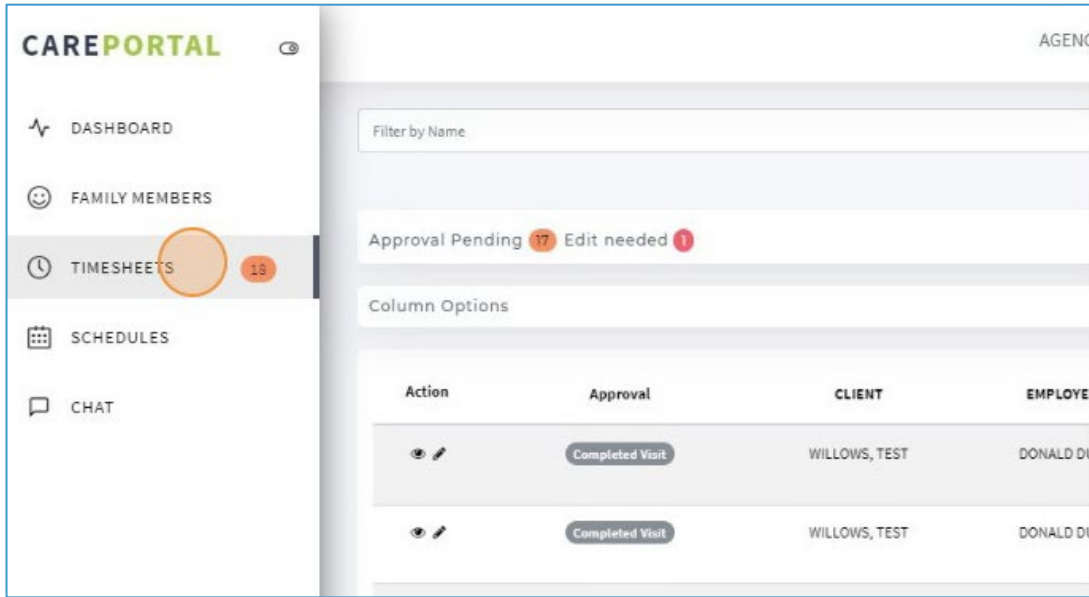
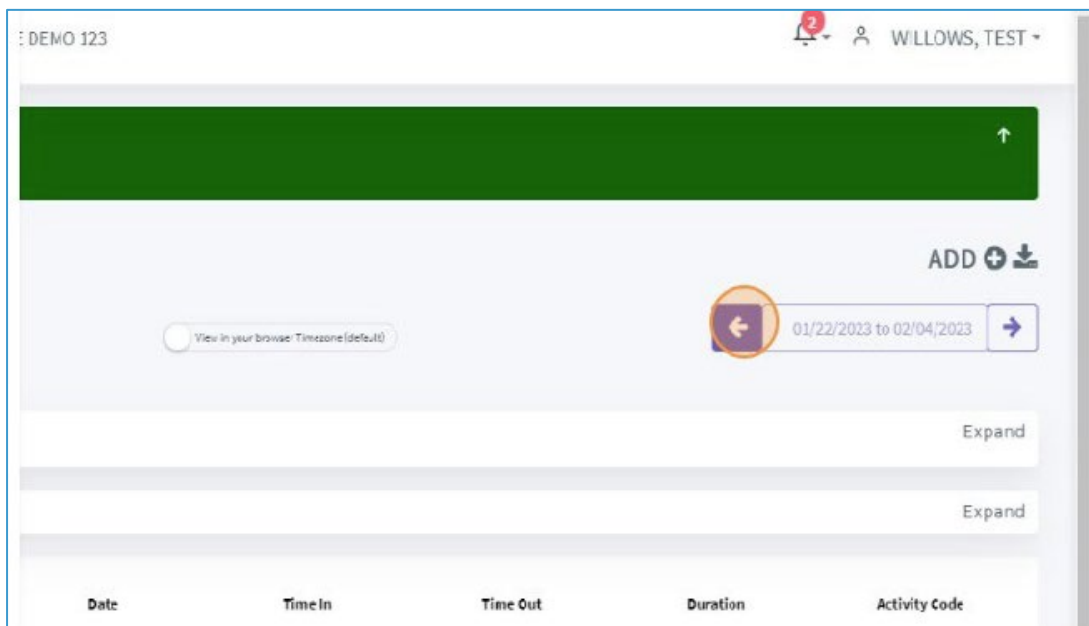


1. Navigate to: careportal.caretimeapp.com/#/timelog

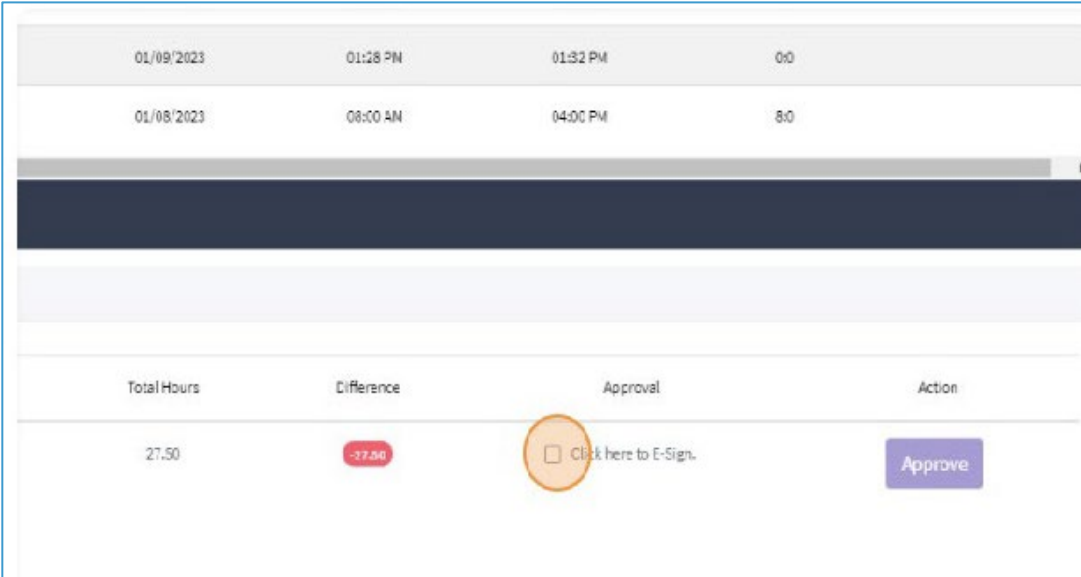
2. To approve the timecards for a particular pay period, click on Timesheets



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

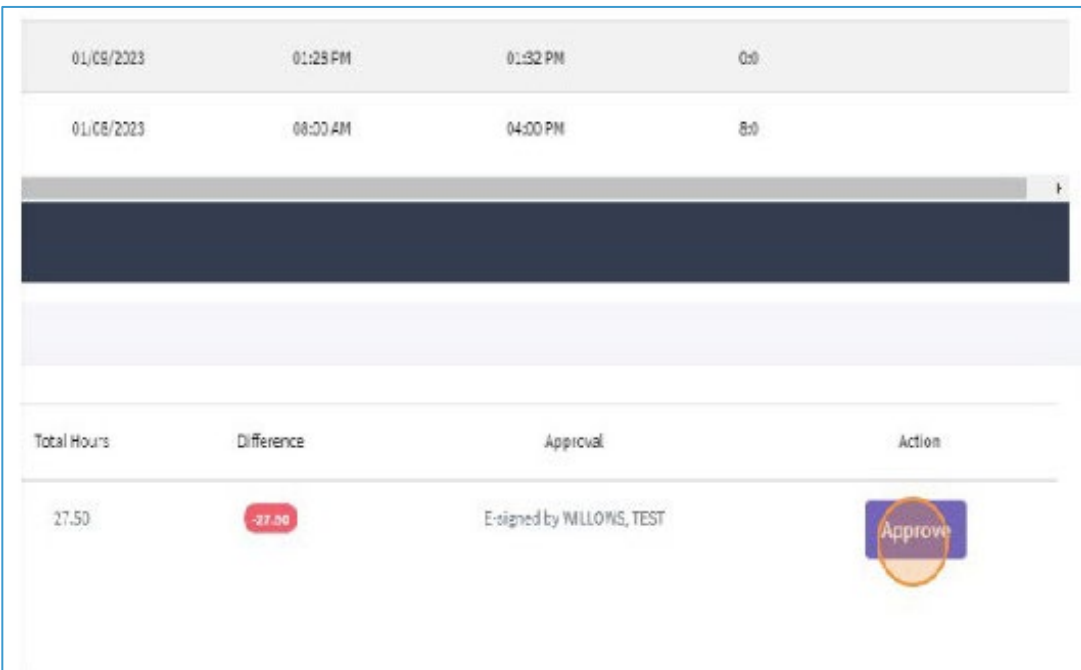


- Once you open the timesheet to approve, first e-sign the timesheet by checking the box “Click here to E-Sign”



Total Hours	Difference	Approval	Action
27.50	-27.00	<input type="checkbox"/> Click here to E-Sign.	Approve

- Then click “Approve”



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”

