Premier FINANCIAL MANAGEMENT SERVICES

In this user guide, we will review how to edit a timecard in the CareTime portal.

1 Navigate to:
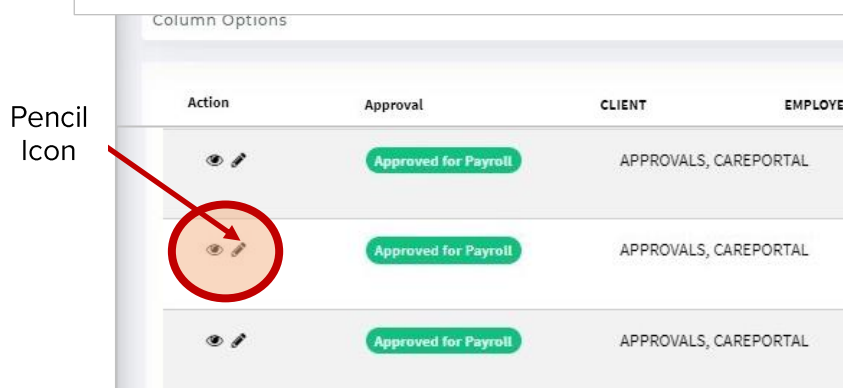https://careportal.caretimeapp.com/#/dashboard

2 Click "TIMESHEETS" to review the timecards for your Direct Care Professional.
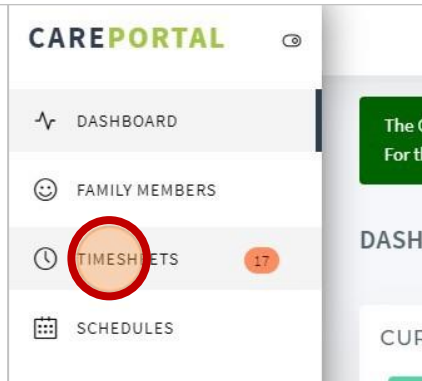
3 Navigate to the pay period that you are looking to edit visits within by using the arrows in the top right corner.
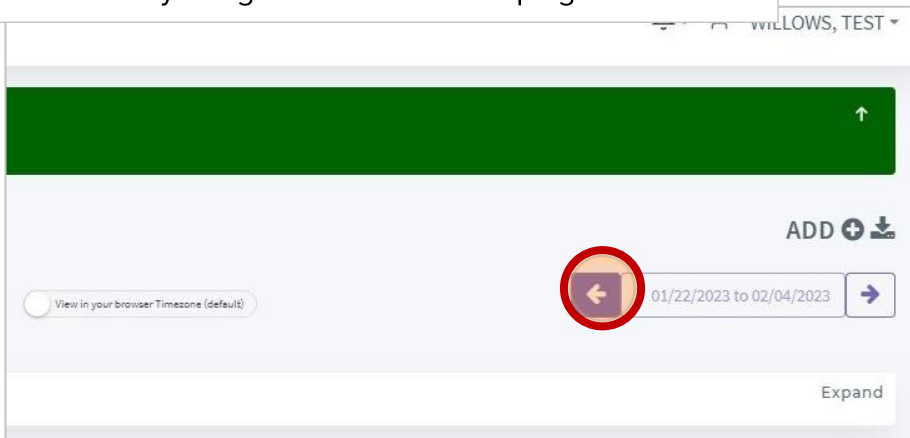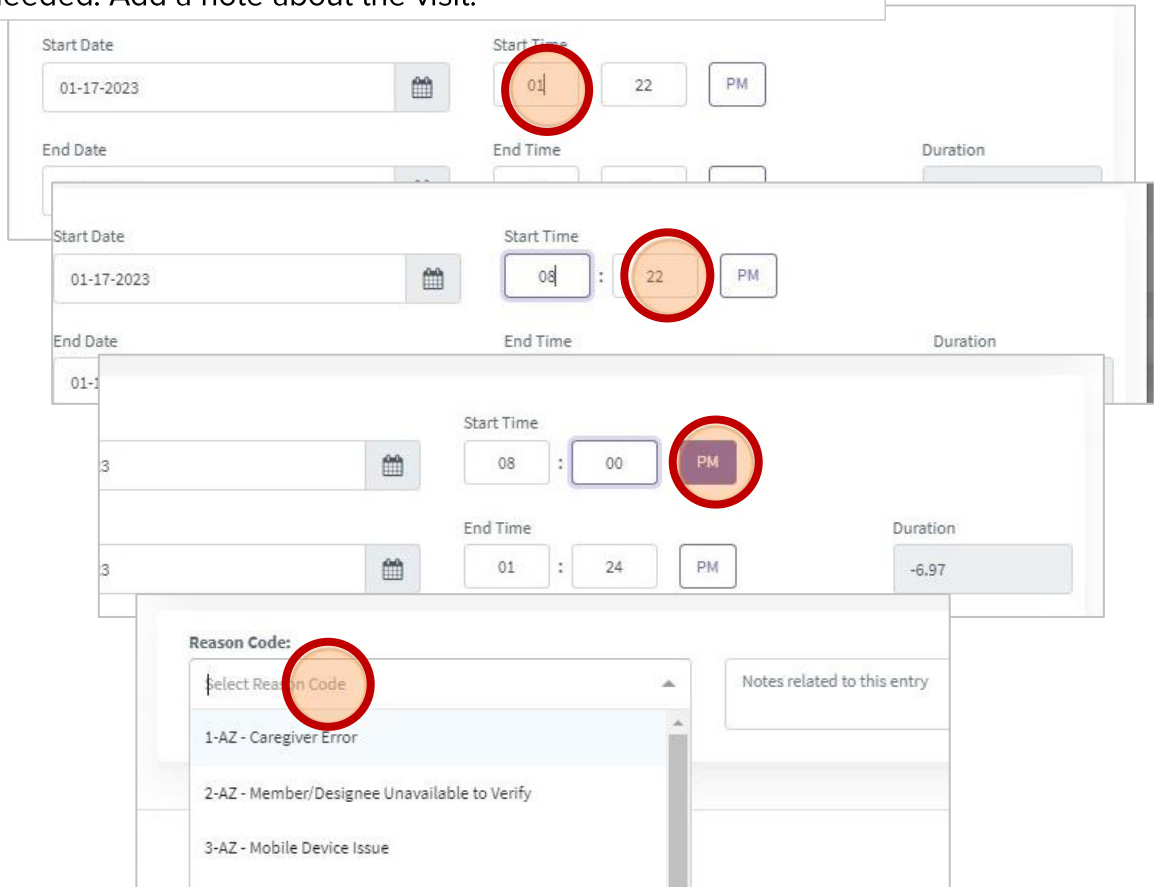

4 To edit the selected visit, click on the pencil icon on the visit.
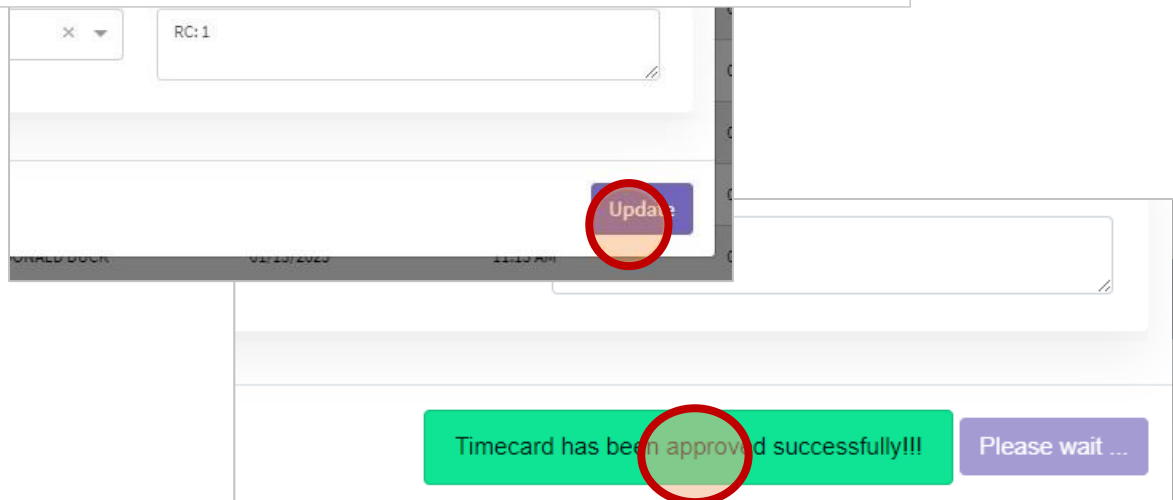
Pencil Icon

5 Make the edits you need to the timecard. You can edit the start and end date or time. Enter a Reason Code for the edit. If needed: Add a note about the visit.

Start Date
01-17-2023

Start Time
01 22 PM

End Date

End Time

Duration

Start Date
01-17-2023

Start Time
08 : 22 PM

End Date
01-1

End Time

Duration

3

Start Time
08 : 00 PM

3

End Time
01 : 24 PM

Duration
-6.97

Reason Code:
Select Reason Code

Notes related to this entry

1-AZ - Caregiver Error

2-AZ - Member/Designee Unavailable to Verify

3-AZ - Mobile Device Issue

6 Once you have completed the edits you want to make, click "Update". The changes will be applied to the Timecard.

× ▼   RC: 1

Update

Timecard has been approved successfully!!!   Please wait ...