

- 1. Navigate to: careportal.caretimeapp.com/#/dashboard
- 2. Click on "TIMESHEETS" to review the timecards for your caregivers



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

DEMO 123			Ę	A WILLOWS, TEST ▼
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C	View in your browser Timesone (default)		(01/	ADD 🔂 🕹
				Expand
				Expand
Date	Time In	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. To edit the selected visit, click on the pencil icon to the left of the visit.

Approval Pendir	ng 1 Edit needed 🚺		
Column Options			
Action	Approval	CLIENT	EMPLOYE
•1	Completed Visit	WILLOWS, TEST	DONALD DU
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	Completed Visit	WILLOWS, TEST	MARIA YERE
•1	Completed Visit	WILLOWS, TEST	MARIA YERE

5. Make the edits you need to the timecard. You can edit the start and end date or time. If your agency requires, enter a reason code for the edit. If needed you can also add a note about the visit.

For the best performed by Merrie	ormance, the a	DONALD DUCK WILLOWS, TEST Start Time: 01/17/2023 01:22 PM Notes:	End Tin CL/17/2	NET 023 01:24 PM	Durations: 0:1		4 01
Approval Pendin Column Options	g 🌃 Edit nee Appro-	Start Date 01-37-0023 End Date 01-17-0023	StartTime	: 22 PM	Duration 0.02	Time Out	Deration
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	Commenter	WE COME TEST	MARIA YERENA	01/10/2023	03-35 FM	6341 PM	00



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

			Time Out	Duration	Activity
			06:07 PM	5:45	
× -	PC-1		06:07 PM	7:0	
	NC. I		01:24 PM	0:15	
			03:41 PM	0:0	
		Up	02:33 PM	0:0	
UNALD DOGN	01/15/2020	1113 MM	06:00 PM	6:45	15 MIN PE CARE I
ARIA YEREMN	01/10/2023	03:38 PM	03:41 PM	0:0	
ONALD DUCK	01/10/2023	02:46 PM	02:48 PM	0:0	
ONALD DUCK	01/10/2023	10:49 AM	10:53 AM	0:15	Ð
ARIA YEREMN	01/09/2023	01:28 PM	01:32 PM	0:0	Q