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- 1. Navigate to: careportal.caretimeapp.com/#/timelog
- 2. To approve the timecards for a particular pay period, click on Timesheets

CAREPORTAL @				AGENC
↓ dashboard	Filter by Name			
FAMILY MEMBERS				
	Approval Pendi	ng 🝿 Edit needed 🚺		
SCHEDULES	Column Option	S		
🟳 СНАТ	Action	Approval	CLIENT	EMPLOYEE
	•/	Completed Visit	WILLOWS, TEST	DONALD DU
	•/	Completed Visit	WILLOWS, TEST	DONALD DU

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

DEMO 123			Ę	A WILLOWS, TEST →
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				ADD 🔿 🕹
() w	eu in yaur browse: Timezone (default)		(¢ 01/	/22/2023 to 02/04/2023 🔶
				Expand
				Expand
Date	TimeIn	Time Out	Duration	Activity Code

515 South 700 East, Suite 2B, Salt Lake City, UT 84102 | Phone: 801.317.1900 | info@WasatchSD.com | WasatchSD.com



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 PN	01:32 PM	0:0		
01/08/2023	08:00 AN	04:00 PM	8:0		
					ŀ
Total Hours	Difference	Approval		Action	
27.50	-27.50	Click here to E-Sign.		Approve	
)			

5. Then click "Approve"

01/09/2023	01:25 FM	01:32 PM	0:0		
01/08/2023	08:20 AM	04:00 PM	8:0		
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<i>.</i>					
Total Hours	Difference	Approval		Action	
27.50	-27.00	E-signed by WILLOWS, TEST		Арргом	



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"

Complement Vite	WILL	(03:33 FM 03:33 FM
Completed Visit	WILL		.)	02:45 FM
Completed Work	MIR_1	Are yo	u sure?	10:49 AM
Completed Vist	WILL	You want to Approve th	e timecard(s) for payro	01:23 FM
Completed Vist	WILL	Yes, Approve	Close	08:00.AM
_	_		_	
		Authorized Hours	Total Hours	Difference
		0.00	27.50	