

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.

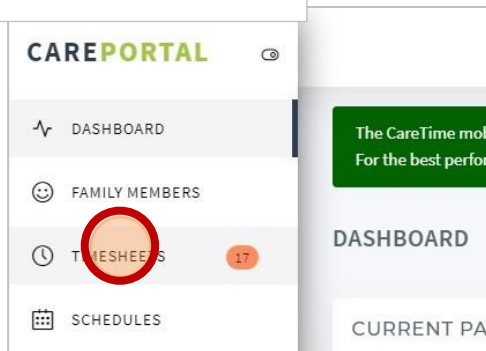
1

Navigate to:

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

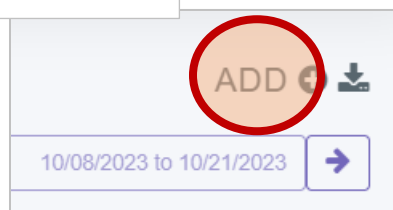
2

Click "TIMESHEETS"



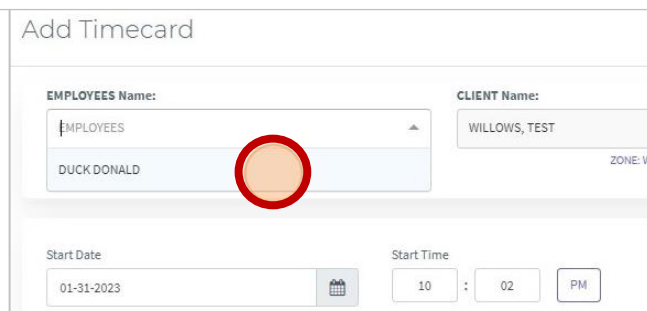
3

Click "ADD"



4

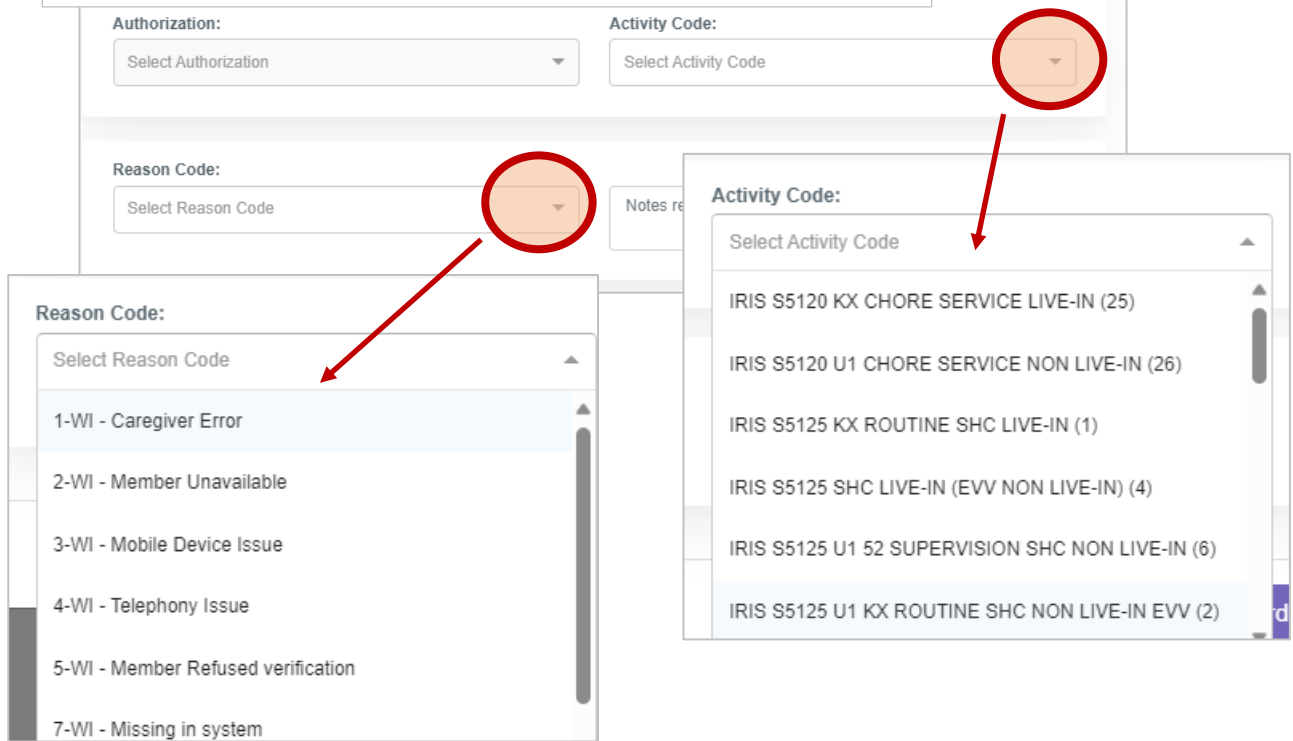
Select the Direct Care Professional that you want to add the timecard for.



NOTE: If you do not see the Direct Care Professional in the dropdown to add the shift, contact Premier to add them.

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Enter the Activity Code and Reason Code into the Timecard.



The screenshot shows a form with the following fields:

- Authorization:** Select Authorization (dropdown)
- Activity Code:** Select Activity Code (dropdown)
- Reason Code:** Select Reason Code (dropdown)
- Notes re** (text input)

Two dropdown lists are expanded:

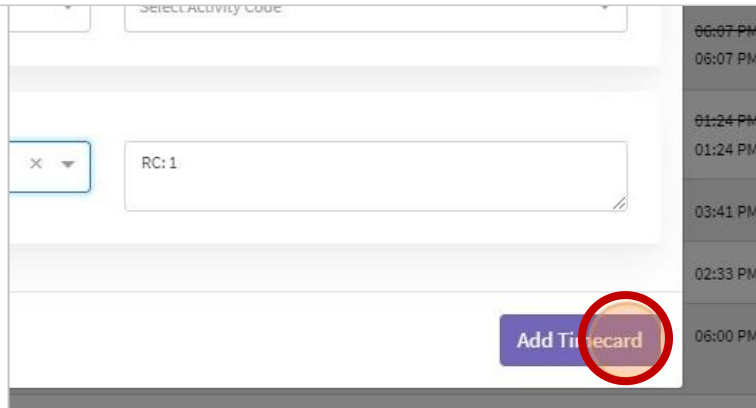
- Reason Code:**
 - Select Reason Code
 - 1-WI - Caregiver Error
 - 2-WI - Member Unavailable
 - 3-WI - Mobile Device Issue
 - 4-WI - Telephony Issue
 - 5-WI - Member Refused verification
 - 7-WI - Missing in system
- Activity Code:**
 - Select Activity Code
 - IRIS S5120 KX CHORE SERVICE LIVE-IN (25)
 - 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.

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Once you have entered all the details, click "Add Timecard"



The screenshot shows a form with a 'Select Activity Code' dropdown, a search bar containing 'RC: 1', and a vertical list of time slots on the right: 06:07 PM, 01:24 PM, 03:41 PM, 02:33 PM, and 06:00 PM. A blue button labeled 'Add Timecard' is circled in red.

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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).



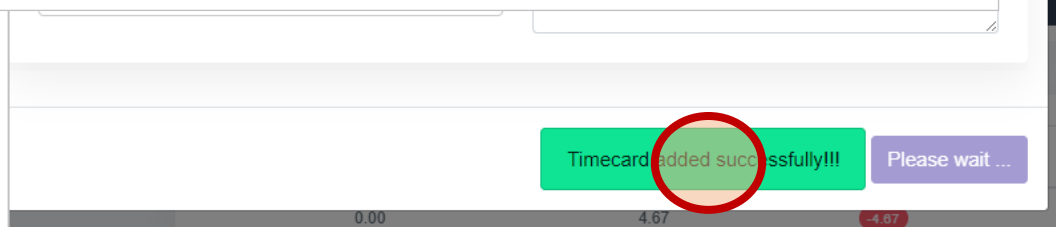
The dialog box has the title 'Timecard Overlap detected!!!' and the question 'Still, You want to submit the timecard?'. It contains a table with the following data:

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

At the bottom of the dialog are two buttons: a green '1 of 2 Warning Yes, Next' button and a red 'No, Close' button, which is circled in red.

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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 success message box with a green background and the text 'Timecard added successfully!!!'. The message box is circled in red. To the right is a 'Please wait ...' button. Below the message box, a summary bar shows '0.00', '4.67', and '-4.67'.