

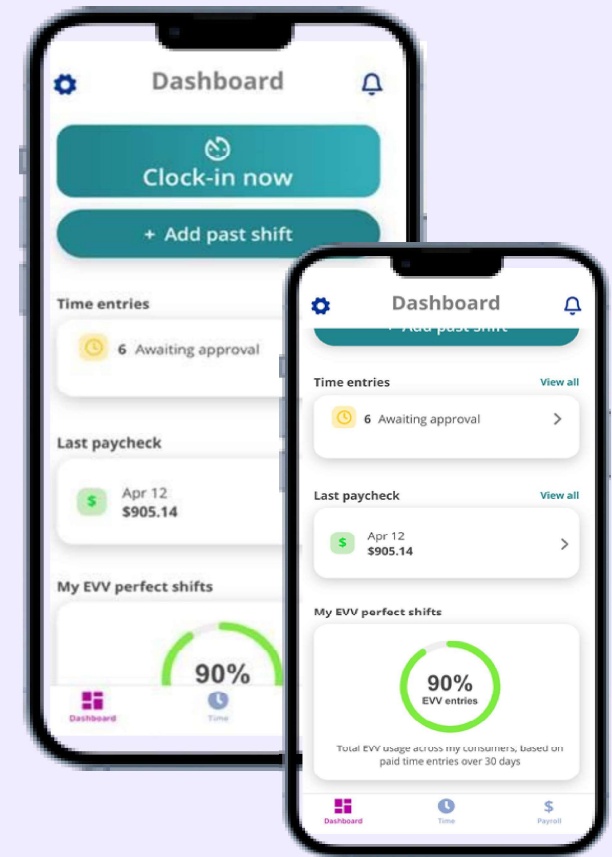


YOUR LIFE  
YOUR CARE  
YOUR PEOPLE

# Time4Care

## How to Edit a Shift

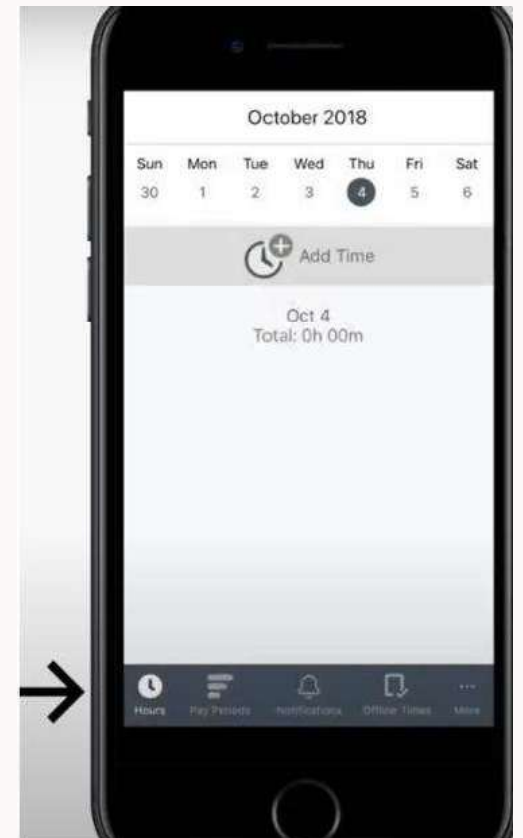
PA ODP



## How to Edit a Shift in Time4Care

Service Support Professionals (SSPs) can view or edit submitted time. To edit submitted time the SSP should:

- Tap on the hours screen to view or edit a past entry.



## How to Edit a Shift in the Time4Care

- Completed shifts will be on your Calendar.
- Each shift shows time started, ended, who worked the shift, and total time of the shift.
- Tap on the day to view shifts for that date.
- You can scroll left or right to view other weeks.
- Shifts worked on the day selected will be shown.



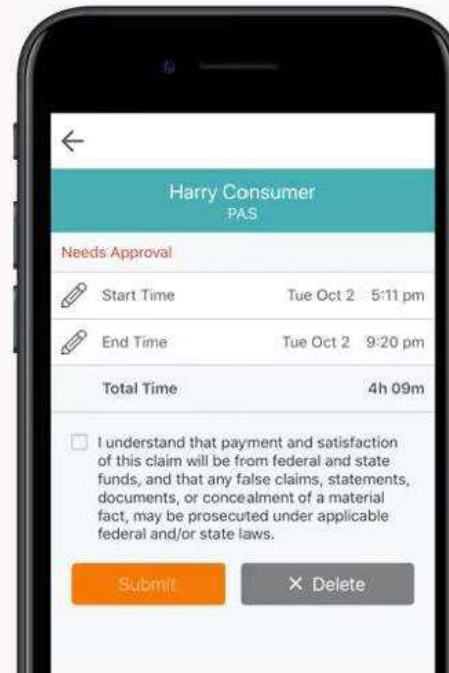
# How to Edit a Shift in the Time4Care

- Total hours for the day are displayed below the shift.
- If you work for multiple members, you will see different colors for each.
- Tap on the appropriate colored shift to view details.



# How to Edit a Shift in the Time4Care

- The Details page shows who worked and what service was provided.
- Status of the entry.
- Date and time started and ended.
- Total Time for the shift.



# How to Edit a Shift in the Time4Care

- Tap on the pencil to edit start or end times.
- To edit or add activities, tasks, or notes, tap on the right arrow and make changes.

The screenshot shows the 'Enter Time' screen in the Time4Care app. At the top, there are two tabs: 'Clock in' and 'Enter Time'. Below the tabs, there are several rows of input fields:

Field	Date	Time
Start Time	Oct 6 Tues	5:00pm
End Time	Oct 6 Tues	8:00pm
Total Time		3h 00m
Meal Prep, Grooming		>
Notes		>

Each row has a pencil icon on the left and a right arrow on the right. The 'Notes' row also features a circular icon with a plus sign inside.

# How to Edit a Shift in the Time4Care

- Submit the entry if changes were made.
- Changes will need to be reviewed and approved or rejected by the Participant/Common Law Employer.

