

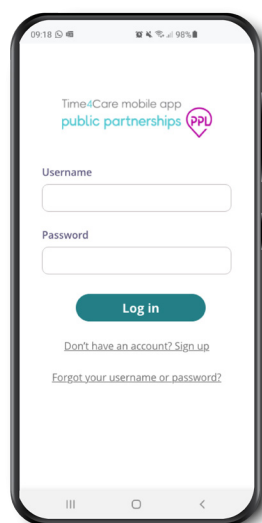
TIME4CARE™ MOBILE APP

by Public Partnerships

Download the Time4Care App

1. Go to the **App Store** on your Android or iOS device.
2. Tap on **Search**.
3. In the search bar, type in: **Time4Care**.
4. Download the **Time4Care app**.
5. Once the application has downloaded, tap to **open**.

Log in or Sign Up



If you already have a user account for the PPL's Web Portal, log in to the app with the same username and password.

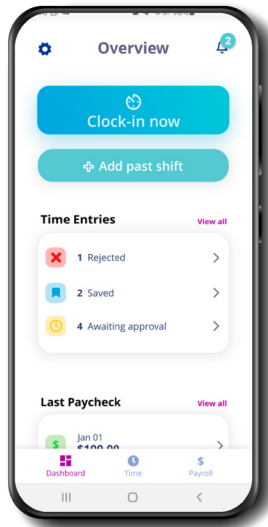
If you do not have an account, you can create one by tapping **Sign up** on the app login page.



Scan QR code to read *Frequently Asked Questions* or visit us at www.publicpartnerships.com/tools/time4care-ew

- ✔ Clock-in and -out in real-time to record time worked.
- ✔ Timesheet submission is no longer needed - each shift is submitted individually for review and approval.
- ✔ For EWV users, location is captured at clock in and clock out.
- ✔ Location is not tracked during visit or any other time.

Dashboard & Menu



Dashboard – access frequent actions and important info

- **Clock-in now** – record your shift in real-time
- **Add past shift** – enter a shift you already worked
- **Time entries** – view a count of entries that require action by you or your participant – tap to see the entries
- **Last paycheck** – view your most recent payment – tap to see payroll details

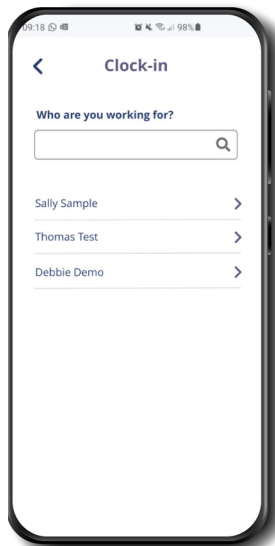
Time – view a collection of all your time entries

Payroll – access all payments issued, including pay stubs

Settings – access support materials, Touch/Face ID, manage your Favorites, and more

Notifications – view alerts related to time submission and approval

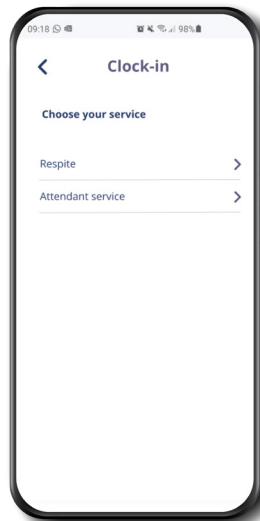
Clock in and out to start and end your shift



01

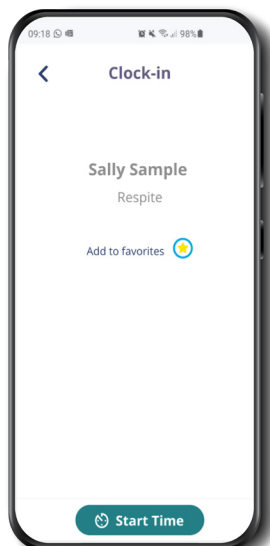
Tap **Clock-in now** from Dashboard

Select who you are working for



02

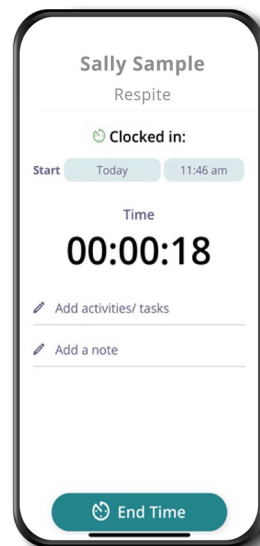
Select the service you will be providing



03

Save your selection as a Favorite for easier clock in next time

Start your clock

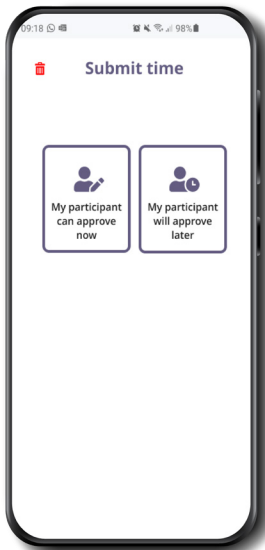


04

Tap running clock from Dashboard to see your active shift

Add notes performed during your shift, if required in your program

At the end of your shift, tap End Time to clock out



05

Review your shift details

Tap Submit to finish your entry

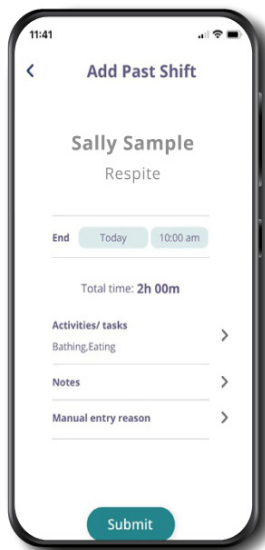
There are two options for approval:

“My participant can approve now” – this allows reviewing and approving the shift on your device right now.

“My participant will approve later” – your entry will be submitted, and it can be reviewed and approved on their own device at a later time.

You can view your entry in the Time Entries page. Tap on Time in your base menu.

Quick Tip



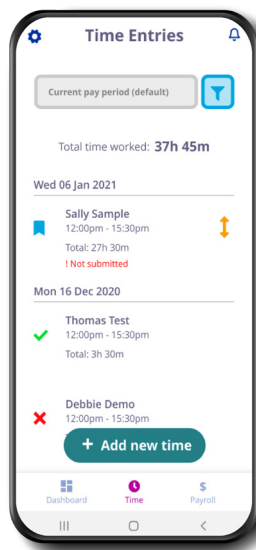
Forget to clock in or out? Add a past shift if you've already worked.

For EVV users, remember that this does not meet EVV requirements and will be tracked as a manual time entry.

Follow these steps:

- Tap Add Past shift from your dashboard
- Select who you worked for
- Select the service you provided
- Enter your start time, end time and notes, if required in your program
- Tap Submit

Time Entries



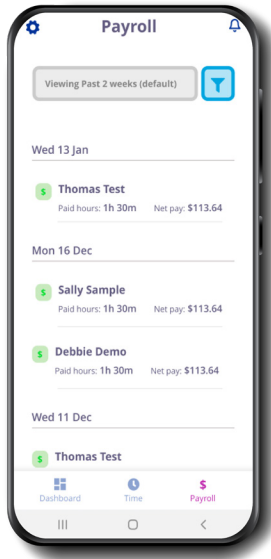
View all created time entries

Defaults to the current pay period

Tap on the filter to change your view

Total hours worked is displayed based on applied filters

Payroll



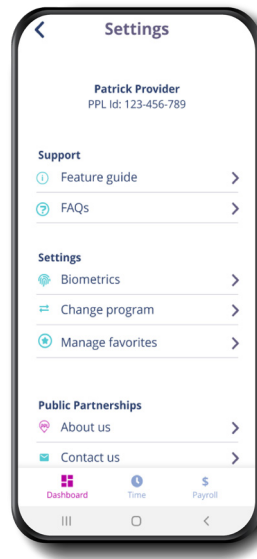
View all payments issued

Defaults to the past two weeks

Tap on the filter to change your view

Tap on a payment to see details, including a copy of your pay stub

Settings & Other Features



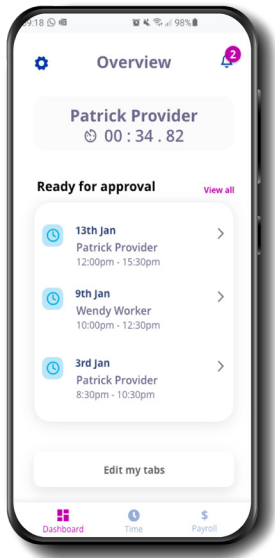
Support – Access Feature Guide and FAQs

Biometrics – Enable Touch or Face ID (if available on your device) – log in using your fingerprint or facial recognition

Favorites – Update or remove saved participant/service pairs for quicker time entry

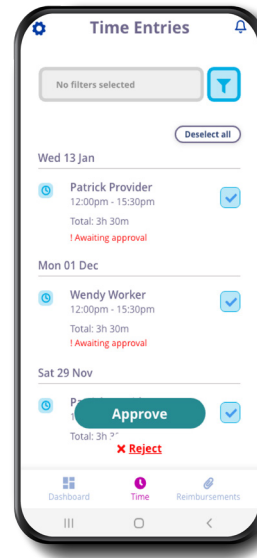
Contact Us – Get in touch with us – call, email, or send a message

Participant Dashboard & Time Entry Approval



Tap on an entry to view details and approve/reject

Tap View all to see all entries ready for approval



Select All allows you to select all entries that are ready for approval – you can approve or reject all

Tap a single entry to view details, and approve or reject just that entry

Use the check boxes to select multiple to approve or reject