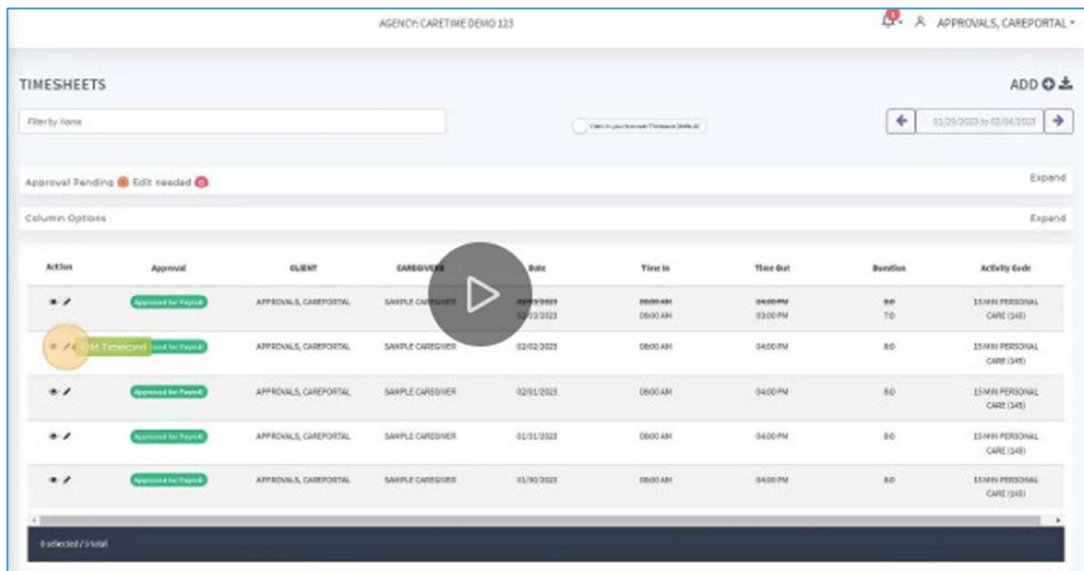


ALERT

Your agency may or may not allow you to make edits or to add new shifts to timesheets that you have already approved. **If your agency allows edits to be made after you already approved**, follow the same steps for editing or adding shifts shown in the directions on editing and adding shifts. Then review the steps here for how to give new approvals after you finish your changes.

1. **Navigate to: careportal.caretimeapp.com/#/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 to the left of the timecard or click “Add” in the top right corner to add a new timecard.**

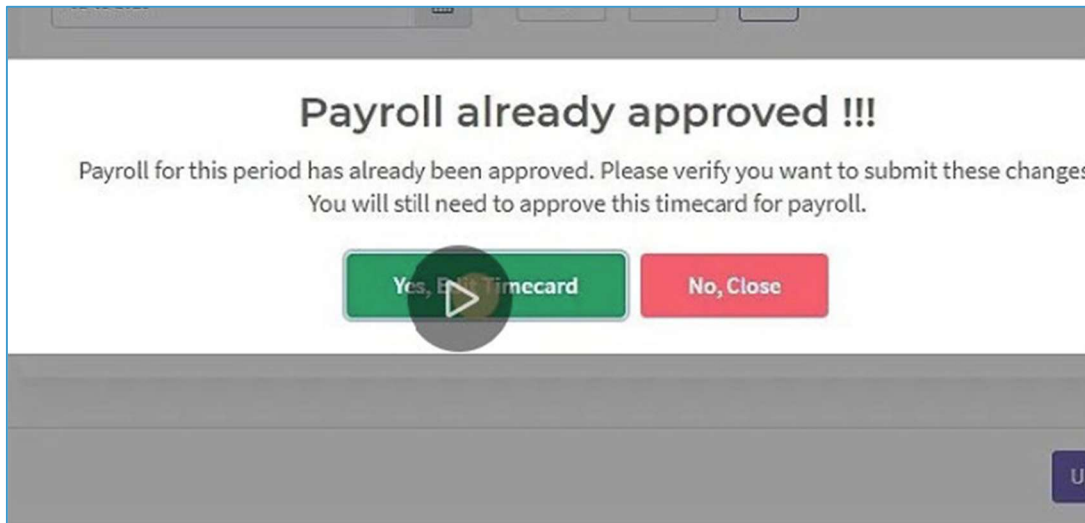


The screenshot shows the 'TIMESHEETS' section of the CarePortal interface. At the top, it says 'AGENCY: CARETIME DEMO 123' and 'APPROVALS, CAREPORTAL'. There are filters for 'Filter by Name' and a date range '11/29/2023 to 12/04/2023'. Below the filters, there are sections for 'Approval Pending' (0) and 'Edit needed' (0). A 'Columns Options' section is also visible. The main table has columns for 'Action', 'Approval', 'CLIENT', 'CAREGIVER', 'Date', 'Time In', 'Time Out', 'Duration', and 'Activity Code'. The table contains five rows of data, all with an 'Approved for Payroll' status. A play button icon is overlaid on the table.

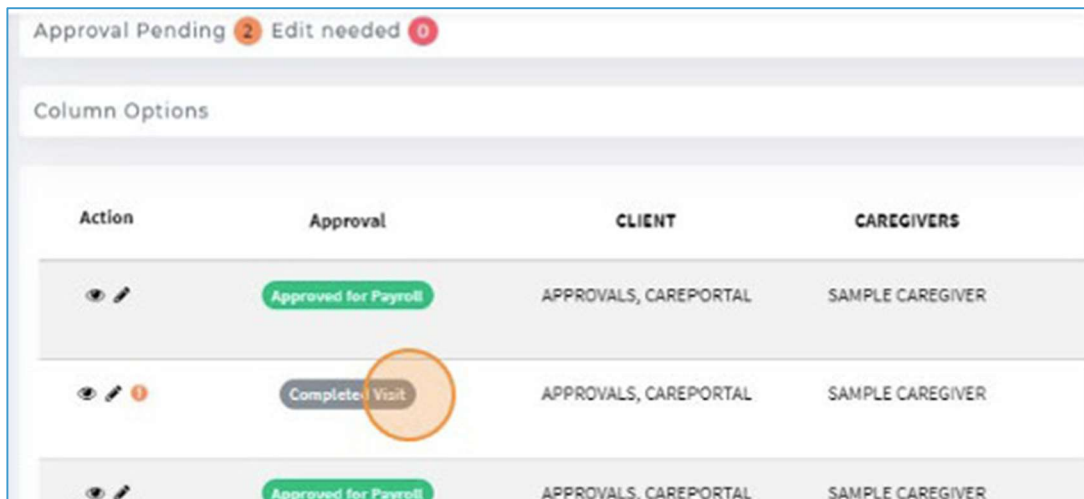
Action	Approval	CLIENT	CAREGIVER	Date	Time In	Time Out	Duration	Activity Code
	Approved for Payroll	APPROVALS, CAREPORTAL	SAMPLE CAREGIVER	11/29/2023	0600 AM	0400 PM	8:00	15-MIN PERSONAL CARE (348)
	Approved for Payroll	APPROVALS, CAREPORTAL	SAMPLE CAREGIVER	12/01/2023	0600 AM	0400 PM	8:00	15-MIN PERSONAL CARE (348)
	Approved for Payroll	APPROVALS, CAREPORTAL	SAMPLE CAREGIVER	12/01/2023	0600 AM	0400 PM	8:00	15-MIN PERSONAL CARE (348)
	Approved for Payroll	APPROVALS, CAREPORTAL	SAMPLE CAREGIVER	12/01/2023	0600 AM	0400 PM	8:00	15-MIN PERSONAL CARE (348)
	Approved for Payroll	APPROVALS, CAREPORTAL	SAMPLE CAREGIVER	11/30/2023	0600 AM	0400 PM	8:00	15-MIN PERSONAL CARE (348)

- Once you have completed entering the information to either edit or add a timecard and have clicked “Update”, 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 or edited or added timecard in order for it to show as approved.








If you want to go through with the change, click “Yes, Edit Timecard” or “Yes, Add Timecard”.



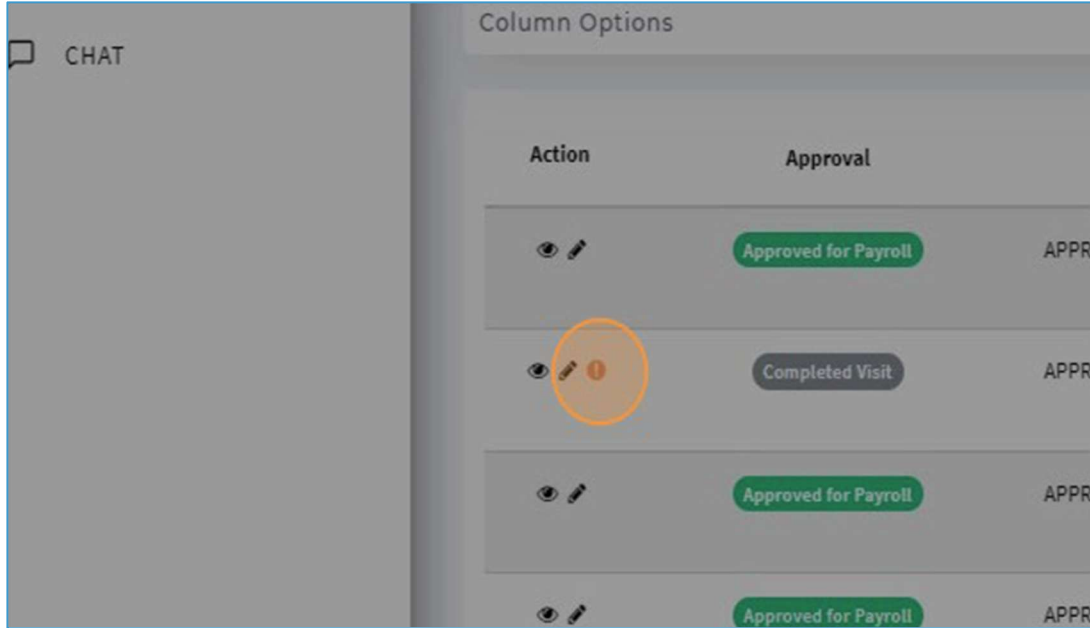
- Once you have confirmed, the newly edited or added shift will show on the timesheet as a “Completed Visit” rather than “Approved for Payroll”. An orange circle with an exclamation point will show to the left of the timecard as well to alert you that the timecard is approved.



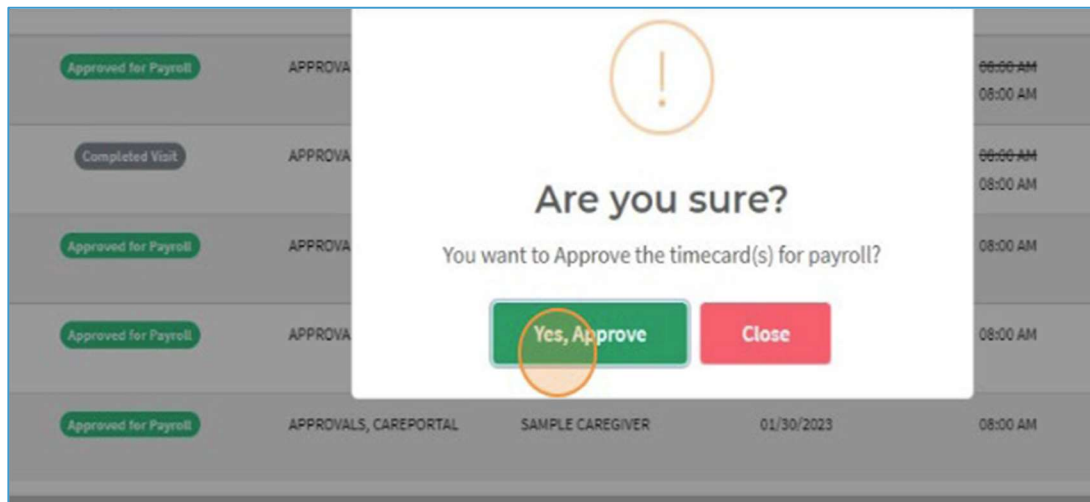
The screenshot shows a table with the following structure:

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

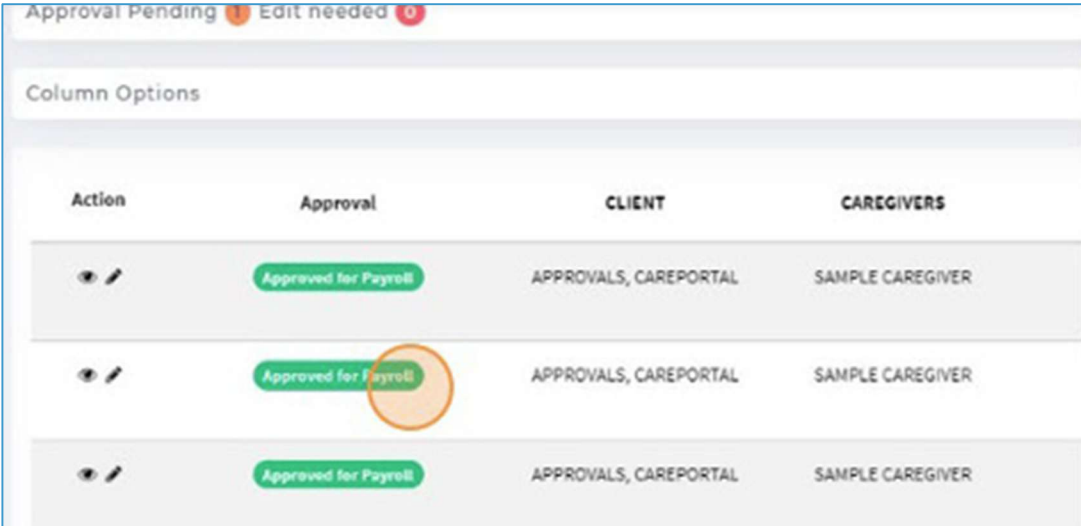
5. In order to approve that timecard, click on the orange icon.









6. Click “Yes, Approve” to approve the timecard.



7. Once you have approved the timecard, the status of the timecard will show as “Approved for Payroll”

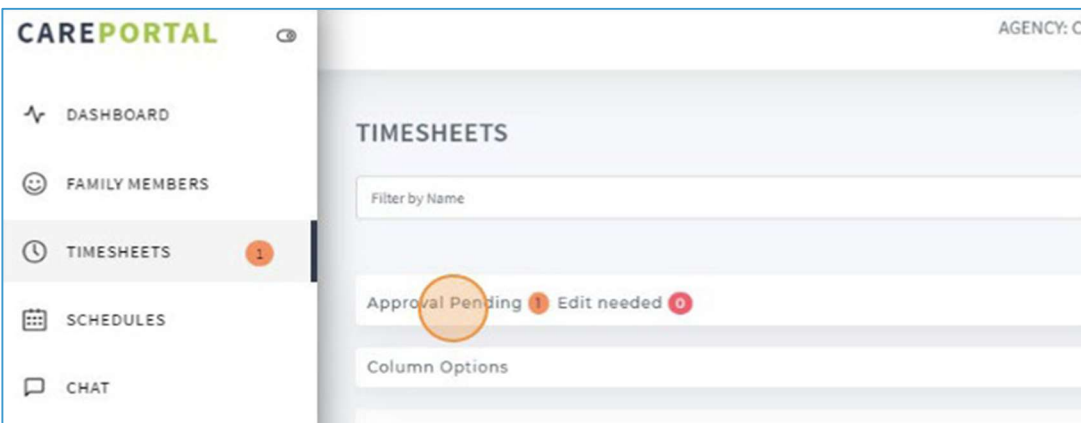


Action	Approval	CLIENT	CAREGIVERS
 	Approved for Payroll	APPROVALS, CAREPORTAL	SAMPLE CAREGIVER
 	Approved for Payroll	APPROVALS, CAREPORTAL	SAMPLE CAREGIVER
 	Approved for Payroll	APPROVALS, CAREPORTAL	SAMPLE CAREGIVER

ALERT

If your agency has enabled you to approve timecards, you will have to approve any timecards that your agency adds through CareTme. If they are added before you approve the timesheet, you will be able to edit and approve as normal. If the agency adds them after you approved the timesheet, you will have to approve the individual timecard as reviewed in the last seven steps.

8. To easily find any unapproved timecards to approve, click on the “Approval Pending” row at the top of the timesheets page.



CAREPORTAL AGENCY: CA

DASHBOARD

FAMILY MEMBERS

TIMESHEETS 1

SCHEDULES

CHAT

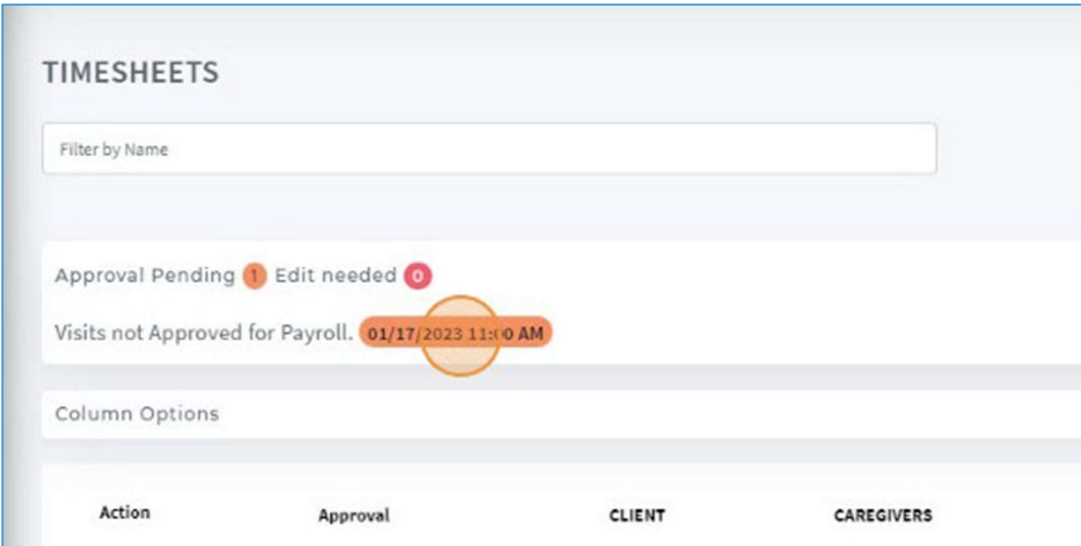
TIMESHEETS

Filter by Name

Approval Pending 1 Edit needed 0

Column Options

9. This will expand the row to show you all of the visits regardless of timesheet that are unapproved. Click on any visit to navigate to the timesheet it is part of in order to approve the timecard.



The screenshot shows a web interface titled "TIMESHEETS". At the top, there is a search bar labeled "Filter by Name". Below this, there are two status indicators: "Approval Pending" with a red circle containing the number "1", and "Edit needed" with a red circle containing the number "0". A message states "Visits not Approved for Payroll." followed by a date and time "01/17/2023 11:00 AM" which is circled in orange. Below the message is a "Column Options" section. At the bottom, a table header is visible with columns: "Action", "Approval", "CLIENT", and "CAREGIVERS".