

Timesheet Portal: Step-by-Step Directions: Range

Therapy Source staffing solutions

Dierks Bentley
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Back Submit timesheet Search

Home
Timesheets
Timesheet management
My timesheets

Timesheets for other placement

Create timesheet

← 12/01/25 - 12/15/25 →

Dierks Bentley Status: Draft

+ Add Student Cancel timesheet

Add new line to timesheet

Rate: Direct

Student: Select student

Client: Penn


Placement: Big Bird, Fuzzy Elmo, Oscar The Grouch

Save draft

Annamarie Scarselletti Submit

Tue Wed Thu Fri Sat Sun

- 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 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.

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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	View / Create Timesheets
Chester Upland School District	88230	SLP 25-26 SY	08/18/25	06/30/26	Semi-monthly	10/16/25	Draft	View / Create Timesheets

Page size: 50 Total records: 3

Navigation: [Previous] [1] [Next]

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.

The screenshot displays the 'Submit timesheet' interface. At the top left is the Therapy Source logo. The top right shows the user's name 'Dierks Bentley' and email 'jkaycar1979@gmail.com'. Below the header is a navigation bar with 'Back' and 'Submit timesheet' buttons, and a search field. A sidebar on the left contains 'Home', 'Timesheets', 'Timesheet management', and 'My timesheets'. The main content area features a text block explaining the process, a 'Timesheets for other placement' section with a 'Create timesheet' button, and a date range selector showing '12/01/25 - 12/15/25'. Below the date selector is the user's name 'Dierks Bentley' and 'Status: Draft'. A '+ Add Student' button is highlighted with a green circle, along with a 'Cancel timesheet' button. At the bottom, there are tabs for 'Timesheet', 'Notes', 'Attachments', and 'History', and a table header for days of the week (Mon-Sun). A red warning message states: 'Click 'Add Student' to select a rate and add time to your timesheet'. An 'Additional info:' field is also present.

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**.

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Back View timesheet Search

Add new line to timesheet

Rate: Indirect

Student: - No student

Add to timesheet

Home
Timesheets
Timesheet management
My timesheets

Timesheet Notes Attachments History

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

Student: - No student

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
12/01 12/02 12/03 12/04 12/05 12/06 12/07							
- No student - Direct	0.000	0.000	0.000	0.000	0.000	0.000	0.000
- No student - Indirect	0.000	0.000	0.000	0.000	0.000	0.000	0.000
12/08 12/09 12/10 12/11 12/12 12/13 12/14							
- No student - Direct	0.000	0.000	0.000	0.000	0.000	0.000	0.000
- No student - Indirect	0.000	0.000	0.000	0.000	0.000	0.000	0.000

Multiple earn codes

Timesheet total hours: 0.000

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.

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Back View timesheet Search

Add new line to timesheet

Rate: Indirect

Student: - No student

Add to timesheet

Timesheet	Notes	Attachments	History	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Client: Pennsylvania Leadership Charter School (PALCS) / Placement: **TEST**SLP										
Student: - No student										
				12/01	12/02	12/03	12/04	12/05	12/06	12/07
				- No student - Direct	16.000	0.000	0.000	0.000	0.000	0.000
				- No student - Indirect	2.000	0.000	0.000	0.000	0.000	0.000
				12/08	12/09	12/10	12/11	12/12	12/13	12/14
				- No student - Direct	14.000	0.000	0.000	0.000	0.000	0.000
				- No student - Indirect	2.000	0.000	0.000	0.000	0.000	0.000
Timesheet total hours: 34.000										
Pay rates: Direct - Double Time: \$150.00 Direct - Overtime: \$112.50 Direct: \$75.00 Indirect: \$75.00 Indirect - Double Time: \$150.00 Indirect - Overtime: \$112.50 Mileage: \$0.70										

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 shows the Therapy Source web application interface. At the top right, the user is identified as Dierks Bentley (jkraycar1979@gmail.com). The main navigation bar includes 'Back', 'Submit timesheet', and a search function. A sidebar on the left contains navigation options: Home, Timesheets, Timesheet management, My timesheets, and Help.

The main content area is titled 'Add new line to timesheet'. It features two dropdown menus: 'Rate' set to 'Indirect' and 'Student' set to 'Big Bird'. A green arrow points to the 'Student' dropdown. Below these fields is an 'Add to timesheet' button. To the right of the form are buttons for '+ Add student' and 'Cancel timesheet'.

Below the form is a tabbed interface for the timesheet. The 'Notes' tab is selected and circled in yellow. Other tabs include 'Timesheet', 'Attachments', and 'History'. The timesheet view shows a client 'Pennsylvania Leadership Charter School (PALCS)' and a table with columns for Rate, Date, WorkQuantity, and Message. The table contains two rows of data:

Rate	Date	WorkQuantity	Message
Direct	12/01/25	04:00	
	12/02/25	04:00	

Below the table, it states 'Timesheet total hours: 34.000'. At the bottom, there is a 'Pay rates:' section, a 'Save draft' button, a dropdown menu for 'Annamarie Scarselletti', and a green 'Submit' button.

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 Therapy Source web application interface for managing a timesheet. 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 left sidebar shows navigation options: Home, Timesheets, Timesheet management, My timesheets, and Clock in. The main content area shows the timesheet for Dierks Bentley (ID: 17155) for the period 10/27/25 - 11/02/25, with a status of 'Draft'. Below this, there are buttons for '+ Add Student' and 'Cancel timesheet'. The 'Add new line to timesheet' section includes dropdown menus for 'Rate' (set to 'Direct - Double Time') and 'Student' (set to 'Select student'), along with an 'Add to timesheet' button. A green arrow points from the 'Student' dropdown to the 'Attachments' tab in the table below. The table has columns for 'Timesheet', 'Notes', 'Attachments', and 'History', with dates 27 through 2. The 'Attachments' column is circled in green. At the bottom right of the table area, an 'Upload file' button is also circled in green. Below the table, a message states: 'There are no attachments uploaded for this timesheet. Click here to attach a file, or drag your file into this area.' The bottom summary bar shows 'Timesheet total hours: 22.000' and 'Hour units per day' for each day of the week: 5.000, 4.000, 5.000, 4.000, 4.000, 0.000, 0.000.

Timesheet	Notes	Attachments	History	27	28	29	30	31	1	2
				Mon	Tue	Wed	Thu	Fri	Sat	Sun
There are no attachments uploaded for this timesheet. Click here to attach a file, or drag your file into this area.										
Timesheet total hours: 22.000				Hour units per day: 5.000 4.000 5.000 4.000 4.000 0.000 0.000						
Pay rates:										

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 View timesheet Search

Add new line to timesheet

Rate: Indirect

Student: - No student

Add to timesheet

Timesheet	Notes	Attachments	History	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Client: Pennsylvania Leadership Charter School (PALCS) / Placement: **TEST**SLP										
Student: - No student										
				12/01	12/02	12/03	12/04	12/05	12/06	12/07
- No student - Direct				16.000	0.000	0.000	0.000	0.000	0.000	0.000
- No student - Indirect				2.000	0.000	0.000	0.000	0.000	0.000	0.000
				12/08	12/09	12/10	12/11	12/12	12/13	12/14
- No student - Direct				14.000	0.000	0.000	0.000	0.000	0.000	0.000
- No student - Indirect				2.000	0.000	0.000	0.000	0.000	0.000	0.000

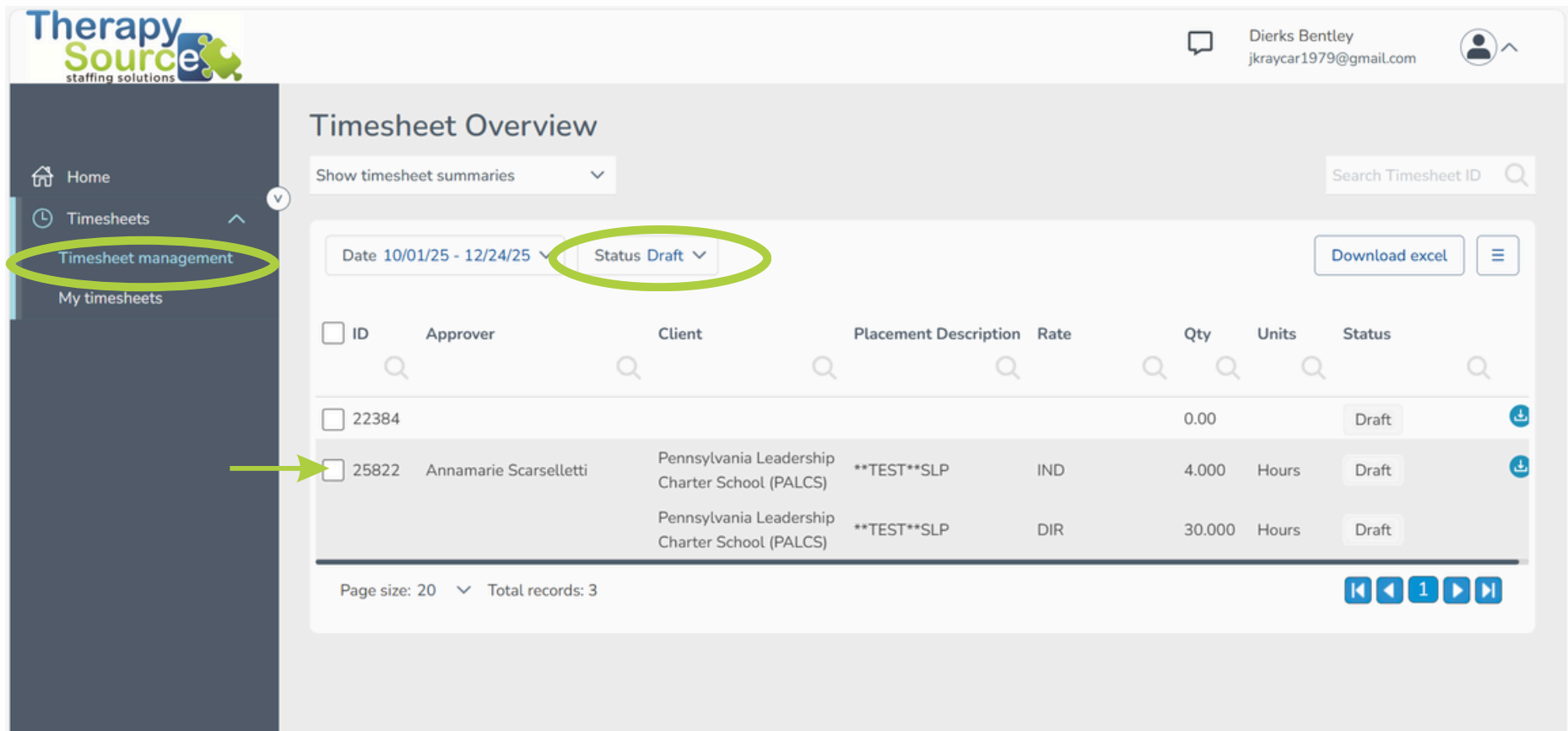
Timesheet total hours: 34.000

Pay rates: Direct - Double Time: \$150.00 Direct - Overtime: \$112.50 Direct: \$75.00 Indirect: \$75.00 Indirect - Double Time: \$150.00
Indirect - Overtime: \$112.50 Mileage: \$0.70

Help Save draft Annamarie Scarselletti 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.



The screenshot shows the 'Timesheet Overview' page. On the left sidebar, 'Timesheet management' is highlighted with a green circle. In the main content area, the 'Date' dropdown is set to '10/01/25 - 12/24/25' and the 'Status' dropdown is set to 'Draft', both also circled in green. Below these filters is a table of timesheet entries. The first entry is highlighted with a green arrow pointing to its checkbox.

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: 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 interface includes a sidebar with navigation options: Home, Timesheets, Timesheet management, My timesheets, and Clock in. The main content area shows a search bar for Timesheet ID, a date range filter (08/02/25 - 11/02/25), and a status dropdown menu set to 'Rejected'. Below this is a table with columns for Timesheet date, Approver, Client, Placement Description, Rate, Qty, Units, and Status. A single record is shown for 09/22/25, approved by Annamarie Scarselletti, with a status of 'Rejected'. The page also shows a 'Download excel' button and pagination controls at the bottom.

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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