

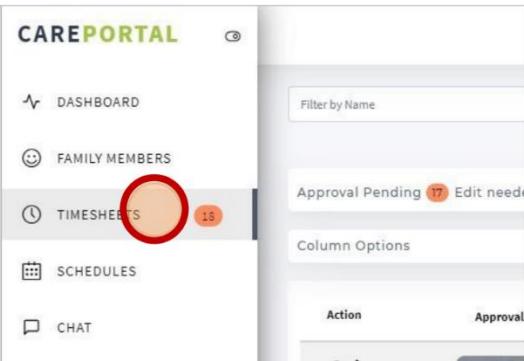
In this user guide, we will walk through the steps for Participants to approve their Direct Care Workers' timesheets.

1

Navigate to:
<https://careportal.caretimeapp.com/#/timelog>

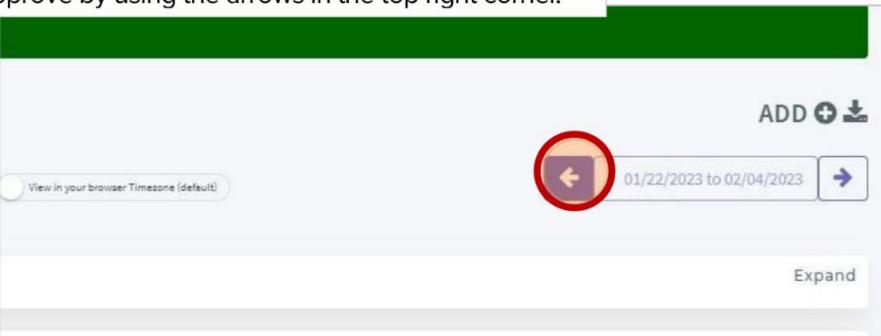
2

To approve the timecards for a particular pay period, Click on "TIMESHEETS".



3

Navigate to the pay period that you are looking to approve by using the arrows in the top right corner.



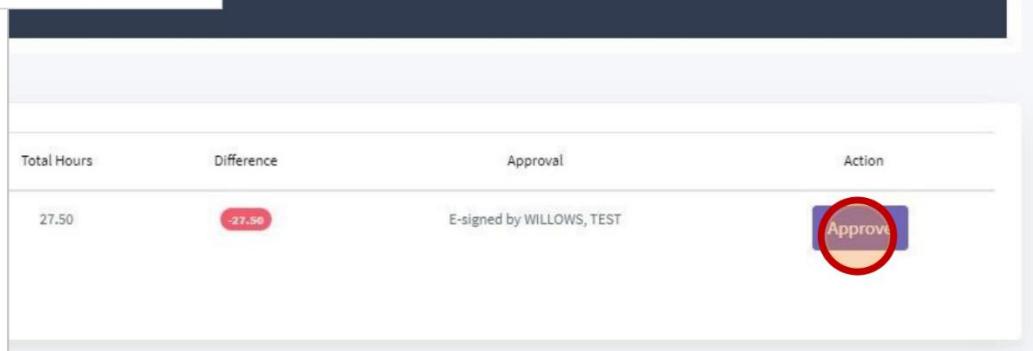
4

Once you open the timesheet to approve, first e-sign the timesheet by checking the box by "Click here to E-Sign".



5

Click "Approve".



Total Hours	Difference	Approval	Action
27.50	-27.50	E-signed by WILLOWS, TEST	Approve

6

A pop up will appear asking you to confirm the approval. Click "Yes, Approve". The visits on the sheet will then show as "Approved for Payroll"

