Add a Shift

To add a timecard open the app menu

Then tap on hours worked

Then tap "Add Shift" at the bottom of the screen

Your Participant list will depend on if you are assigned to the Participant and whether you are located at their address.

Tap the client you want to add the shift for

Enter the clock in date and time and then tap "Save"

Enter the clock out date and time and then tap "Save"

- You must enter a reason code for why you are adding the shift.
- Enter in the activity code for the shift.

Next tap on the reason code dropdown and select the reason for adding the shift. Then tap "Save"

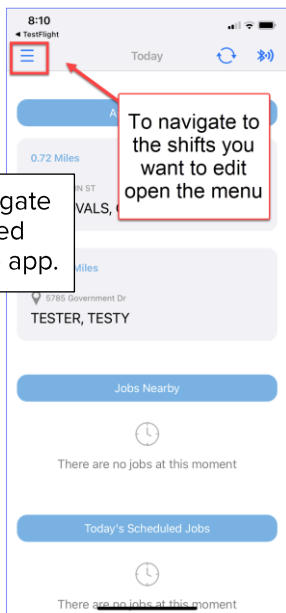You must enter the activity code for the visit. Tap Save when finished.

Have the Participant provide their signature and tap save

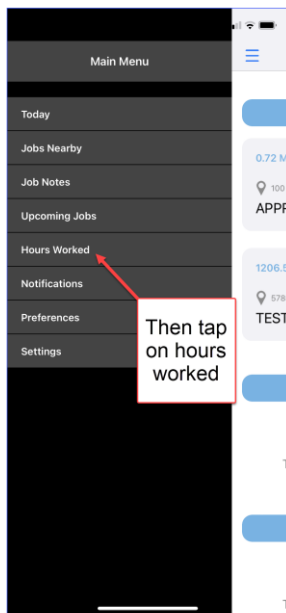Provide your signature as the caregiver and tap save

You must have the Participant sign when you are adding the new shift. This means you will have to be present with your Participant when adding the shift via the mobile app.

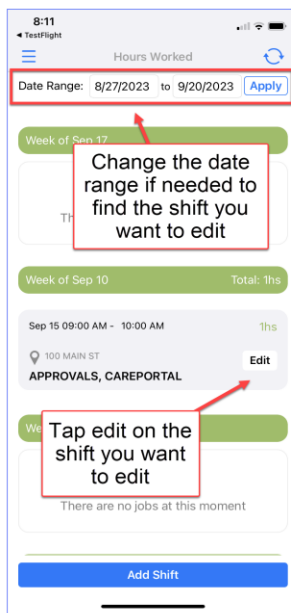You will then be asked to confirm adding the shift

Edit a Shift

To edit a shift, navigate to the Hours Worked page in the mobile app.

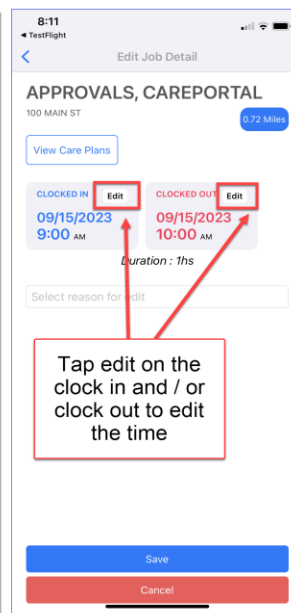To navigate to the shifts you want to edit open the menu
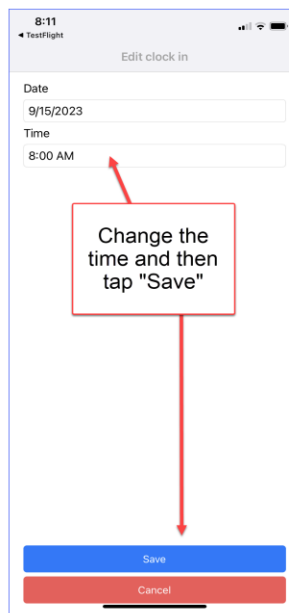
Then tap on hours worked

Change the date range if needed to find the shift you want to edit
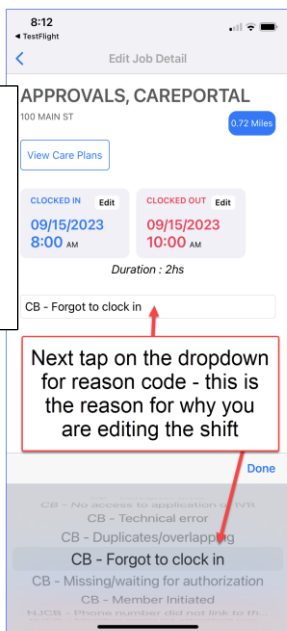
Tap edit on the shift you want to edit

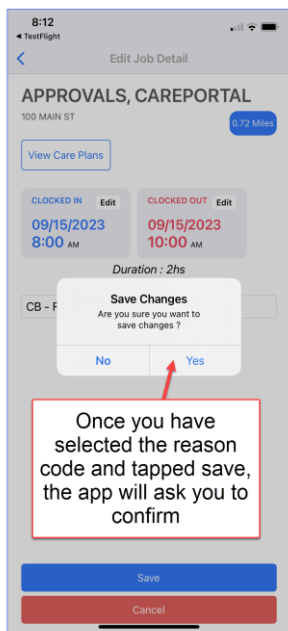Tap edit on the clock in and / or clock out to edit the time

Change the time and then tap "Save"

- When editing a shift, you will also be able to edit the Activity Code.
- Enter a Reason Code for why you are editing the shift.

Next tap on the dropdown for reason code - this is the reason for why you are editing the shift

Once you have selected the reason code and tapped save, the app will ask you to confirm

When you go to edit a shift, you may find that you are unable to edit the shift. This would occur for one of several reasons:
- Premier will only enable shift edits for up to 90 days. If the shift was more than 90 days ago, you will not be able to edit it.
- Premier will allow for 2 shift edits per shift. If you exceed 2 edits on a shift, you will be unable to make additional edits.
- If the shift appears in bright red on your hours worked page, it has been inactivated and cannot be edited.