



## 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.

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Overview	Clock-in	Clock-in	Add Past Shift
O Clock-in now	Who are you working for?	Choose your service	Total time: 0h 05m
	۹	Respite	Start Wed Jan 6 11:38 am
	Sally Sample	> Attendant service	> / End Wed Jan 6 11:43 am
Time Entries	Thomas Test	>	Activities/ tasks
X 1 Rejected >	Debbie Demo	>	Meal prep, Bathing
2 Saved			/ Notes
4 Awaiting approval →			Assisted with morning routine and prep for the day
Last Paycheck View all			
S Jan 01			
Dashboard Time Payrol	1	() ) () )	O Submit
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