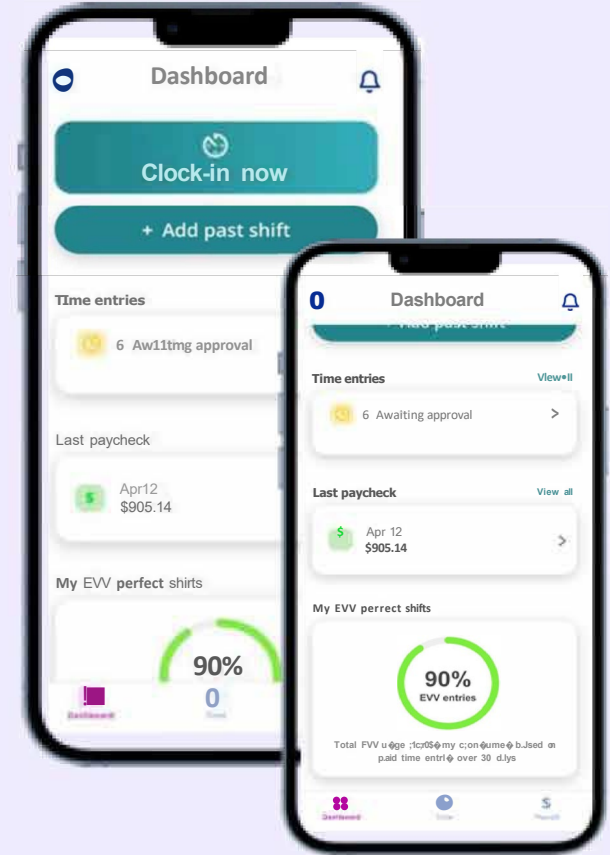


YOUR LIFE
YOUR CARE
YOUR PEOPLE

Time4Care

How to Edit a Shift

PAOLTL



Electronic Visit Verification

Electronic Visit Verification (EVV) is federally required and verifies when and where a Direct Care Worker (DCW) begins and ends services for a Participant. Time4Care is the EVV system for the Pennsylvania Office of Long-Term Living.

Since EVV is federally required, edits should only be made to a time entry when necessary. When edits are made, the DCW will be required to enter a reason why the edit is being made.

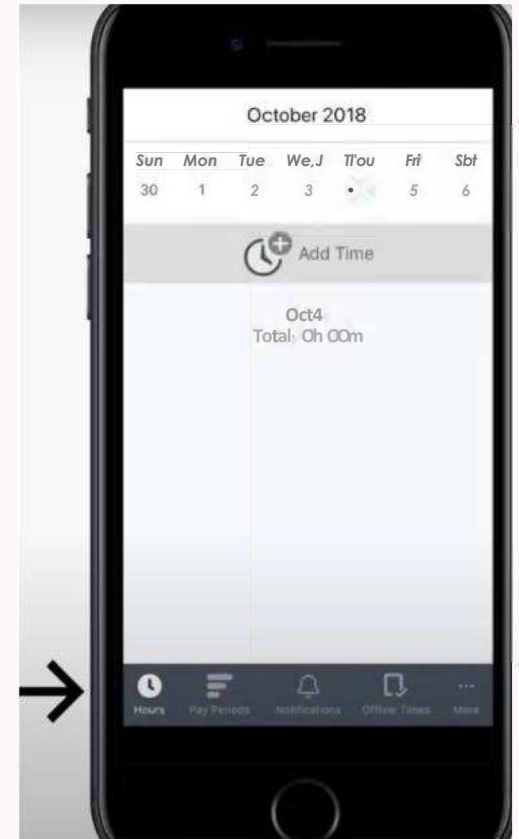
PA OLTL requires 85% EVV compliance.



How to Edit a Shift in Time4Care

Direct Care Workers (DCWs) can view or edit submitted time. To edit submitted time the DCW should:

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



How to Edit a Shift in 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.



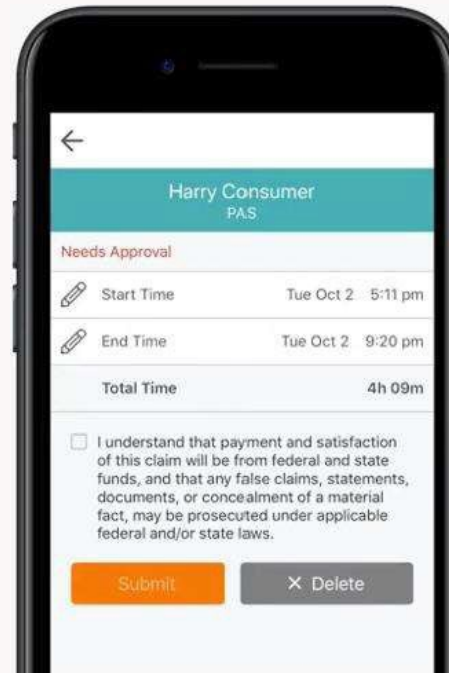
How to Edit a Shift in Time4Care

- Total hours for the day are displayed below the shift.
- If you work for multiple Participants/Common Law Employers (CLE), you will see different colors for each.
- Tap on the appropriate shift to view details.



How to Edit a Shift in 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 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 displays the 'Enter Time' screen in the Time4Care app. At the top, there are two tabs: 'Clock in' and 'Enter Time'. Below the tabs, the interface is organized into several sections. The first section contains 'Start Time' and 'End Time', each with a pencil icon for editing. The 'Start Time' is set to 'Oct 6 Tues 5:00pm' and the 'End Time' is set to 'Oct 6 Tues 8:00pm'. Below these, the 'Total Time' is displayed as '3h 00m'. The next section is for activities, with a list item 'Meal Prep, Grooming' and a right-pointing arrow. The final section is for 'Notes', featuring a document icon, a circular input field, and a right-pointing arrow.

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

How to Edit a Shift in Time4Care

- Choose the date which needs edited.

The screenshot shows the 'KymTest Consumer' profile page in the Time4Care app. A date selection modal is open, displaying a table with columns for Month, Day, and Year. The date 09/17/2025 is selected and highlighted in teal. Below the table are 'Cancel' and 'OK' buttons. The background shows the 'Start' time as 'Today 2:43 pm' and a 'Service Location' section with 'Home' selected.

Month	Day	Year
07	15	2023
08	16	2024
09	17	2025

Cancel OK

Service Location

☒ Home ☐ Community

Submit

How to Edit a Shift in Time4Care

- Edit the time, note, and/or service location, if necessary.

2:49

< KymTest Consumer

Saved

Start Today 2:43 pm

End Today 2:48 pm

Total time: 0h 05m

Service
Personal Assistance Services

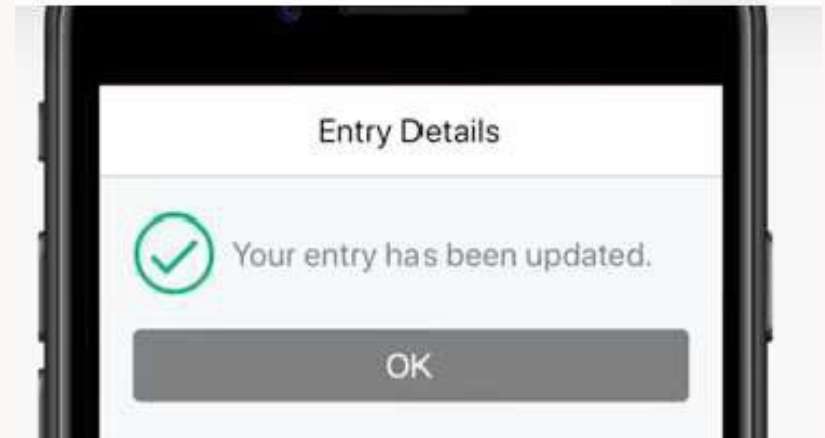
Notes

Service Location
☒ Home ☐ Community

Submit

How to Edit a Shift in Time4Care

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



Frequently Asked Questions for Editing a Shift in Time4Care

What is the timeframe to edit a shift?

- DCWs can edit shifts until it has been submitted to the CLE for approval. Once it is submitted to the CLE, the DCW can no longer edit the shift.
- We recommend editing the shift by the payroll submission deadline listed on the appropriate payroll schedule to ensure timely payment.

Can a shift be edited in the same day the time is entered?

- Yes, DCWs can edit shifts on the same day it is entered.

Can a shift be edited after the CLE has approved it?

- No, once the CLE approves the shift the DCW will not be able to edit the shift.



Frequently Asked Questions for Editing a Shift in Time4Care

Will the DCW receive an alert if the CLE rejects their time entry?

- Yes, an email notification is sent when the CLE rejects a time entry. The email will come from noreply@pplfirst.com.

How long does the CLE have to review the edits?

- We recommend approving the shift by the payroll submission deadline listed on the appropriate payroll schedule to ensure timely payment.

What action should the DCW take if they are unable to make the needed edits?

- If the DCW cannot make edits in Time4Care, they should make the edits in the PPL Portal.

