

Time4Care™ MobileApp

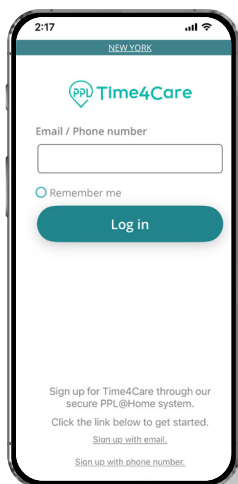
by Public Partnerships LLC (PPL)

Quick Guide

Download the Time4Care App

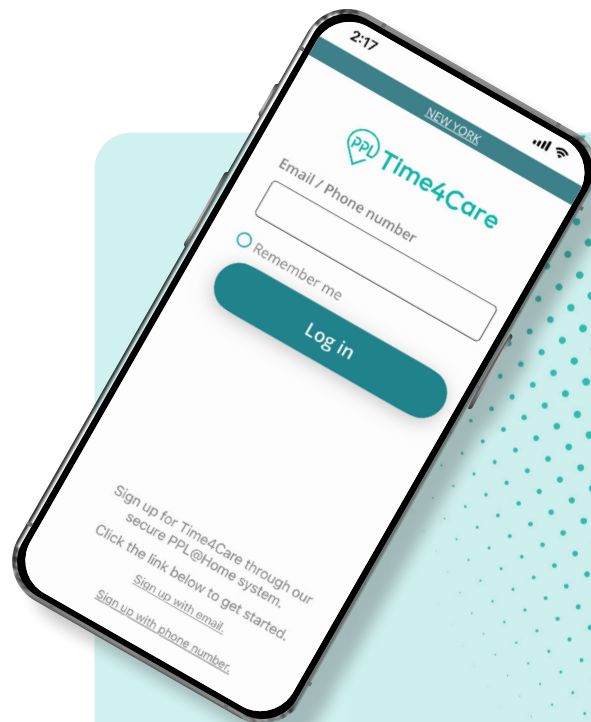
- 1 Go to **Google Play** or the **App Store** on your Android or IOS device.
- 2 Tap on **Search**.
- 3 In the search bar, type in: **Time4Care**.
- 4 Download the **Time4Care app**.
- 5 Once the application has downloaded tap to **open**.

Login or Sign-up



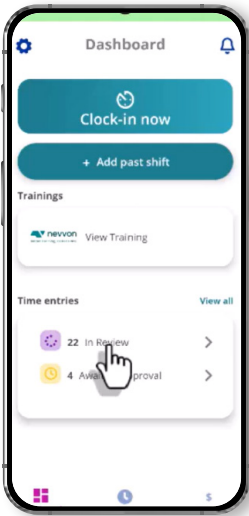
If you already have a user account for MyAccount, log in to the app with the same username and password.

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 EVV users, location is captured at clock in and clock out.

Download the Time4Care App



Dashboard — access frequent actions and important info

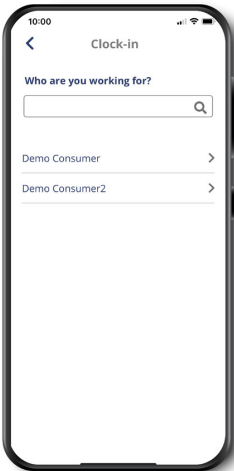
- **Clock-in now** — record your shift in real-time
- **Add past shift** — enter a shift you already worked
- **Time entries** — tap to see entries that require action by you or your employer

Time — view a collection of all your time entries

Payroll — access all payments issued, including pay stubs

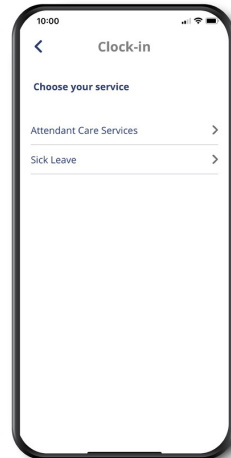
Settings — access support materials, manage your Favorites, and more

Clock in and out to start and end your shift



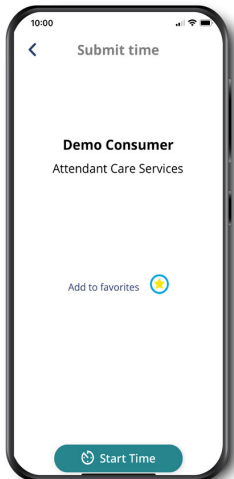
01

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



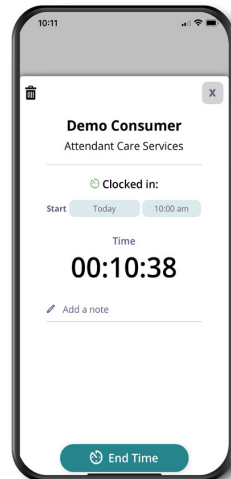
02

Select the service you will be providing



03

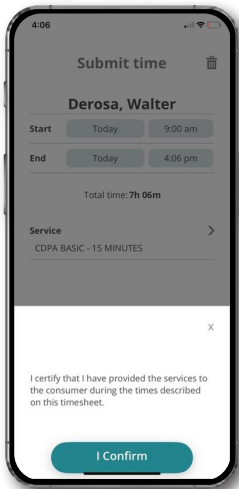
Save your selection as a Favorite for easier clock in next time
Start your clock



04

Tap running clock from Dashboard to see your active shift.
Add notes related to your shift.
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:

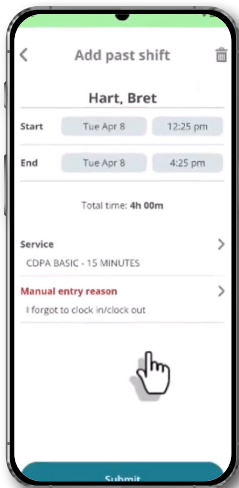
“My employer can approve now” – this allows reviewing and approving the shift on your device right now.

“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



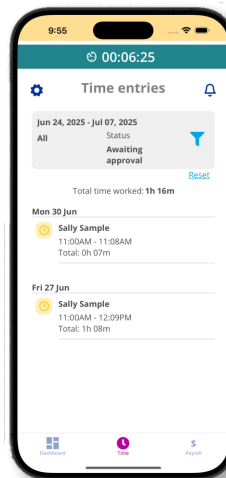
**Forget to clock in or out?
Add a past shift if you’ve
already worked.**

*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 and end time and notes, if needed.
- For EVV users, please select a manual entry reason.
- Tap Submit.

Time Entries

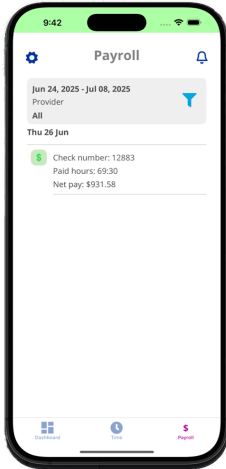


View all created time entries.

Tap on the filter to change your view.

Total hours worked is displayed based on applied filters.

Payroll



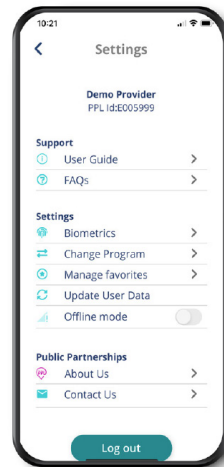
View all payments issued.

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.

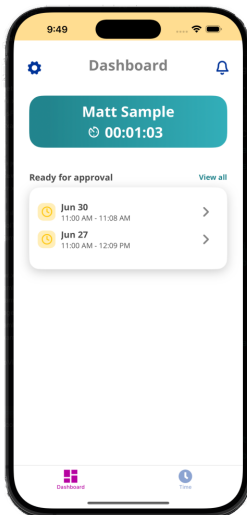
Biometrics – Enable Touch or face ID (id available on your device) - log in using your fingerprint or facial recognition.

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.

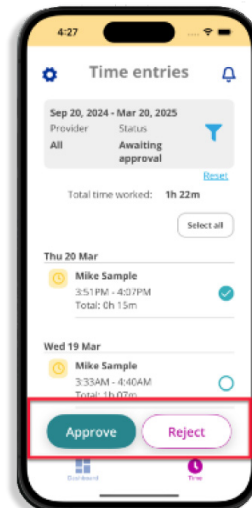
Contact Us – Get in touch with us – call, email, or send a message.

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.