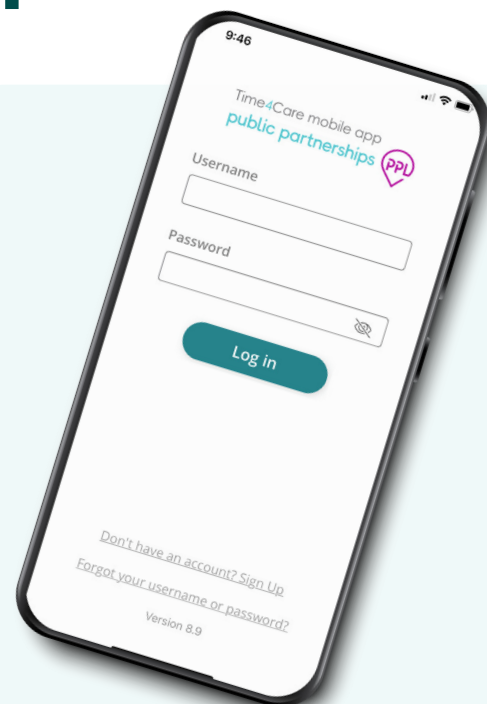


TIME4CARE™ MOBILE APP

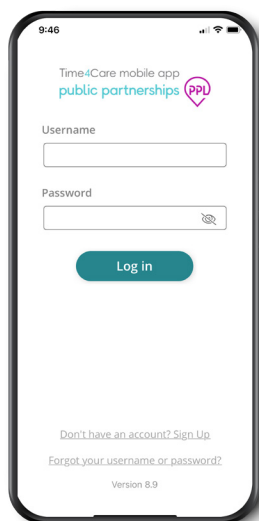
by Public Partnerships

Download the Time4Care App

1. Go to **Google Play** or the **App Store** on your Android or iOS device.
2. Tap on **Search**.
3. In the search bar, type in: **Time4Care**.
4. Download the **Time4Care app**.
5. Once the application has downloaded, tap to **open**.



Log in or Sign Up

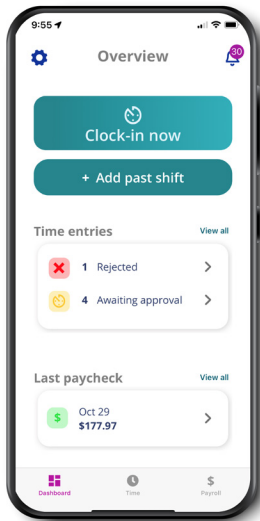


If you already have a user account for MyAccount, log in to the app with the same username and password.

If you have not completed your enrollment in MyAccount, you will need to complete this first to create your username and password.

1. Clock-in and -out in real-time to record time worked.
2. For EVW users, location is captured at clock in and clock out.
3. Location is not tracked during visit or any other time.

Dashboard & Menu



Dashboard – access frequent actions and important info

- **Clock-in now** – record your shift in real-time
- **Add past shift** – enter a shift you already worked
- **Time entries** – tap to see entries that require action by you or your employer
- **Last paycheck** – view your most recent payment – tap to see payroll details

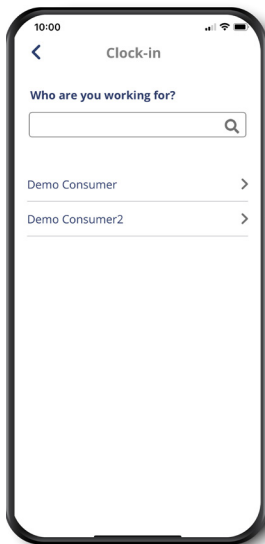
Time – view a collection of all your time entries

Payroll – access all payments issued, including pay stubs

Settings – access support materials, Touch/Face ID, manage your Favorites, and more

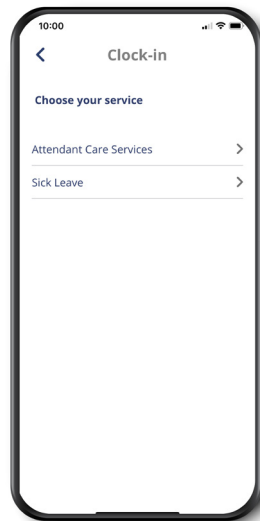
Notifications – view alerts related to time submission and approval

Clock in and out to start and end your shift



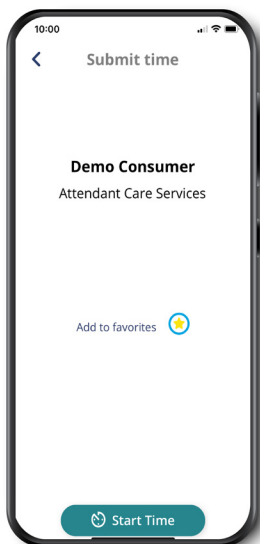
01

Tap **Clock-in now** from Dashboard
Select who you are working for



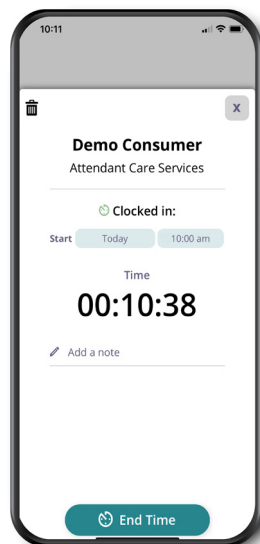
02

Select the service you will be providing



03

Save your selection as a Favorite for easier clock in next time
Start your clock



04

Tap running clock from Dashboard to see your active shift
Add notes related to your shift, if needed
At the end of your shift, tap End Time to clock out



05

Review your shift details

Tap Submit to finish your entry

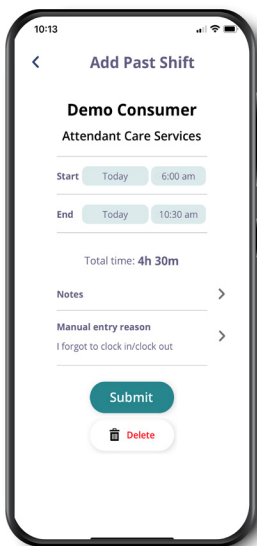
There are two options for approval:

“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



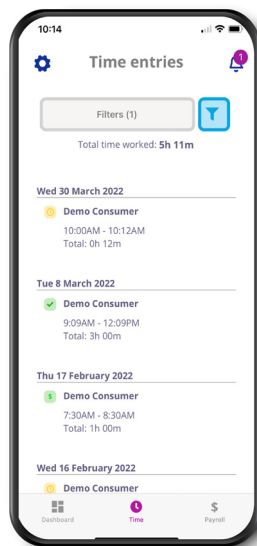
Forget to clock in or out? Add a past shift if you’ve already worked.

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



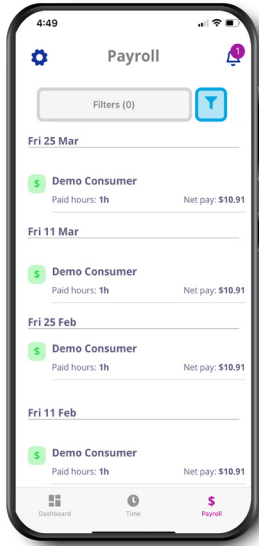
View all created time entries

Defaults to the current pay period

Tap on the filter to change your view

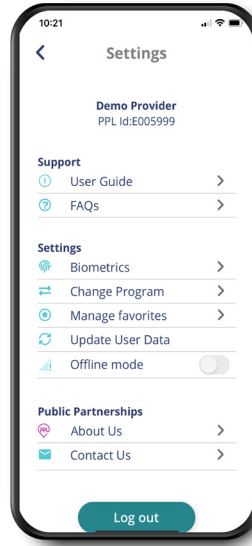
Total hours worked is displayed based on applied filters

Payroll



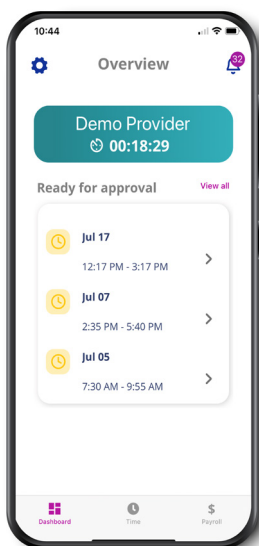
View all payments issued
Defaults to the past two weeks
Tap on the filter to change your view
Tap on a payment to see details, including a copy of your pay stub

Settings & Other Features

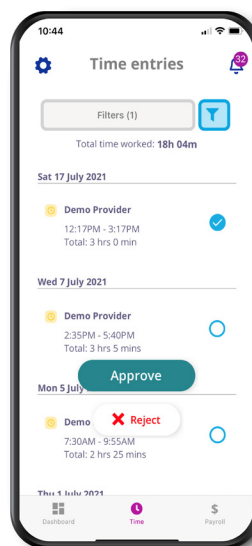


Support – Access User Guide and FAQs
Biometrics – Enable Touch or Face ID (if available on your device) – log in using your fingerprint or facial recognition
Favorites – Update or remove saved participant/service pairs for quicker time entry
Offline Mode – Turn on to avoid disruption if you're in an 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

