Log in with the same *username* and *password* used for MyAccount

To create a Manual Entry

- Log in to Time4Care using your My Account Username and Password
- Select: Add past shift
- Choose who are you working for
- Choose your service
- Add Past Shift by clicking on the pencil to the right of "Start" select the date and the start time. Then click on the pencil to the right of "End" select the date and the end time.
- Select Activities and Manual Entry reason.
- Finally click Submit.