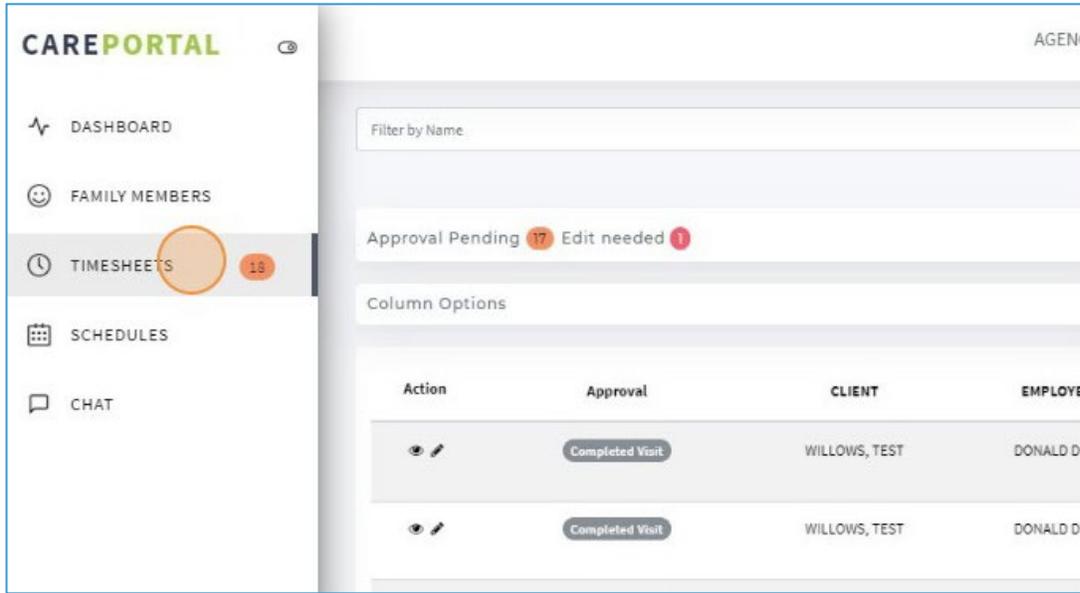
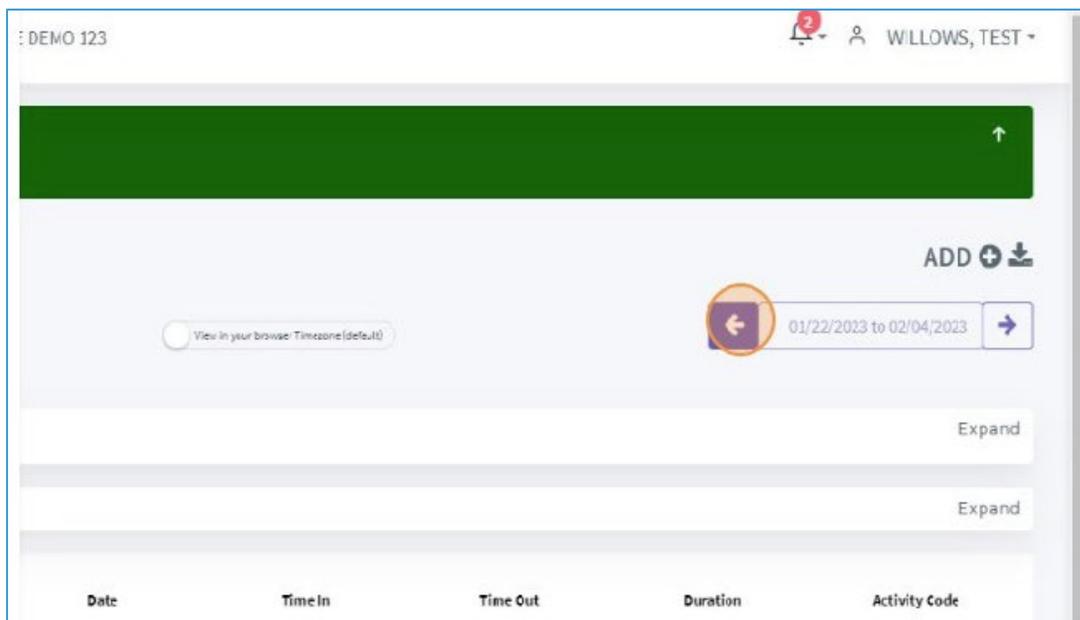


1. Navigate to: careportal.caretimeapp.com/#/timelog 

2. To approve the timecards for a particular pay period, click on Timesheets



3. Navigate to the pay period that you are looking to approve by using the arrows in the top right corner



4. Once you open the timesheet to approve, first e-sign the timesheet by checking the box “Click here to E-Sign”

01/09/2023	01:28 PM	01:32 PM	00
01/08/2023	08:00 AM	04:00 PM	8.0
[Redacted]			
Total Hours	Difference	Approval	Action
27.50	-27.00	<input type="checkbox"/> Click here to E-Sign.	Approve

5. Then click “Approve”

01/09/2023	01:28 PM	01:32 PM	00
01/08/2023	08:00 AM	04:00 PM	8.0
[Redacted]			
Total Hours	Difference	Approval	Action
27.50	-27.00	E-signed by MILLOWS, TEST	Approve

6. A pop-up will appear asking you to confirm the approval. Click **“Yes, Approve”**.
The visits on the sheet will then show as **“Approved for Payroll”**

