselletti

# 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.



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## Timesheet Overview

Show timesheet summaries

Date 10/01/25 - 12/24/25 Status Draft

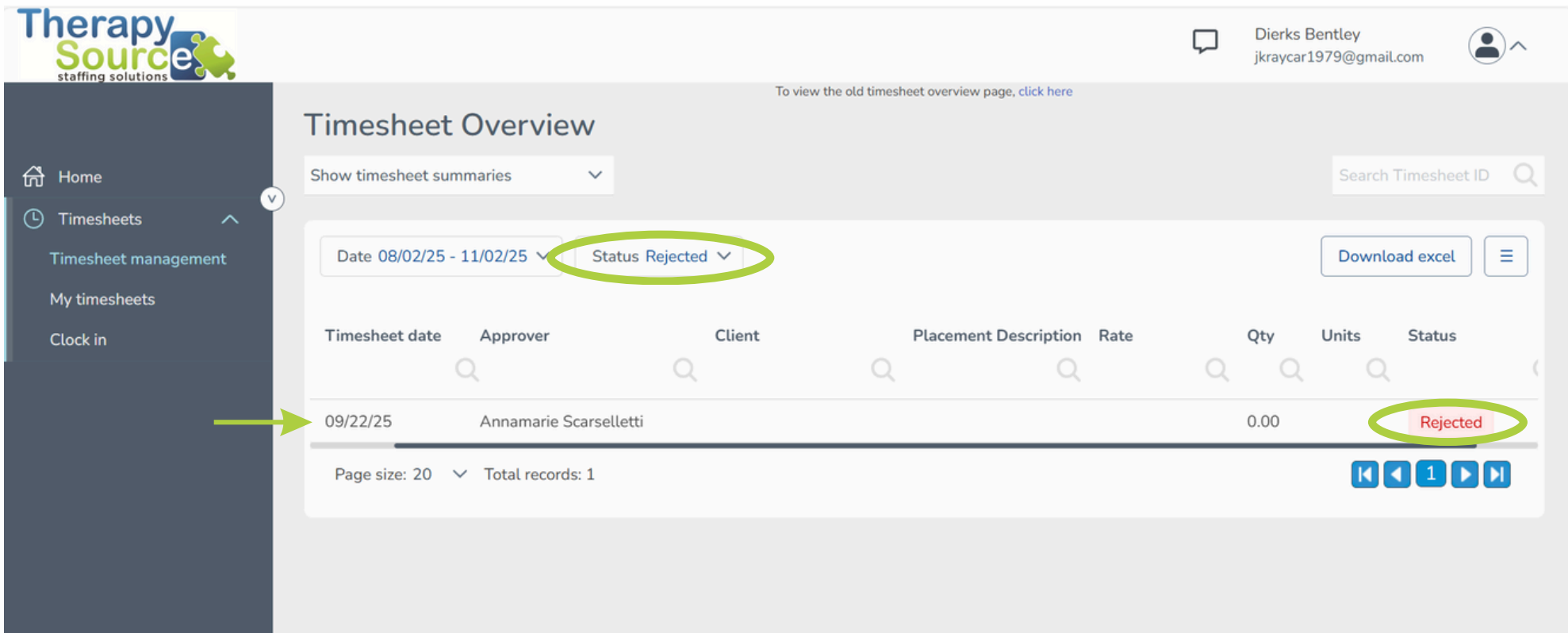
Download excel

ID	Approver	Client	Placement Description	Rate	Qty	Units	Status
22384					0.00		Draft
25822	Annamarie Scarselletti	Pennsylvania Leadership Charter School (PALCS)	**TEST**SLP	IND	4.000	Hours	Draft
		Pennsylvania Leadership Charter School (PALCS)	**TEST**SLP	DIR	30.000	Hours	Draft

Page size: 20 Total records: 3

# 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