

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.

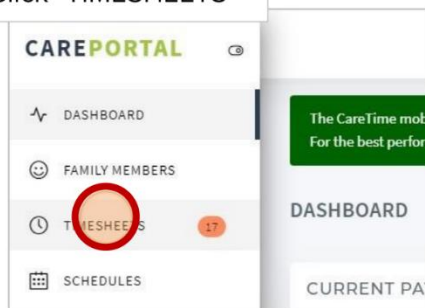
1

Navigate to:

<https://careportal.caretimeapp.com/#/dashboard>

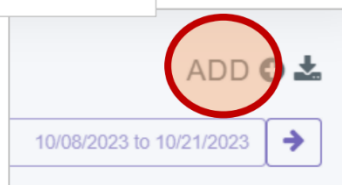
2

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.

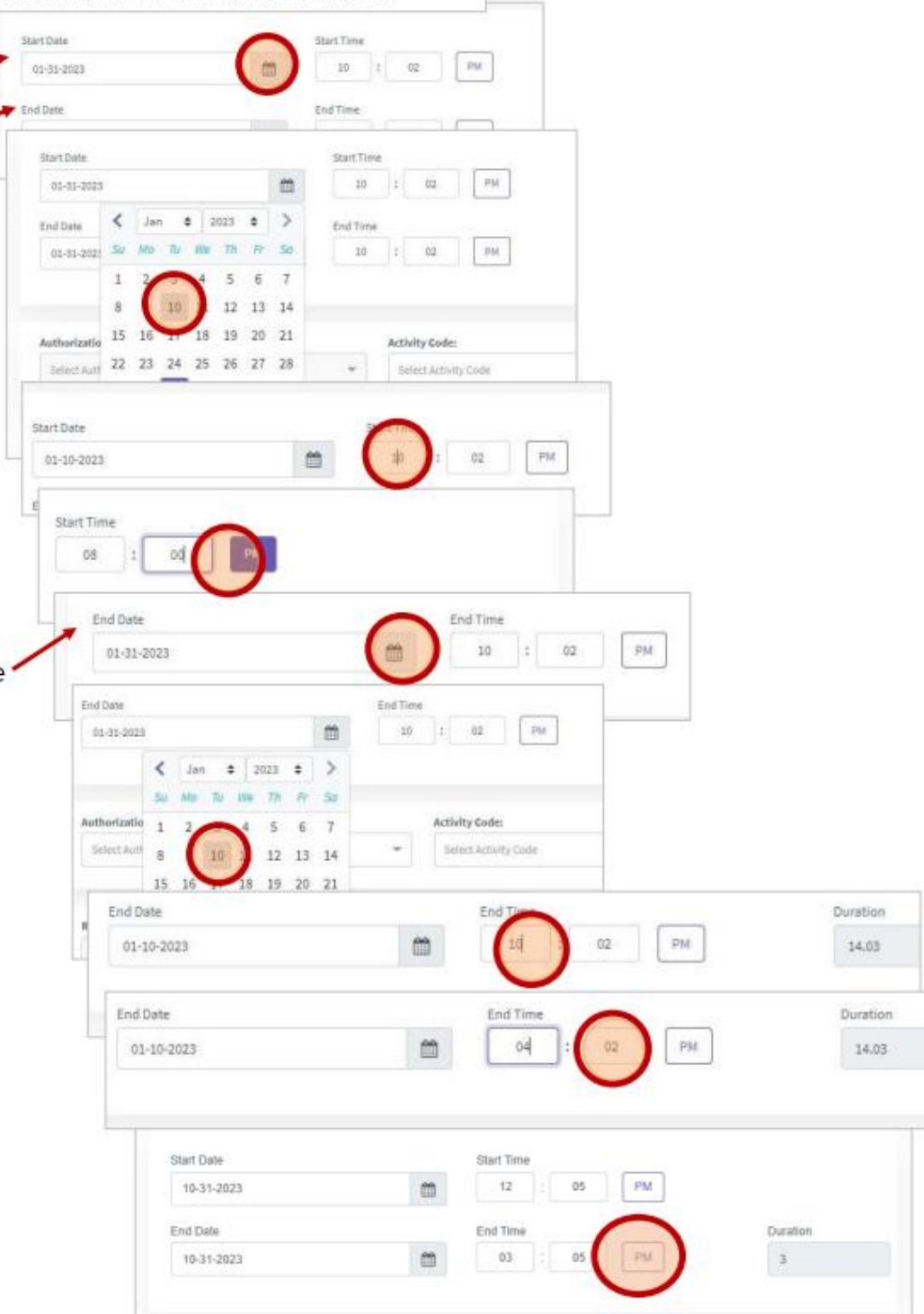
5

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

Start Date

End Date

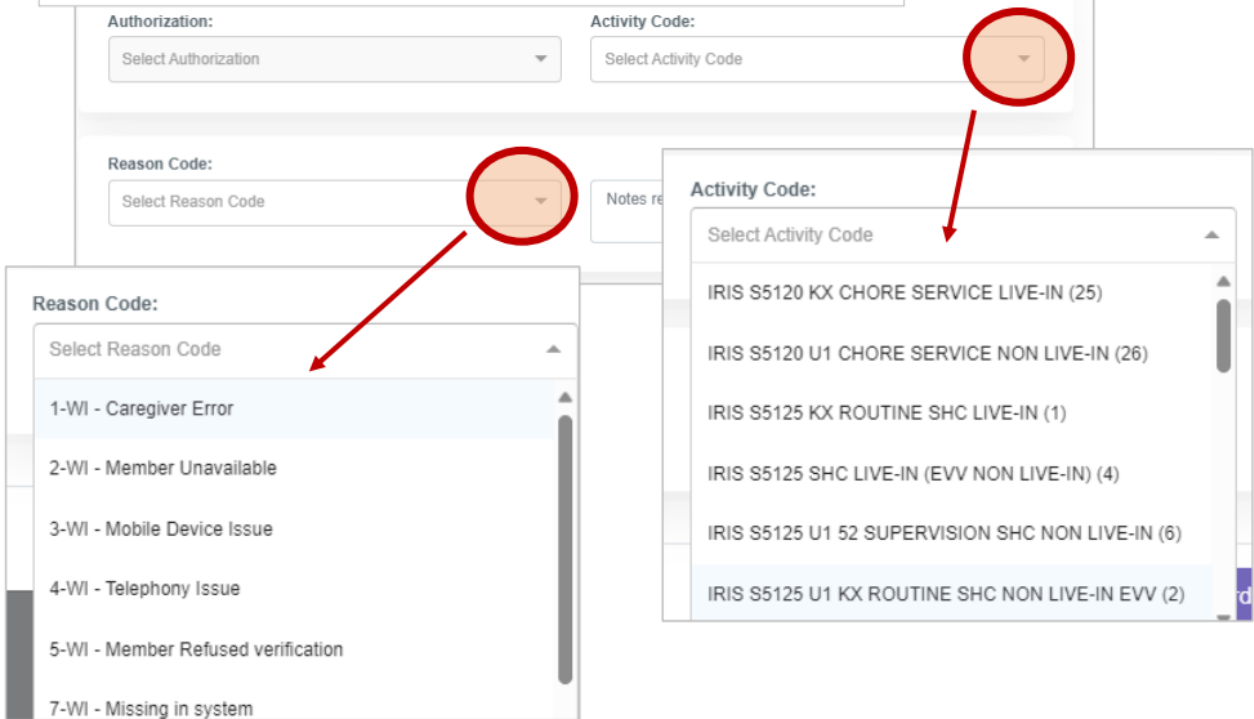
End Date



The screenshots illustrate the steps to add a timecard in CarePortal. The first screenshot shows the 'Start Date' and 'Start Time' fields. The second screenshot shows the 'End Date' field with a calendar view. The third screenshot shows the 'End Time' field. The fourth screenshot shows the 'End Date' field with a calendar view. The fifth screenshot shows the 'End Time' field. The sixth screenshot shows the 'Duration' field. The final screenshot shows the completed timecard with a duration of 3 hours.

6

Enter the Activity Code and Reason Code into the Timecard.



The screenshot shows the 'ADD A TIMECARD' form with the following fields and options:

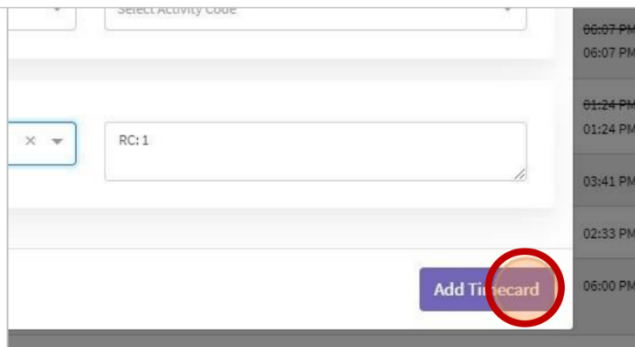
- Authorization:** Select Authorization (dropdown arrow)
- Activity Code:** Select Activity Code (dropdown arrow)
- Reason Code:** Select Reason Code (dropdown arrow)
- Reason Code List:**
 - Select Reason Code
 - 1-WI - Caregiver Error
 - 2-WI - Member Unavailable
 - 3-WI - Mobile Device Issue
 - 4-WI - Telephony Issue
 - 5-WI - Member Refused verification
 - 7-WI - Missing in system
- Activity Code List:**
 - Select Activity Code
 - IRIS S5120 KX CHORE SERVICE LIVE-IN (25)
 - IRIS S5120 U1 CHORE SERVICE NON LIVE-IN (26)
 - IRIS S5125 KX ROUTINE SHC LIVE-IN (1)
 - IRIS S5125 SHC LIVE-IN (EVV NON LIVE-IN) (4)
 - IRIS S5125 U1 52 SUPERVISION SHC NON LIVE-IN (6)
 - IRIS S5125 U1 KX ROUTINE SHC NON LIVE-IN EVV (2)

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"



The screenshot shows a form with a dropdown menu for 'Select Activity Code' and a text input field containing 'RC: 1'. To the right is a vertical list of time slots from 06:07 PM to 06:00 PM. At the bottom right, the 'Add Timecard' button is circled in red.

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).

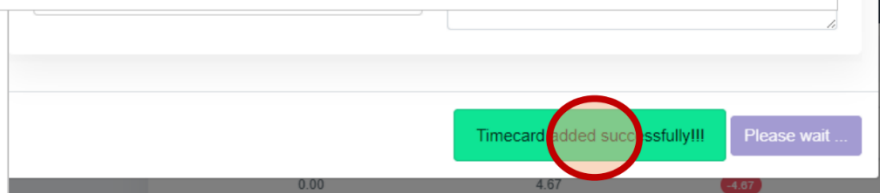


The screenshot shows a warning dialog titled 'Timecard Overlap detected!!!' with the text 'Still, You want to submit the timecard?'. It contains a table with shift data and two buttons: '1 of 2 Warning Yes, Next' and 'No, Close', with the latter circled in red.

Date	IN	OUT	Client	Employee
01/10/2023	10:49 AM	10:53 AM	WILLOWS, TEST	DUCK, DONALD
01/10/2023	02:46 PM	02:48 PM	WILLOWS, TEST	DUCK, DONALD
01/10/2023	03:38 PM	03:41 PM	WILLOWS, TEST	YEREMN, MARIA

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.



The screenshot shows a green message box with the text 'Timecard added successfully!!!' circled in red, and a 'Please wait ...' button next to it.