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 Direct Care Professional (DCP) in CarePortal, Premier must create the relationship, so the DCP will show up in your dropdown.
>
> If you do not see the Direct Care Professional in the dropdown, contact Premier to add them.
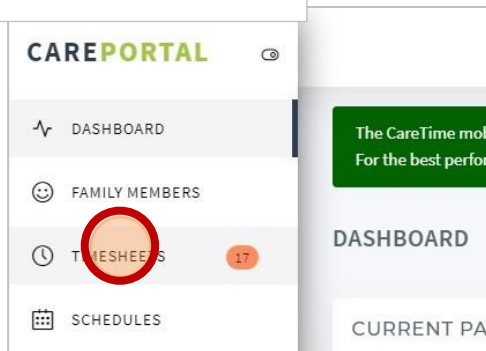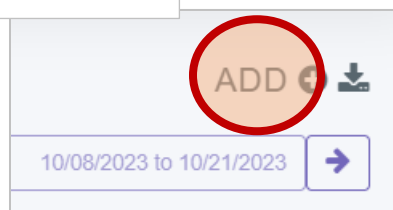
1 Navigate to:
https://careportal.caretimeapp.com/#/dashboard

2 Click "TIMESHEETS"

3 Click "ADD"

10/08/2023 to 10/21/2023
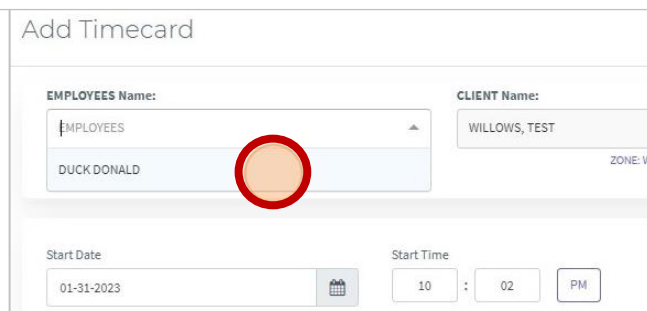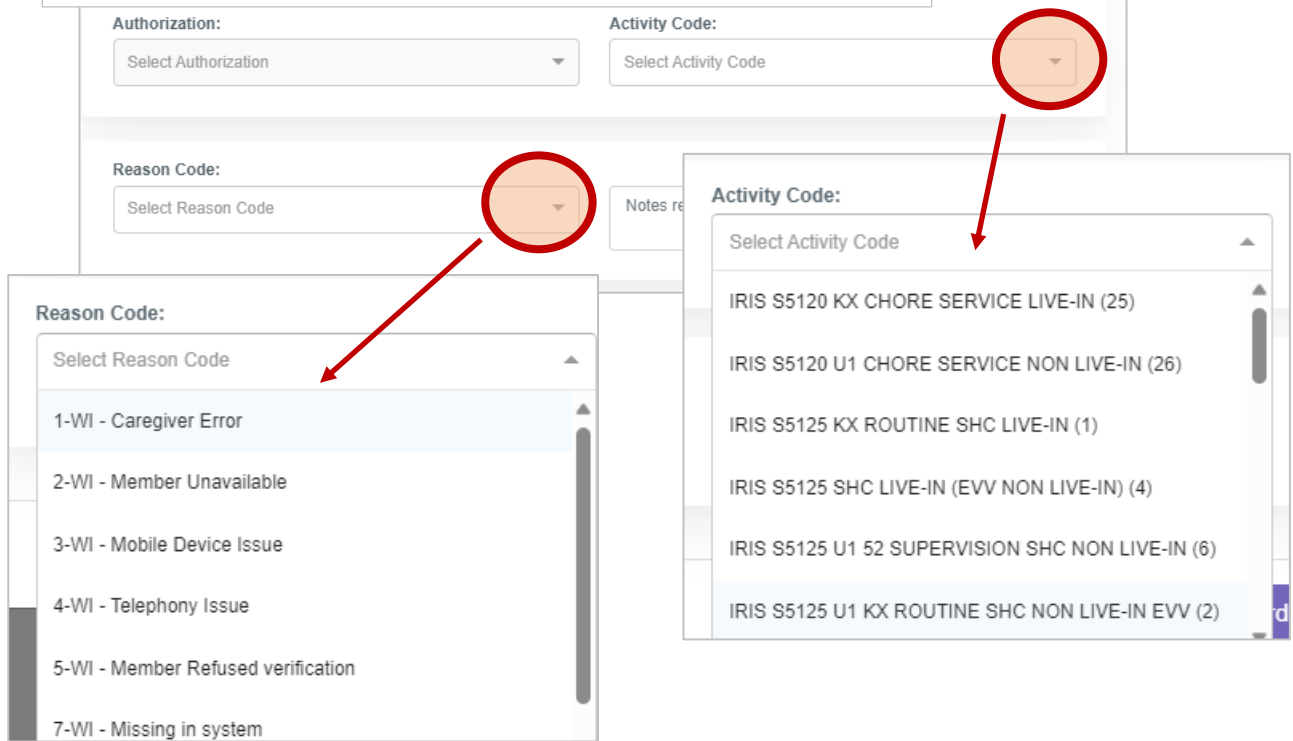
4 Select the Direct Care Professional that you want to add the timecard for.

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 →

Premier
FINANCIAL MANAGEMENT SERVICES

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 r

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)
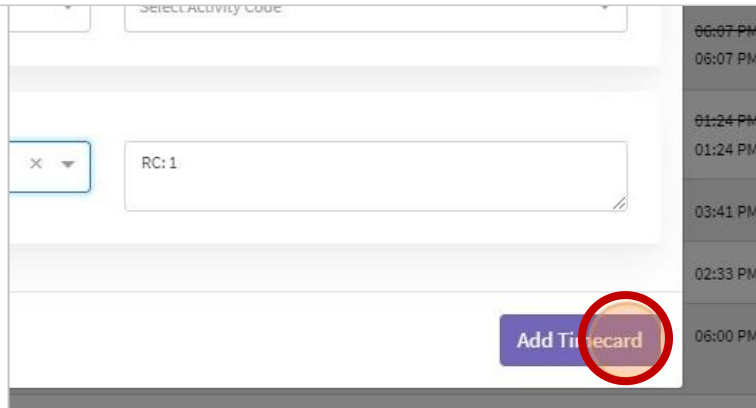
IRIS S5125 U1 KX ROUTINE SHC NON LIVE-IN EVV (2)

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).
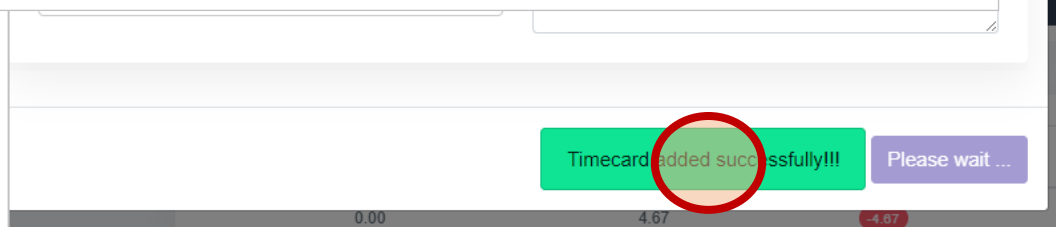

9 If there are no overlaps detected, you will see a message indicating the timecard was added successfully. If there is an overlap detected and you select 'Yes, Next', you will see a message indicating that the timecard was added successfully. As a reminder, overlapping shifts may not be paid due to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