

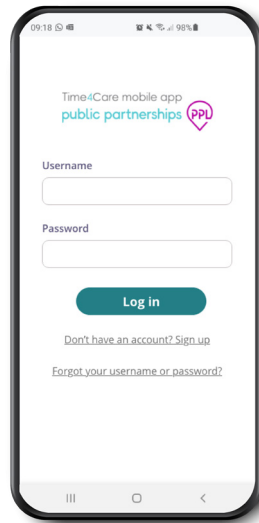
TIME4CARE™ MOBILE APP

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

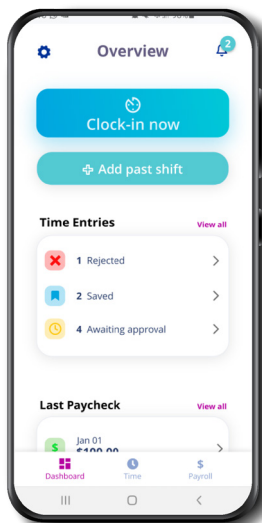


If you already have a user account for the **WebPortal/MyAccount**, log in to the app with the same username and password.

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

If you have not completed your enrollment in **MyAccount**, you will need to complete to create your username and password.

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

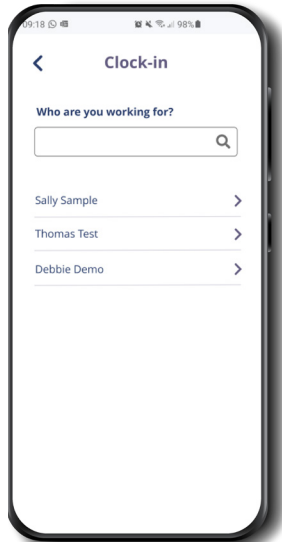
Time – view a collection of all your time entries

Payroll – access all payments issued, including pay stubs

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

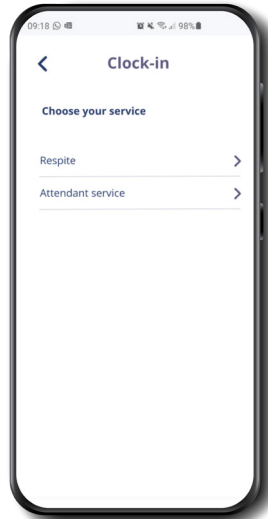
Notifications – view alerts related to time submission and approval

Clock in and out to start and end your shift



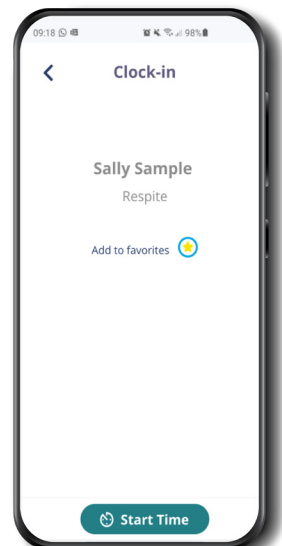
01

Tap **Clock-in now** from Dashboard
Select who you are working for



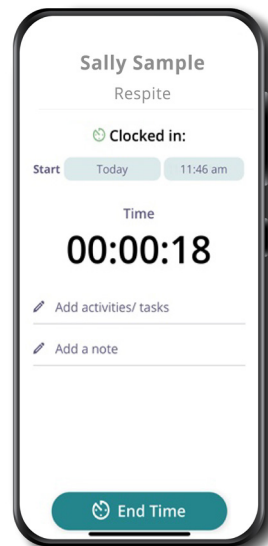
02

Select the service you will be providing



03

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



04

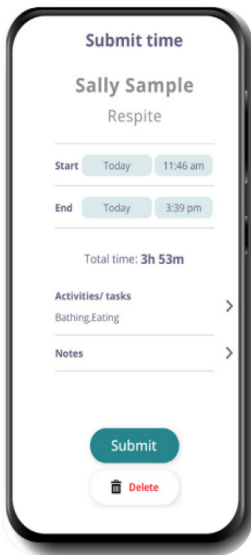
Tap running clock from Dashboard to see your active shift
Add notes performed during your shift, if required in your program
At the end of your shift, tap End Time to clock out

05

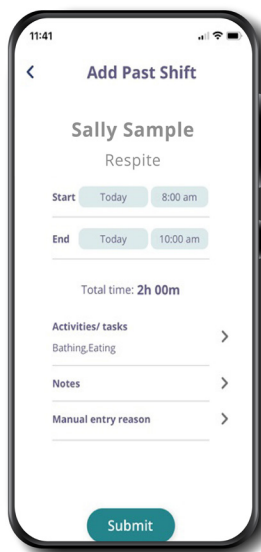
Review your shift details

Tap Submit to finish your entry

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



Quick Tip

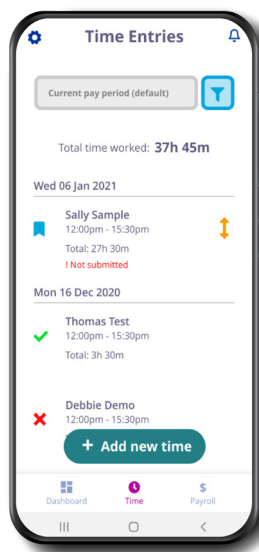


Forget to clock in or out? Add a past shift if you've already worked.

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



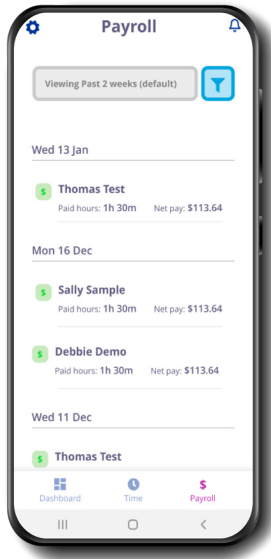
View all created time entries

Defaults to the current pay period

Tap on the filter to change your view

Total hours worked is displayed based on applied filters

Payroll



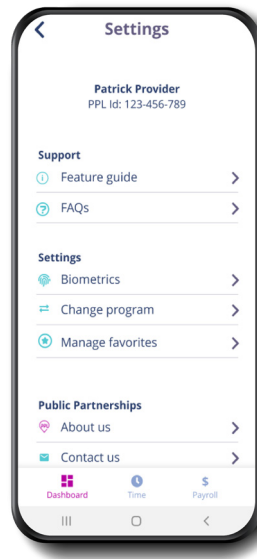
View all payments issued

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



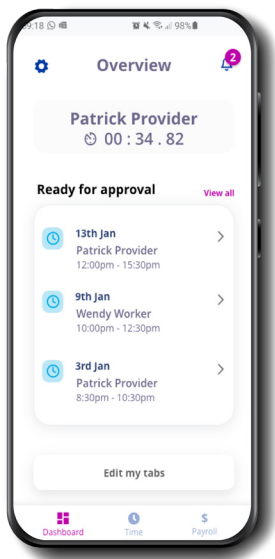
Support – Access Feature Guide and FAQs

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

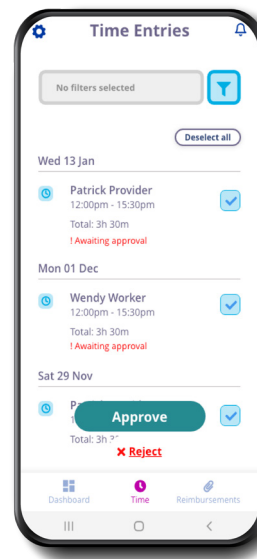
Contact Us – Get in touch with us – call, email, or send a message

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