

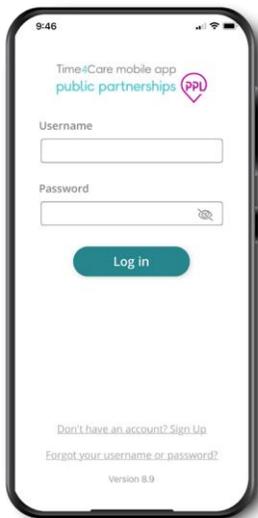
TIME4CARE™ MOBILE APP

by Public Partnerships

Download the Time4Care App

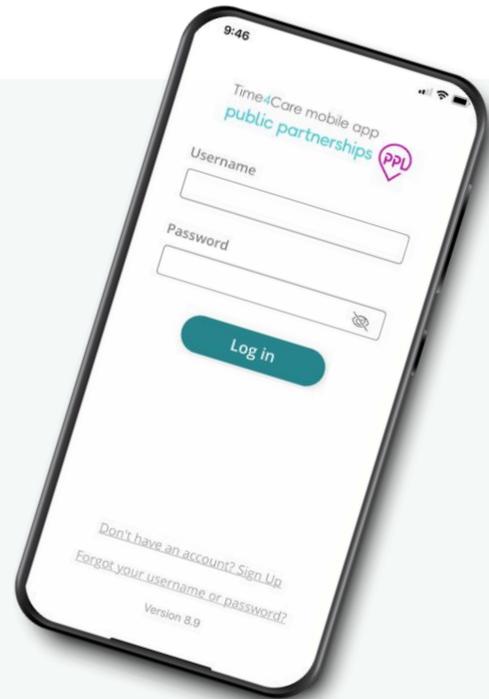
1. Go to **Google Play** or the **App Store** on your Android or iOS device.
2. Tap on **Search**.
3. In the search bar, type in: **Time4Care**.
4. Download the **Time4Care app**.
5. Once the application has downloaded, tap to **open**.

Log in or Sign Up



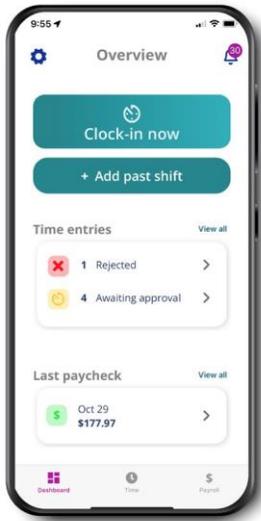
If you already have a user account for MyAccount, log in to the app with the same username and password.

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



- ✔ Clock-in and -out in real-time to record time worked.
- ✔ For EW users, location is captured at clock in and clock out.
- ✔ 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

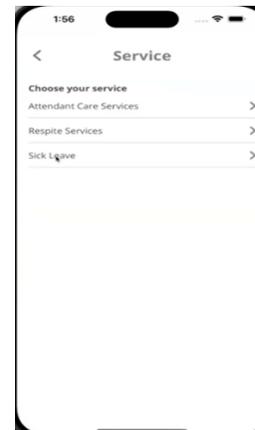
Notifications – view alerts related to time submission and approval

Clock in and out to start and end your shift

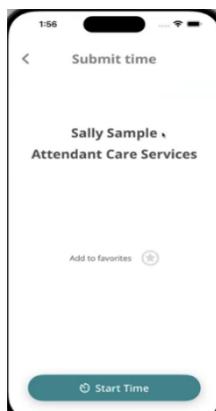
01 Select who you are working for:



02 Select the service you will be providing:



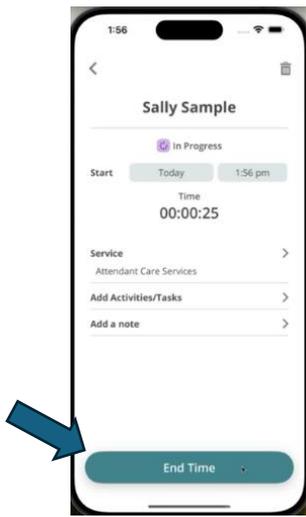
03 Tap the Start Time button to start your shift:



04 To end your shift, click on the running clock at the top:



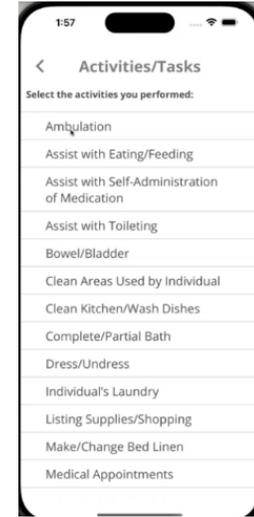
05 Click End Time at the bottom



06 Click Activities/Tasks



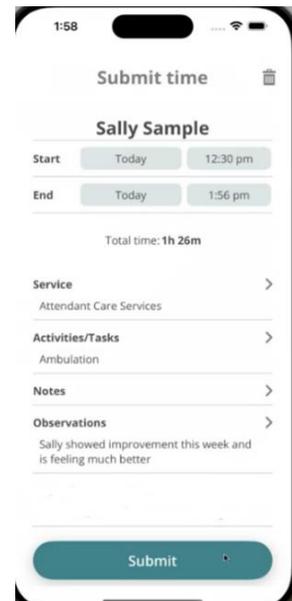
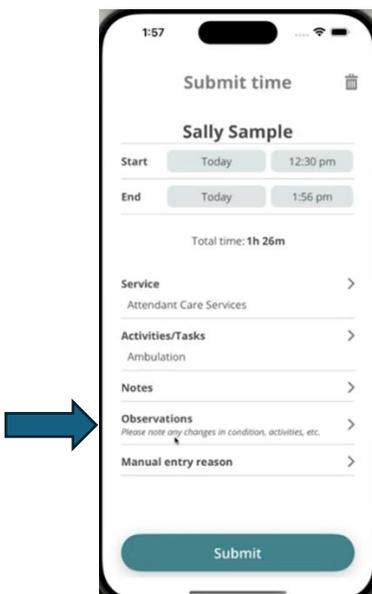
07 Select which tasks you performed:



08 Once your tasks are selected, you will have the option to notate any changes to the consumer, under "Observations"

09 Here is where you would notate these changes.

10 Once completed, click Submit





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Once you click 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”

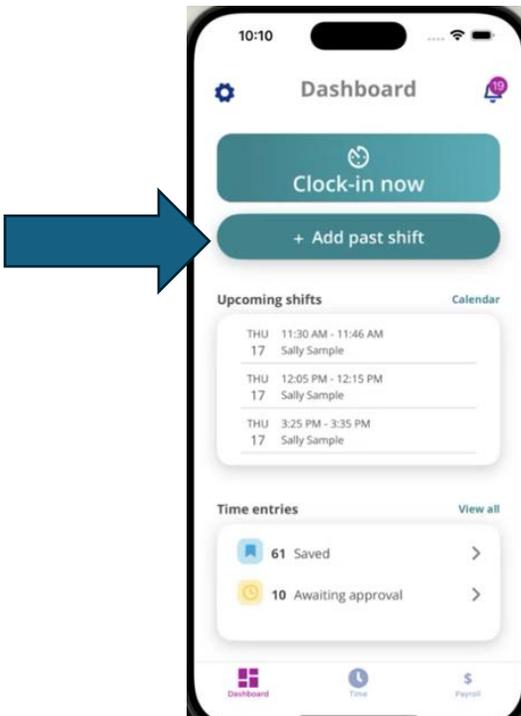
Your entry will be submitted, and it can be reviewed and approved on employer’s device at a later time.

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

Add Past shift

Forgot to clock in or out?

Add a past shift if you’ve already worked (remember, this does not meet EVV requirements)



Follow these steps:

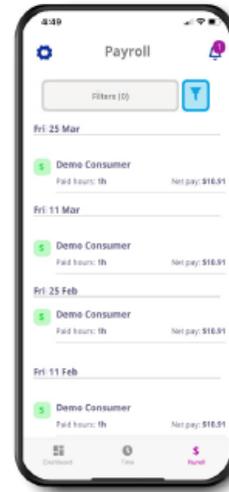
- Tap Add past shift from your dashboard
- Select who you worked for
- Select the service you provided
- Enter your start time, end time and notes, if needed
- Select the tasks that you performed
- Notate any Observations
- Select a manual entry reason
- Tap Submit

Time Entries



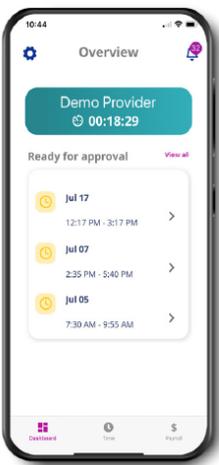
View all created time entries
Defaults to the current pay period
Tap on the filter to change your view
Total hours worked is displayed based on applied filters

Payroll

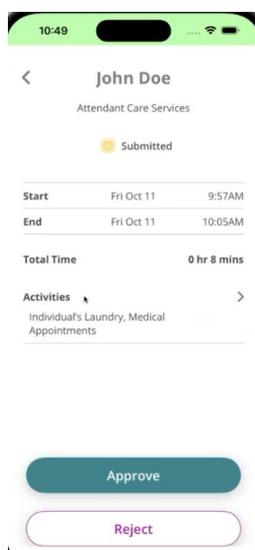
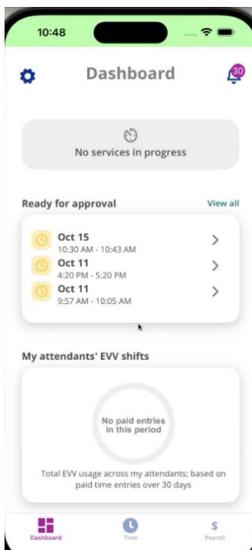


View all payments issued
Defaults to the past two weeks
Tap on the filter to change your view
Tap on a payment to see details, including a copy of your pay stub

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

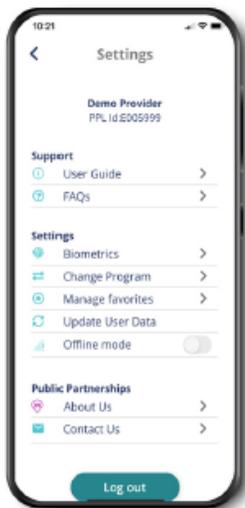


Employer Dashboard & Time Entry Approval

Tap a single 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.

EOR will be able to view the activities/tasks submitted but 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.

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