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.
>
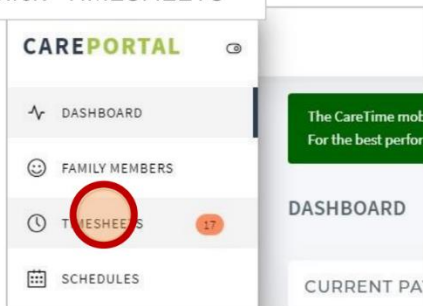> If you do not see the worker in the drop down, contact Lori Knapp Choice™ to add them.
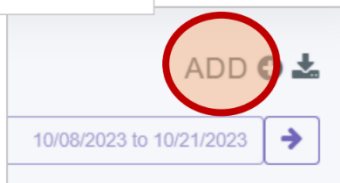
1 Navigate to:
https://careportal.caretimeapp.com/#/dashboard

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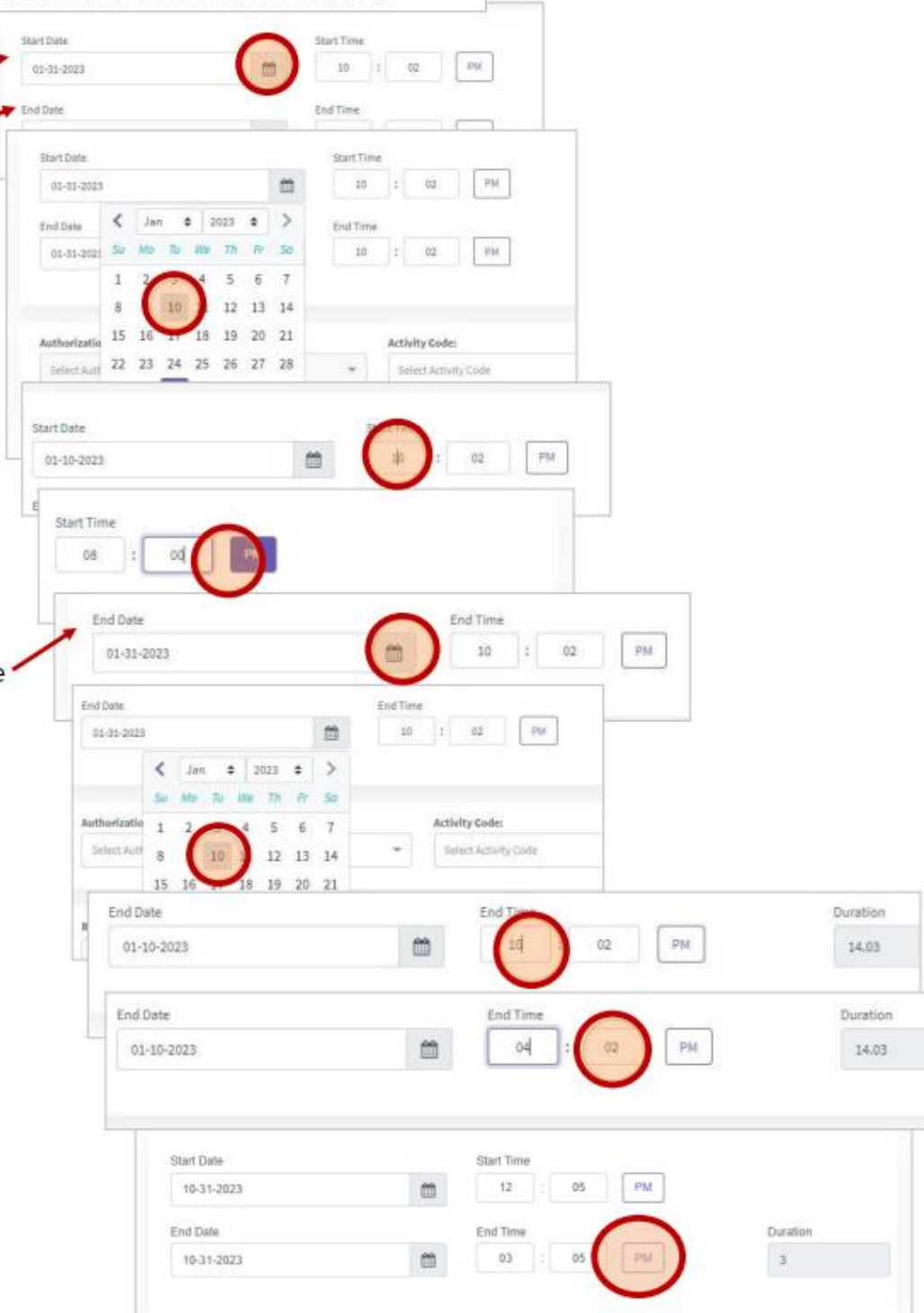
5 Enter in the Start Date and Time and the End Date and Time for the Timecard.
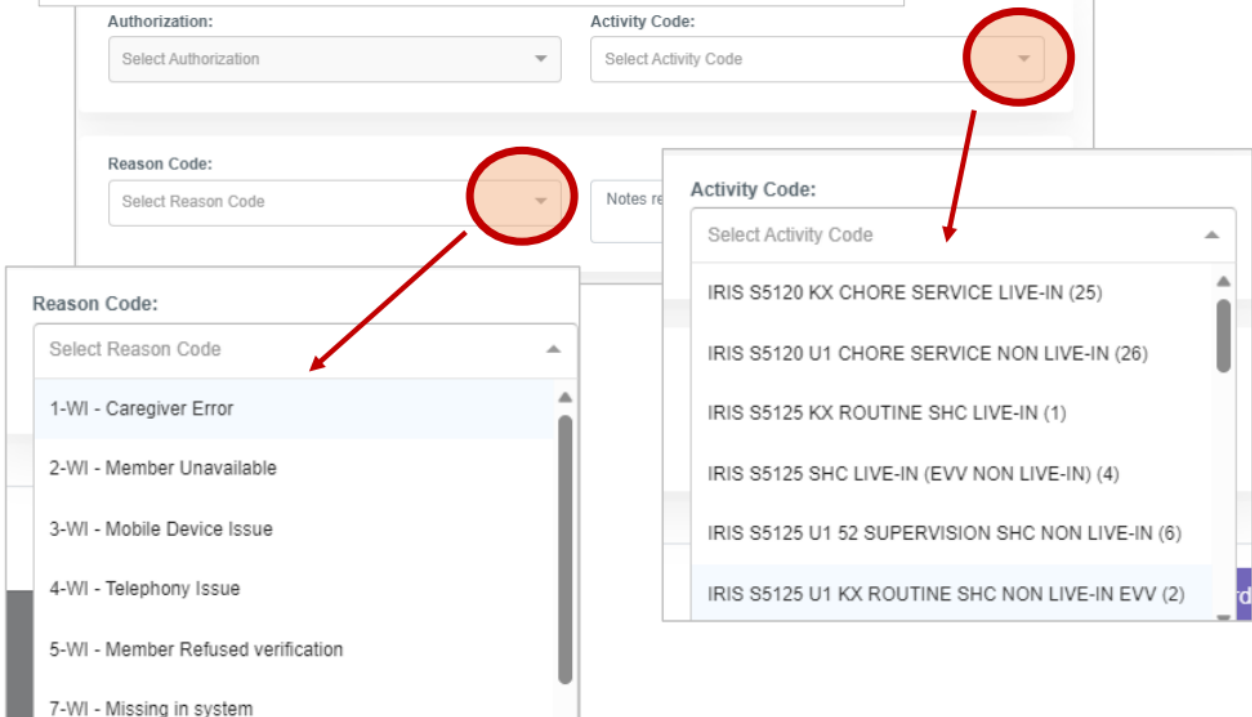
Start Date →

Start Date
01-31-2023

Start Time
10 : 02 PM

End Date →

End Date

End Time

Start Date
01-31-2023

Start Time
10 : 02 PM

End Date
01-31-202:

End Time
10 : 02 PM

< Jan ◆ 2023 ◆ >
Su Mo Tu We Th Fr Sa
1 2 3 4 5 6 7
8 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28   ▾

Authorizatio
Select Auth

Activity Code:
Select Activity Code

Start Date
01-10-2023

End Time
10 : 02 PM

Start Time
08 : 00 PM

End Date →

End Date
01-31-2023

End Time
10 : 02 PM

End Date
01-31-2023

End Time
10 : 02 PM

< Jan ◆ 2023 ◆ >
Su Mo Tu We Th Fr Sa
Authorizatio   1 2 3 4 5 6 7
Select Auth   8 10 11 12 13 14
               15 16 17 18 19 20 21

Activity Code:
Select Activity Code ▾

End Date
01-10-2023

End Time
10 : 02 PM

Duration
14.03

End Date
01-10-2023

End Time
04 : 02 PM

Duration
14.03

Start Date
10-31-2023

Start Time
12 : 05 PM

End Date
10-31-2023

End Time
03 : 05 PM

Duration
3

6

Enter the Activity Code and Reason Code into the Timecard.
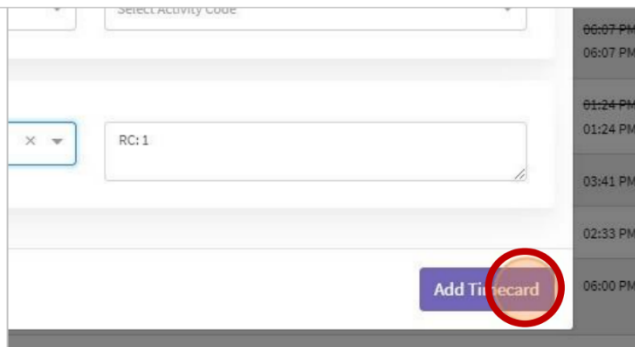
Authorization:

Select Authorization ▼

Activity Code:

Select Activity Code ▼

Reason Code:

Select Reason Code ▼

Notes re

Activity Code:

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)

Reason Code:

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 *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).
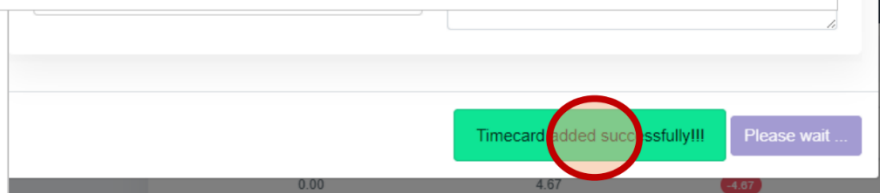

9 If there are no overlaps detected, you will see a message indicating the timecard was added successfully. If there is an overlap detected and you select 'Yes, Next', you will see a message indicating that the timecard was added successfully. As a reminder, overlapping shifts may not be paid due to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