

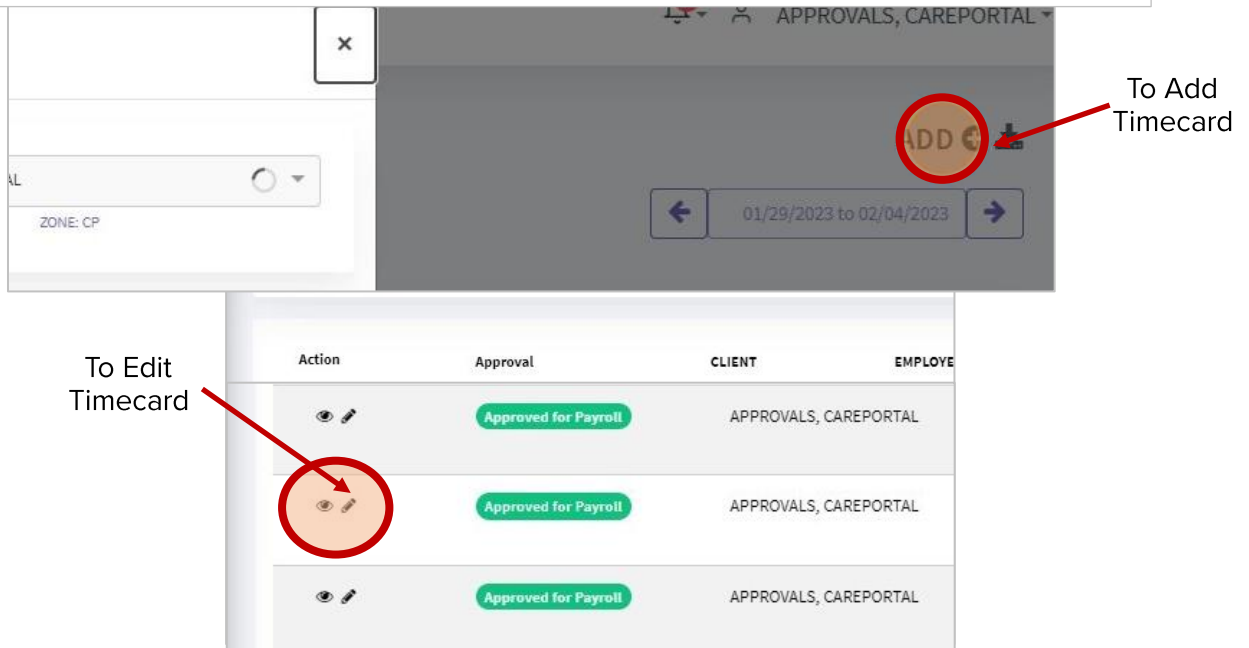
In this user guide, we will walk through the steps to review and approve an edited timecard that you previously approved.

1

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

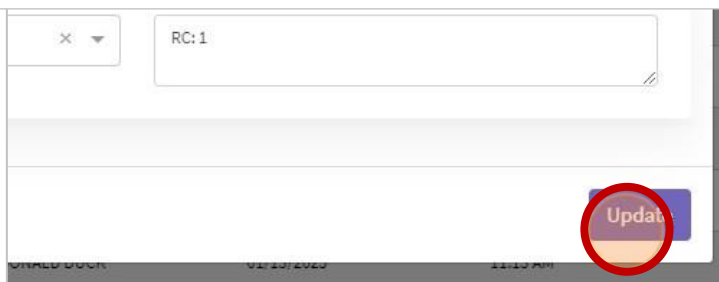
2

Navigate to the timesheet that you want to **either make an edit on or add a new shift**. Since the timesheet was already approved, all of the timecards will show as “Approved for Payroll”. Click the pencil icon on a timecard to edit or click “Add” in the top right corner to add a new timecard.



3

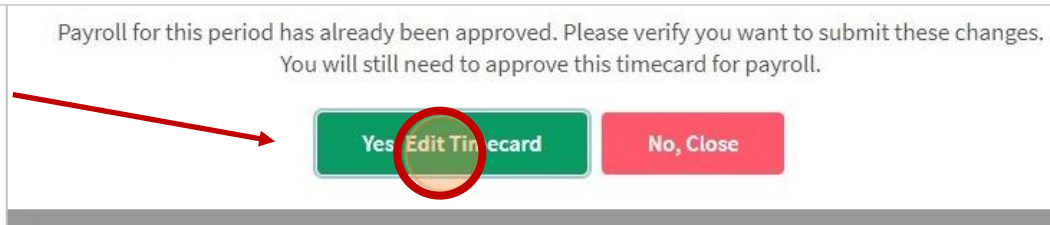
Once you have completed entering the information to edit the timecard click “Update”. The changes will be applied to the timecard.



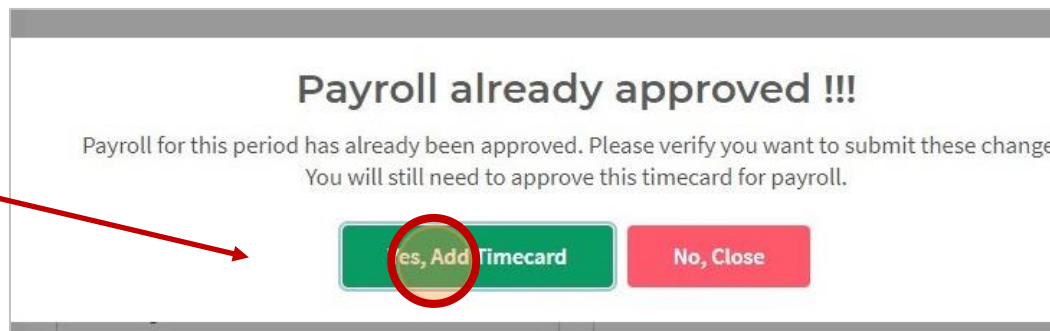
4

A warning message will pop up to remind you that since the timesheet was already approved that you must go and individually approve the newly edited timecard in order for it to show as approved. If you want to go through the edit, click "Yes, Edit Timecard". If you want to add a timecard, "Yes, Add Timecard".

If editing a timecard, click "Yes, Edit Timecard"






If adding a timecard, click "Yes, Add Timecard"



5

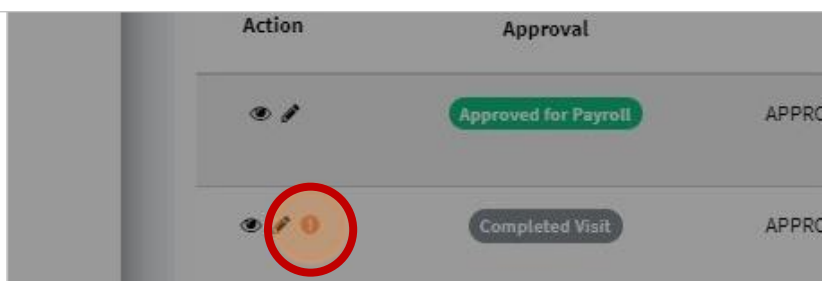
Once you have confirmed, the newly edited or added shift will show on the timesheet as a "Completed Visit" rather than "Approved for Payroll". An orange circle with an exclamation point will show on the timecard to alert you that the timecard is unapproved.

Orange Edit Circle

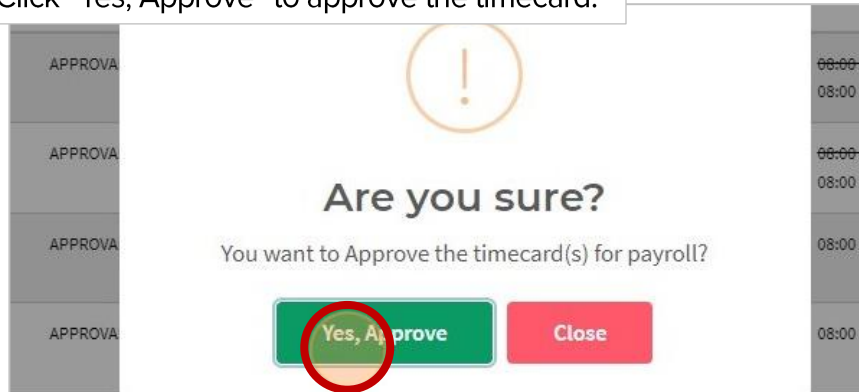
| Action | Approval | CLIENT | CAREGIVERS |
|---|----------------------|-----------------------|------------------|
|  | Approved for Payroll | APPROVALS, CAREPORTAL | SAMPLE CAREGIVER |
|  | Completed Visit | APPROVALS, CAREPORTAL | SAMPLE CAREGIVER |
|  | Approved for Payroll | APPROVALS, CAREPORTAL | SAMPLE CAREGIVER |

6







In order to approve that timecard, click on the orange icon.



7 Click "Yes, Approve" to approve the timecard.



8 Once you have approved the timecard, the status of the timecard will show as "Approved for Payroll".

| Action | Approval | CLIENT | CAREGIVERS |
|---|----------------------|-----------------------|------------------|
|   | Approved for Payroll | APPROVALS, CAREPORTAL | SAMPLE CAREGIVER |
|   | Approved for Payroll | APPROVALS, CAREPORTAL | SAMPLE CAREGIVER |
|   | Approved for Payroll | APPROVALS, CAREPORTAL | SAMPLE CAREGIVER |



You will need to approve any timecards that Premier adds through CareTime.

If the timecards are added before you approve the timesheet, you will be able to edit and approve as normal.

If Premier adds timecards after you approved the timesheet, you will need to approve the individual timecard following the seven steps in this Guide.