CAREPORTAL
ADD A TIMECARD

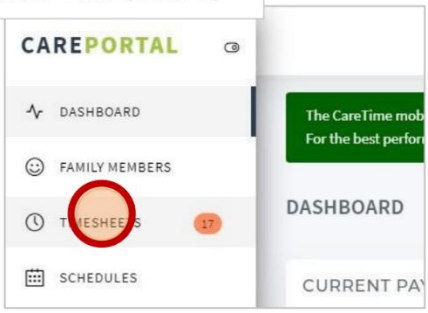
In this user guide, we will walk through the steps to add a new timecard to an existing timesheet.

In order for you to add a timecard for a worker in CarePortal, Lori Knapp Choice™ must create the relationship so the worker will show up in your dropdown.

If you do not see the worker in the drop down, contact Lori Knapp Choice™ to add them.

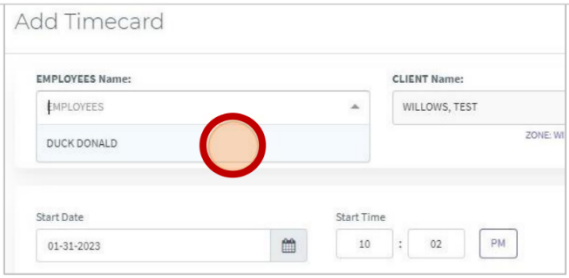
1 Navigate to:
https://careportal.caretimeapp.com/#/dashboard

2 Click "TIMESHEETS"



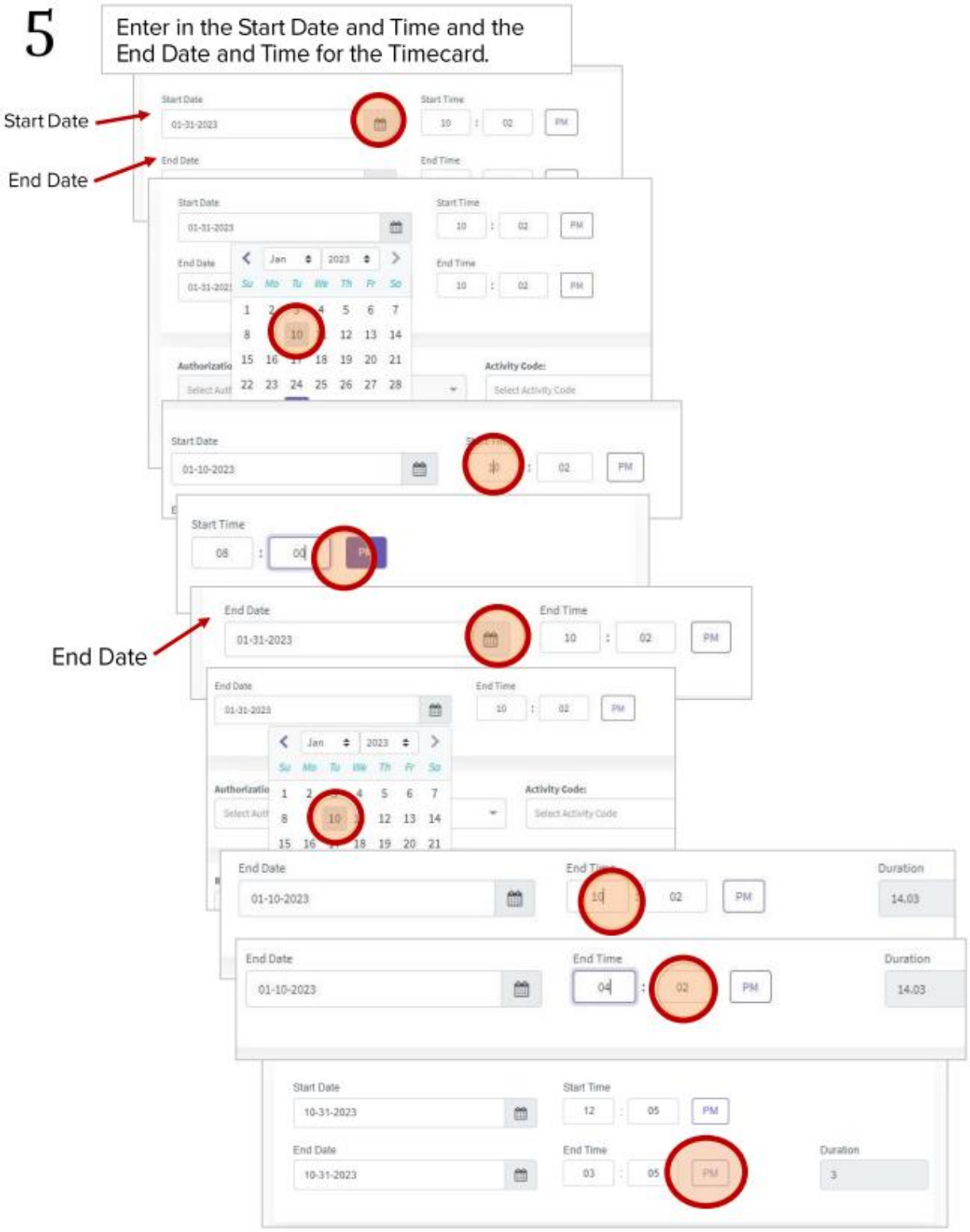
3 Click "ADD"

4 Select the Direct Care Professional that you want to add the timecard for.



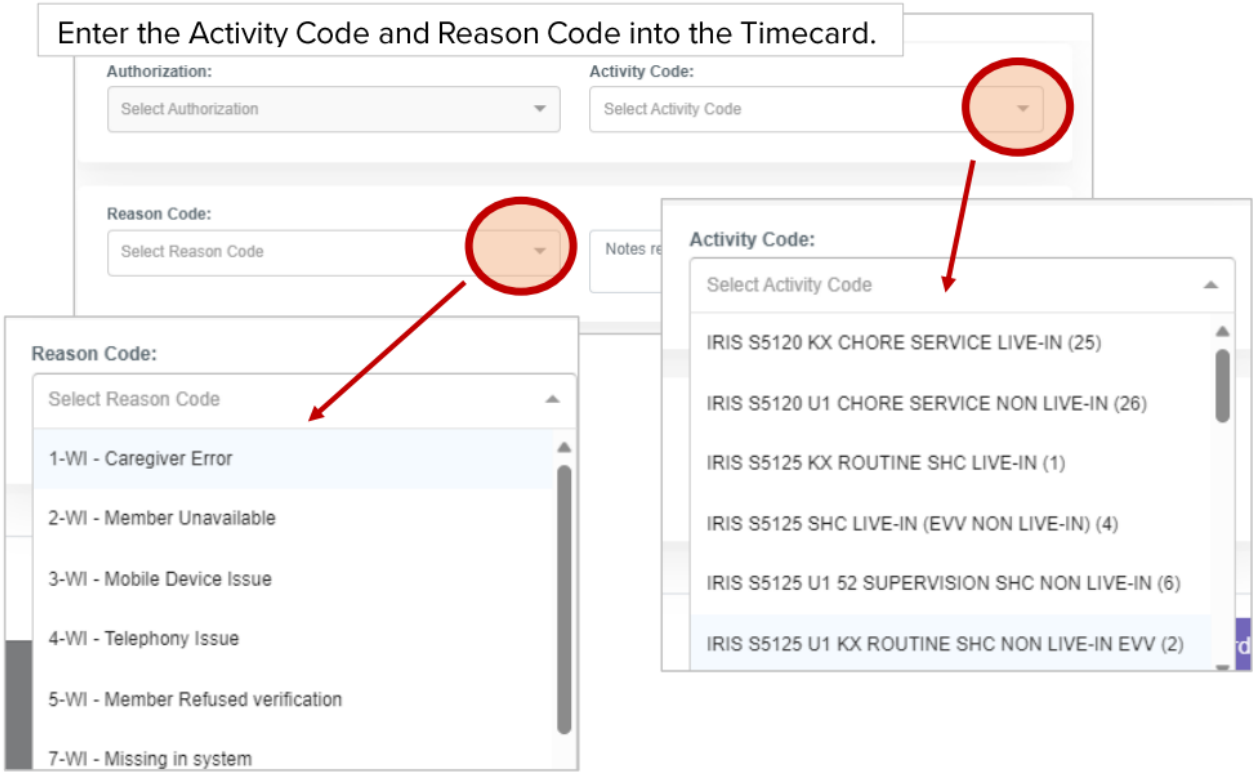
NOTE: *If you do not see the Direct Care Professional in the dropdown to add the shift, contact Premier to add them.*

5 Enter in the Start Date and Time and the End Date and Time for the Timecard.



6

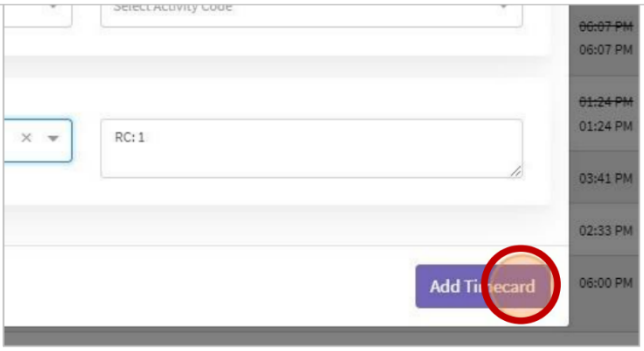
Enter the Activity Code and Reason Code into the Timecard.



Activity Code *is the type of service you received.*

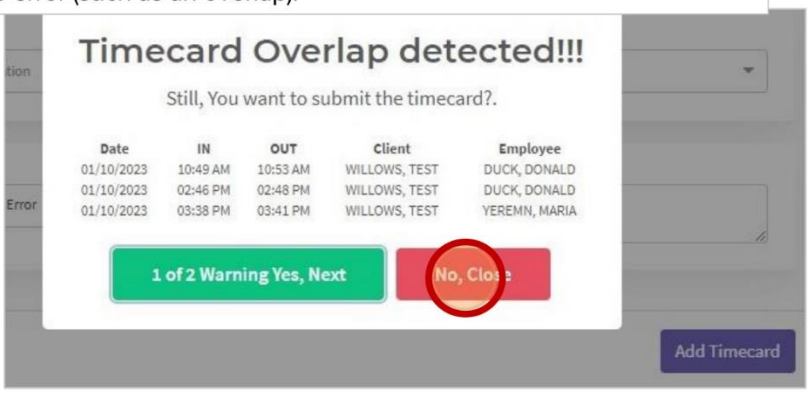
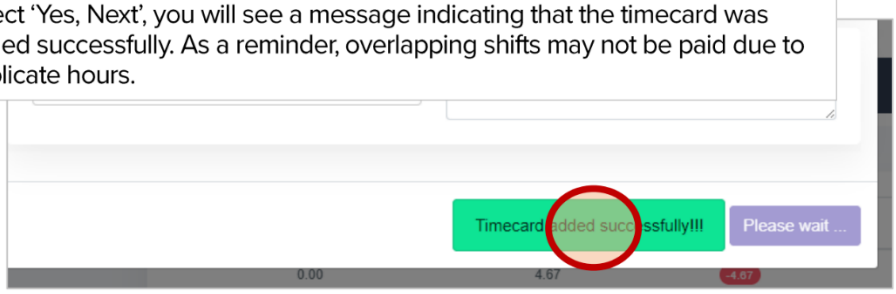
Reason Code *is the reason why you are adding the shift - e.g. "Caregiver error" might be used when a Direct Care Professional forgot to clock in and out for the original shift.*

7 Once you have entered all the details, click "Add Timecard"



8 If there are any overlaps or errors, CarePortal will alert you. An overlap occurs when one shift has not yet ended and another shift has started resulting in some of the hours overlapping with each other.

- To fix the errors, click "**No, Close**" and update the timecard to resolve the error (such as an overlap).



9 If there are no overlaps detected, you will see a message indicating the timecard was added successfully. If there is an overlap detected and you select 'Yes, Next', you will see a message indicating that the timecard was added successfully. As a reminder, overlapping shifts may not be paid due to duplicate hours.