

# Input Tasks for a Real-Time entry in Time4Care

- Step 1.** Login to Time4Care
- Step 2.** Click "Clock-in now"
- Step 3.** Select the consumer you are working for
- Step 4.** Select the service you are providing
- Step 5.** Click "Start Time"
- Step 6.** To end your shift, click "End Time"
- Step 7.** Click "Activities/Tasks" and select which task(s) you completed during your shift
- Step 8.** If "Other" task is selected, you are required to enter what that task was in the "Notes" section.
- Step 9.** Click "Observations" to notate any changes in the consumer's condition, activity, etc.
- Step 10.** Click "Submit"
- Step 11.** Click "I Confirm"

# Input Tasks as a manual entry in Time4Care (for Live-ins)

- Step 1.** Login to Time4Care
- Step 2.** Click "Add past shift"
- Step 3.** Select the consumer that you worked for
- Step 4.** Select the service you provided
- Step 5.** Click "Add entry"
- Step 6.** Select the in and out date/time of your shift
- Step 7.** Click "Activities/Tasks" and select which task(s) you completed during your shift
- Step 8.** If "Other" task is selected, you are required to enter what that task was in "Notes".
- Step 9.** Click "Observations" to notate any changes in the consumer's condition, activity, etc.
- Step 10.** Click "Manually entry reason"
- Step 11.** Select the reason
- Step 12.** Click "Submit"
- Step 13.** Click "I Confirm"



# Input Tasks as a manual entry in MyAccount (for Live-ins)

- Step 1.** Login to MyAccount
- Step 2.** Click "My Timesheets"
- Step 3.** Select "Pay Period"
- Step 4.** Select "Consumer"
- Step 5.** Select "+ ADD ENTRY" underneath the date worked
- Step 6.** Click "Please select service..."
- Step 7.** Select service
- Step 8.** Select the in and out date/time of your shift
- Step 9.** Click "Activities" and select which task(s) you completed during your shift
- Step 10.** If "Other" task is selected, you will be required to enter what that task was in "Notes".
- Step 11.** Click to notate any changes in the consumer's condition, activity, etc.
- Step 12.** Select a reason for manually entering time.
- Step 13.** Click "ADD ENTRY"

# EORs can approve Time/Tasks in Time4Care/MyAccount

- Step 1.** The only change to the EOR approval process is that the EOR will be able to view the activities/tasks submitted. The EOR will not be able to edit the activities/tasks. If anything is incorrect, then the EOR is required to reject the shift so that the attendant can re-enter the shift with the correct information.

