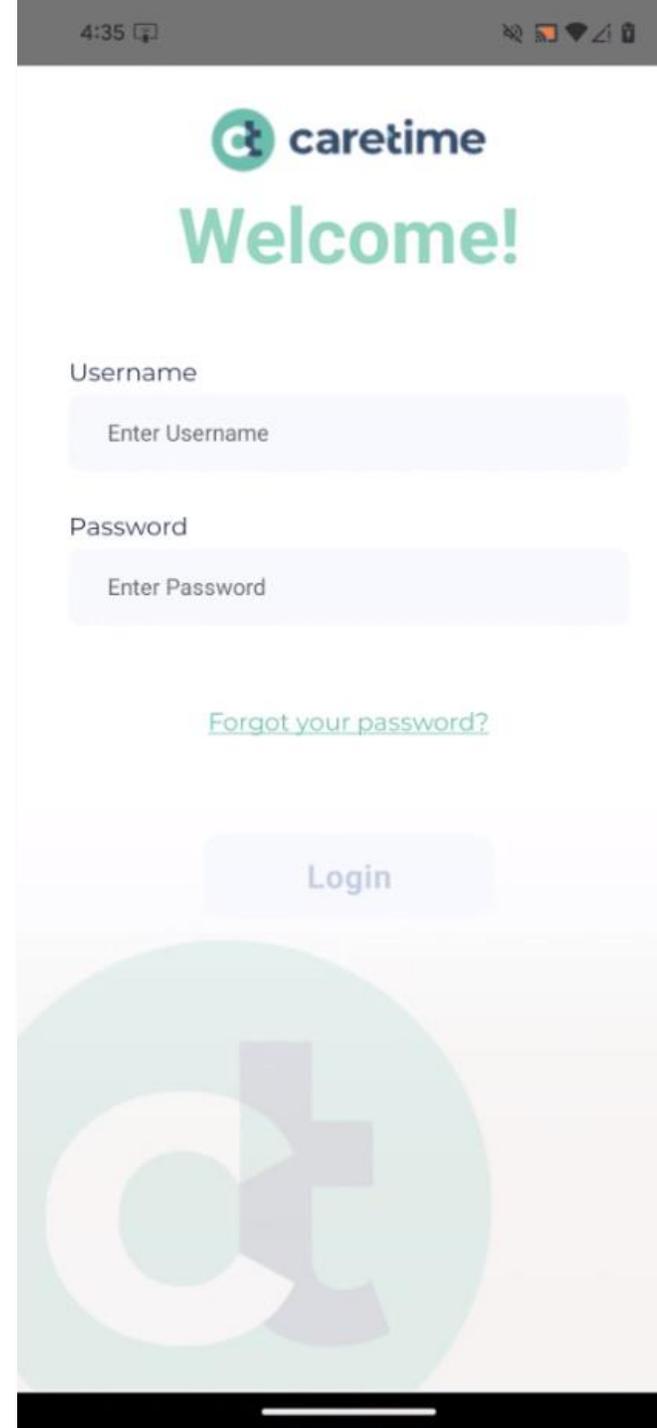


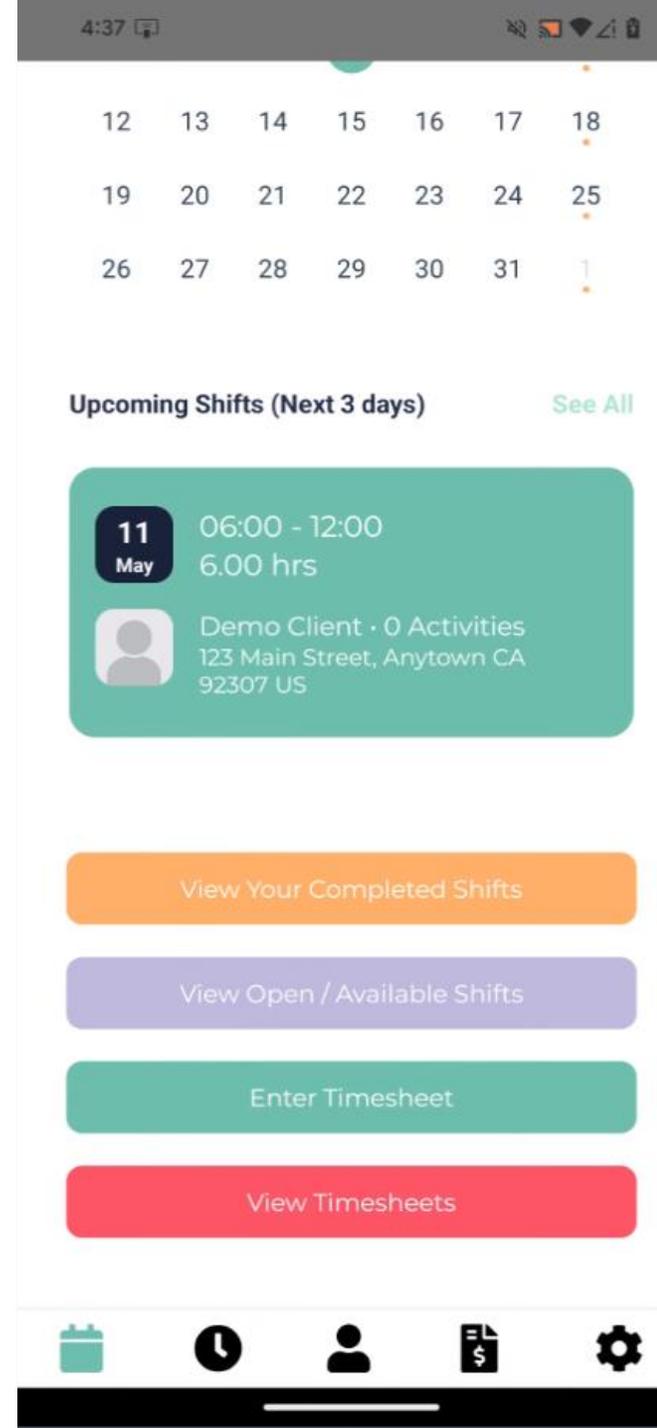
## Step 1

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



## Step 2

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



### Step 3

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

4:39

← Timesheet

**Client**

Select Client

**Week**

Apr 1st 2024 - Apr 7th 2024

Timesheet entries are shown in MST

- Monday (1st)
- Tuesday (2nd)
- Wednesday (3rd)
- Thursday (4th)
- Friday (5th)
- Saturday (6th)
- Sunday (7th)

Submit Timesheet

Calendar, Clock, User Profile, Document with Dollar Sign, Settings

## Step 4

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.

4:39

← Timesheet

**Client**

Select Client ▾

**Week**

Apr 1st 2024 - Apr 7th 2024 ▾

Timesheet entries are shown in MST

- Monday (1st) >
- Tuesday (2nd) >
- Wednesday (3rd) >
- Thursday (4th) >
- Friday (5th) >
- Saturday (6th) >
- Sunday (7th) >

Submit Timesheet

Calendar, Clock, Profile, Document, Settings



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

Calendar, Clock, Profile, Document, Settings

## Step 5

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.

4:48

← Timesheet

**Client (Demo Client)**

Demo Client

**Week**

Apr 1st 2024 - Apr 7th 2024

Timesheet entries are shown in MST

Monday (1st)	12:00 - 04:00	>
Tuesday (2nd)		>
Wednesday (3rd)		>
Thursday (4th)		>
Friday (5th)		>
Saturday (6th)		>
Sunday (7th)		>

Submit Timesheet

Calendar, Clock, Person, Document with Dollar Sign, Settings

## To Review Timesheets

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

