



## Reporting Employment First (EF) Activity Hours Using PEAK and MyCOBenefits

### Attention all EF Participants:

- Participants will now be able to report hours for Employment First (EF) activities through the PEAK website and MyCOBenefits mobile application.
- Participants who are working with a Colorado Works (CW) and EF case manager, will have the option to select which program the hours they are reporting should be added to.
- Participants can only submit hours for one program at a time.
- PEAK and MyCOBenefits users will now also be able to upload verifications for their reported EF hours.

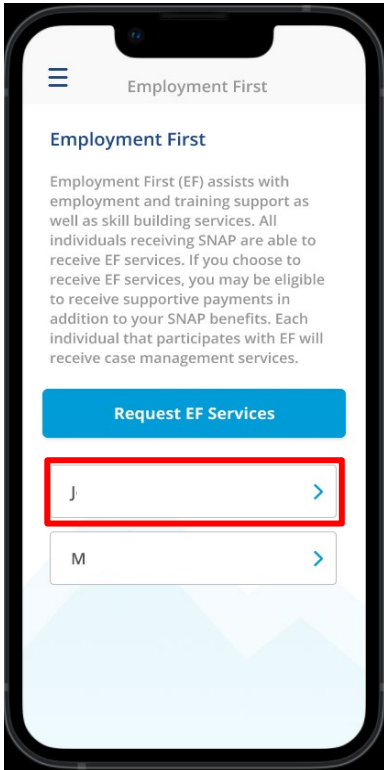




## Submitting Hours in MyCOBenefits:

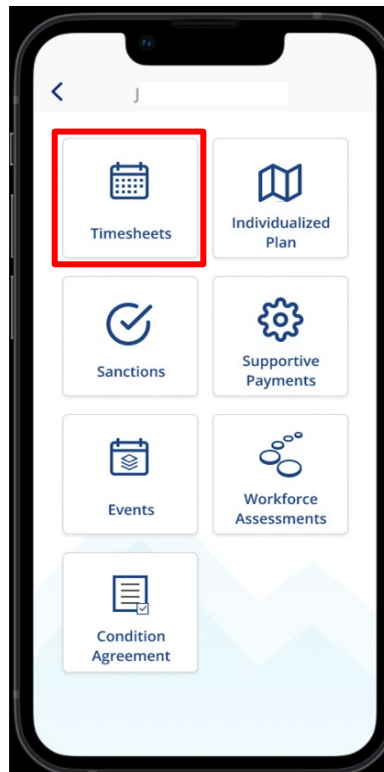
1

On the EF screen, select the name of the user.



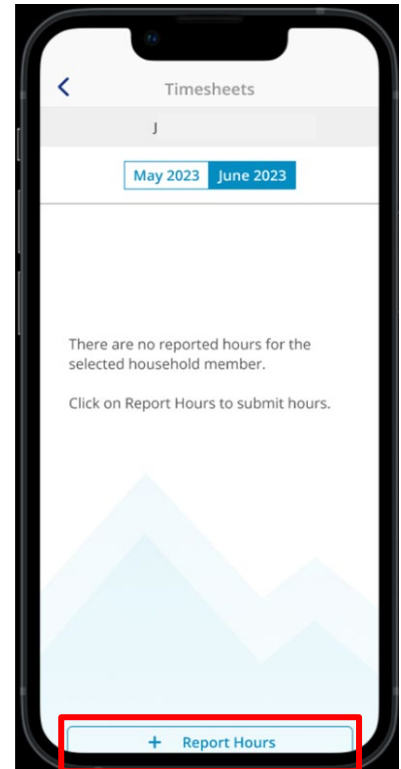
2

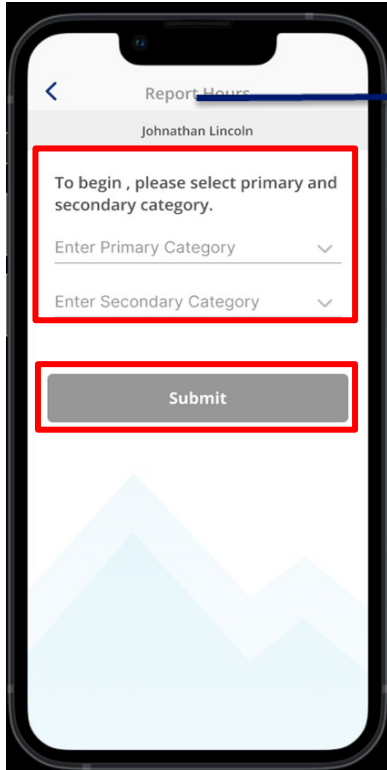
Next, select 'Timesheets'.



3

Select 'Report Hours' at the bottom.



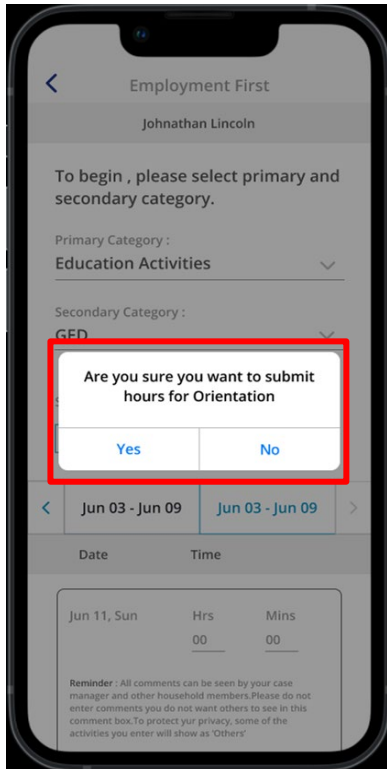
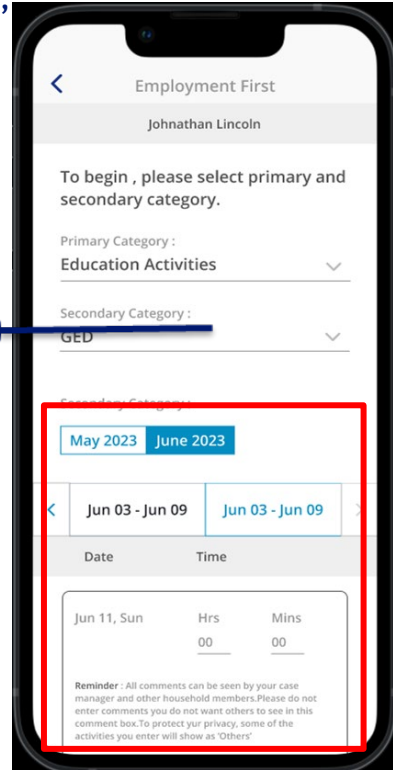


**4**

Choose your 'Primary' and 'Secondary' Categories and click 'Submit.'

Now you can enter your date and hours, then click 'Submit.'

**5**

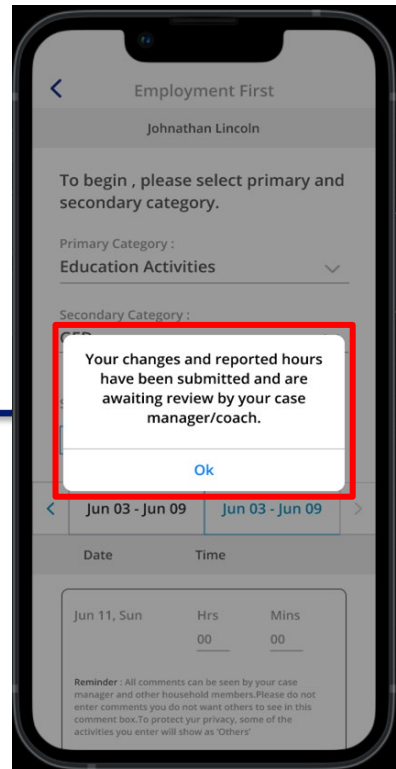


**6**

It will ask you to confirm that you are sure, click 'Yes'.

You should see a confirmation that your hours have been submitted. Click 'Ok' and you're done!

**7**





## Submitting Hours in PEAK:

1

Log on to PEAK and navigate to the 'Manage my benefits' tab. Then click on the 'Filter' button.

Dashboard **Manage my benefits** Find Resources Get Help Upload documents Mailbox (1) Account settings Español

< Back to Work programs

Individual member: George (54 yrs)

### Timesheets

Timesheets summarize the hours worked in each activity per month.

Month: February 2021

**Total hours**  
Below is an overview of total hours for the selected month. To report additional hours, select 'Report hours'.

05.00 hours Rejected | 05.00 hours Denied | 05.00 hours Pending | 05.00 hours Verified

Report hours

**Submitted timesheets** Filter

Category	Status	Time recorded	Date reported	Program
Job Search	Pending	5.00 hours	05/23/2021	Employment First <a href="#">Edit</a>
How to Communicate	Denied	5.00 hours	05/12/2021	Workforce Development
Orientation	Verified	5.00 hours	04/08/2021	Employment First <a href="#">Edit</a>
Job search	Rejected	5.00 hours	03/18/2021	Workforce Development

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2

To see hours for EF only, select the 'Employment First' box, then click 'Apply.'

The screenshot shows the PEAK portal interface. A modal titled "Filter my submitted timesheets by" is open. It contains the following sections:

- Date range:** From (05, 12, 2021) and To (05, 20, 2021).
- Program:**  Employment First,  Workforce Development.
- Status:**  Verified,  Pending,  Denied,  Rejected.

At the bottom of the modal are two buttons: "Reset" (highlighted with a red box) and "Apply" (indicated by a red arrow). The background shows a "Submitted timesheets" table with columns for Category, Status, and dates.





**3**

Now only timesheets for EF will be visible in the 'Manage my Benefits' screen. Click the 'Report Hours' button to add more hours.



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Individual member: George (54 yrs)

## Timesheets

Timesheets summarize the hours worked in each activity per month.

Month

February 2021

### Timesheets

Below is a summary overview of total hours for the selected month. To report additional hours, select 'Report hours'.

05.00 hours  
Report hours

05.00 hours  
Denied

05.00 hours  
Pending

05.00 hours  
Verified

[Report hours](#)

### Submitted timesheets

Filtered by: Employment First X

Category	Status	Time recorded	Date reported	Program	
Job Search	Pending	5.00 hours	05/23/2021	Employment First	Edit
How to Communicate	Denied	5.00 hours	05/12/2021	Employment First	
Orientation	Verified	5.00 hours	04/08/2021	Employment First	Edit
Job search	Rejected	5.00 hours	03/18/2021	Employment First	





4

On the 'Report Hours' screen you will first have to select your program and then select your 'Primary' and 'Secondary category.' Next click 'Add hours.'

**PEAK** Dashboard Manage my benefits Find Resources Get Help Upload documents Mailbox (1) Account settings Español

Work programs > Timesheets > Report hours

Individual member: George (54 yrs)

## Report hours

Record the hours that you spent on your job search or job-search related activities.

### More about your category

Below are the primary and secondary categories you could report hours for. [Learn more](#)

Select program

Employment First Workforce Development

Primary category

Select primary category

Secondary category

Select secondary category

Add hours

Submit

CHAT

TOP

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The 'Hours' section will now be available. Enter your Month, Week, Hours, and minutes. Then click 'Submit.'

### Report hours

Record the hours that you spent on your job search or job-search related activities.

**More about your category**

Below are the primary and secondary categories you could report hours for. [Learn more](#)

Select program

Employment first  Workforce Development

Primary category  
Orientations and information sessions

Secondary category  
Orientation

[Add hours](#)

**Hours**

Month  
April 2021

Week  
04/03/2021 - 04/09/2021

Date	Hours	Minutes	
04/03/2021	<input type="text" value="hours"/>	<input type="text" value="minutes"/>	<a href="#">Add comment</a>
04/04/2021	<input type="text" value="hours"/>	<input type="text" value="minutes"/>	<a href="#">Add comment</a>
04/05/2021	<input type="text" value="hours"/>	<input type="text" value="minutes"/>	<a href="#">Add comment</a>

Only hours for the selected week may be entered. You can not enter hours for days in the future.

[Cancel](#) [Submit](#)







6

Success! You will see confirmation that your request has been submitted. Requests can be viewed in the 'Timesheets' section on the 'Manage my benefits' screen.

Use the 'Upload documents' button if you have any documents to add.

The screenshot shows the PEAK user interface. At the top, there is a navigation bar with the following items: Dashboard, Manage my benefits (selected), Find Resources, Get Help, Upload documents, Mailbox (1), Account settings, and Español. The main content area features a large 'Success!' heading. Below it, a message box states: 'We received your request. Your request has been successfully submitted. You can track the request from your Timesheets section.' To the right of this message is an illustration of a hand giving a thumbs up. Below the message box are two buttons: 'Back to Work programs' and 'Upload documents'. The 'Upload documents' button is highlighted with a red rectangular border. In the bottom right corner of the main content area, there are two circular icons: 'CHAT' and 'TOP'. The footer of the page includes the PEAK logo, links for 'Rights and responsibilities', 'Accessibility', 'Privacy notice', and 'Contact', and a note that it is an official website of the State of Colorado.

