Log into the CareTime Home Care mobile app using the credentials you created from your Welcome email or given to you by your agency.



Scroll down until you see the Enter Timesheet button. Tap the Enter Timesheet button.



Select your client and week range you wish to create the timesheet for before proceeding to enter in the times.



Tap the date you wish to enter time for and then complete the timesheet screen and then click the Submit Entry to save your entry.

| 4-37 Lg3 | SK SJ ▼ ∠1 8 |
|-----------------------------|--------------|
| ← Timesheet | |
| Client | |
| Select Client | ~ |
| Week | |
| Apr 1st 2024 - Apr 7th 2024 | ~ |
| Timesheet entries are show | n in MST |
| Monday (1st) | > |
| Tuesday (2nd) | > |
| Wednesday (3rd) | > |
| Thursday (4th) | > |
| Friday (5th) | > |
| Saturday (6th) | > |
| Sunday (7th) | > |
| | |
| Submit Timeshee | |
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| 4:45 🗊 | 🍇 🔜 🗣 🏒 🕯 |
|---|-----------|
| ← Enter Timesheet | |
| Demo Client | |
| Shift Start Time April 1st, 12:00 | > |
| Shift End Time April 1st, 12:00 | > |
| Activities Performed | |
| Bathing - Shower | |
| Bathing - Bed | |
| Dressing | |
| Hygiene - Mouth Care | |
| Hygiene - Hair Care | |
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Repeat Step 4 for each date you wish to enter and then click Submit Timesheet to submit your timesheet to your agency for review/approval.

2 🔜 🛡 🖉 🛙 4:48 🗊 ← Timesheet Client (Demo Client) Demo Client V Week Apr 1st 2024 - Apr 7th 2024 \sim Timesheet entries are shown in MST 12:00 - 04:00 > Monday (1st) Tuesday (2nd) > > Wednesday (3rd) Thursday (4th) > Friday (5th) > Saturday (6th) > Sunday (7th) > **Submit Timesheet** ≡L \$ \$ C

To Review Timesheets

Click on the Review Timesheets button and then click the View button to the right of the timesheet entry.

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|-------|------------|-------------------------------------|---------------------------------------|--------------------------------------|----------------|---------|
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| Upcom | ing Shi | fts (Ne | ext 3 da | ys) | | See All |
| 11 | 06 | 5:00 - | 12:00 | | | |
| May | 6.0 | 00 hrs | S |) Activ | vition | |
| | 123 923 | Main S 307 US | Street, J | Anytow | in CA | |
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| | Viev | v Your | Compl | leted S | hifts | |
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| | Viev | v Your v Open Enter View | Compl 1 / Avai 1 Times Times | eted S lable S sheet heets | hifts | |
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| ÷ | Timesheets | |
|-----------------|---------------------------|----------------|
| | | |
| Create Nover | ed Date nber 29th | Shift Cou 1 |
| Week Octob | per 23rd - October 29th | View |
| Create Nover | ed Date nber 29th | Shift Cou 2 |
| Week Octob | per 23rd - October 29th | View |
| Create Nover | ed Date nber 30th | Shift Cou 1 |
| Week Octob | er 23rd - October 29th | View |
| Create Decer | ed Date nber 12th | Shift Cou 1 |
| Week Nover | mber 6th - November 12th | View |
| Create Janua | ed Date ary 4th | Shift Cou 1 |
| Week Decer | mber 25th - December 31st | View |
| Create Janua | ed Date ary 15th | Shift Cou 1 |
| Week Janua | ry 15th - January 21st | View |
| | 0 . | 5 |