







## 05

Review your shift details

Tap Submit to finish your entry

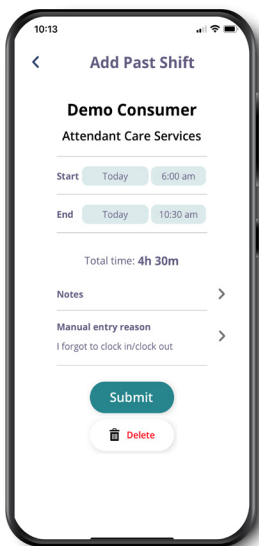
There are two options for approval:

**“My employer can approve now”** – this allows reviewing and approving the shift on your device right now.

**“My employer will approve later”** – your entry will be submitted, and it can be reviewed and approved on employer’s device at a later time.

You can view your entry in the Time Entries page. Tap on Time in your base menu.

### Add Past Shift



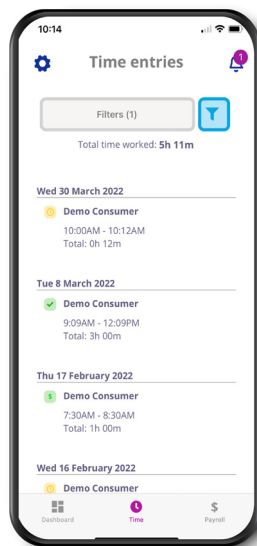
**Forget to clock in or out? Add a past shift if you’ve already worked.**

*For EVV users, remember that this does not meet EVV requirements and will be recorded as a manual time entry.*

**Follow these steps:**

- Tap Add past shift from your dashboard
- Select who you worked for
- Select the service you provided
- Enter your start time, end time and notes, if needed
- For EVV users, please select a manual entry reason
- Tap Submit

### Time Entries



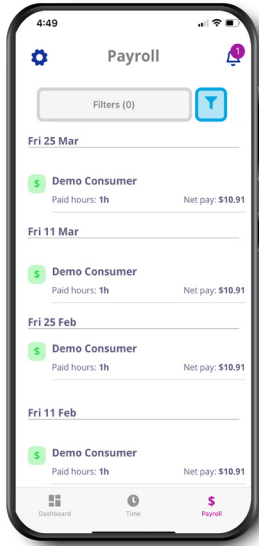
View all created time entries

Defaults to the current pay period

Tap on the filter to change your view

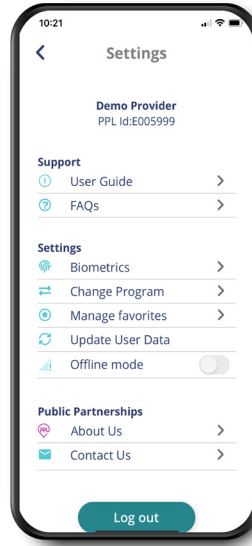
Total hours worked is displayed based on applied filters

## Payroll



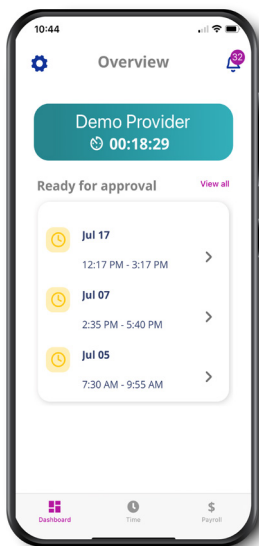
View all payments issued  
Defaults to the past two weeks  
Tap on the filter to change your view  
Tap on a payment to see details, including a copy of your pay stub

## Settings & Other Features

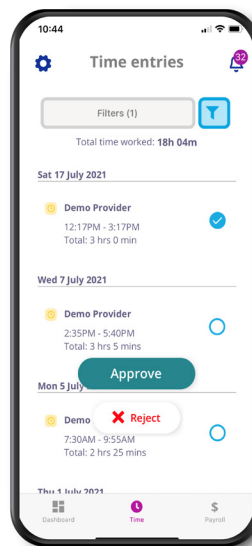


**Support** – Access User Guide and FAQs  
**Biometrics** – Enable Touch or Face ID (if available on your device) – log in using your fingerprint or facial recognition  
**Favorites** – Update or remove saved participant/service pairs for quicker time entry  
**Offline Mode** – Turn on to avoid disruption if you're in an area with limited/poor connectivity  
**Contact Us** – Get in touch with us – call, email, or send a message

## Employer Dashboard & Time Entry Approval



Tap on an entry to view details and approve/reject time  
Tap View all to see all time entries ready for approval



Select All allows you to select all time entries that are ready for approval – you can approve or reject all  
Tap a single time entry to view details, and approve or reject just that time entry  
Use the check boxes to select multiple time entries to approve or reject