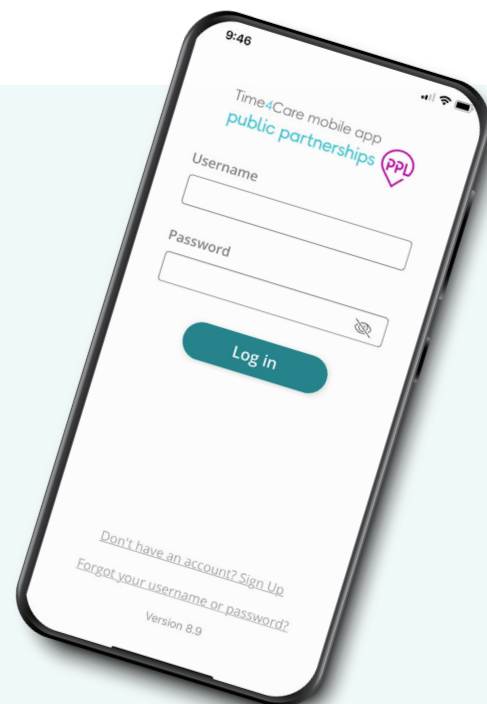


# TIME4CARE™ MOBILE APP

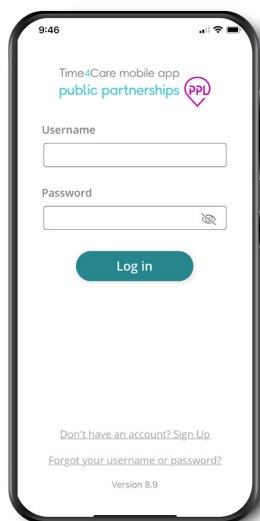
by Public Partnerships

## Download the Time4Care App

1. Go to **Google Play** or 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

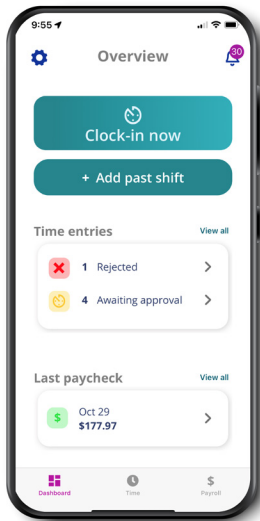


If you already have a user account for PPL@Home, log in to the app with the same username and password.

If you have not completed your registration in PPL@Home, you will need to complete this first to create your username and password.

- ✔ Clock-in and -out in real-time to record time worked.
- ✔ For EVW 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** – tap to see entries that require action by you or your employer
- **Last paycheck** – view your most recent payment – tap to see payroll details

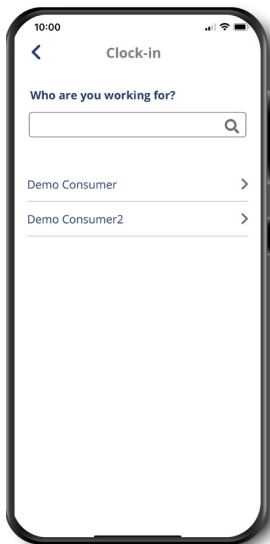
**Time** – view a collection of all your time entries

**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

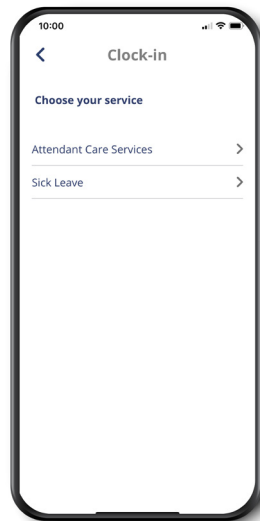
## Clock in and out to start and end your shift



**01**

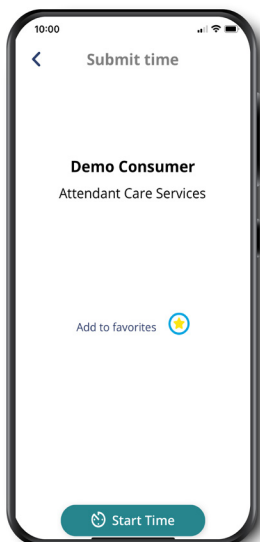
Tap **Clock-in now** from Dashboard

Select who you are working for



**02**

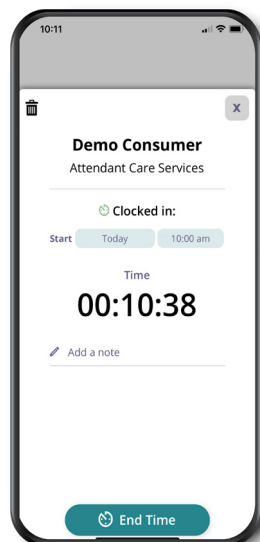
Select the service you will be providing



**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 related to your shift, if needed

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



## 05

Review your shift details

Tap Submit to finish your entry

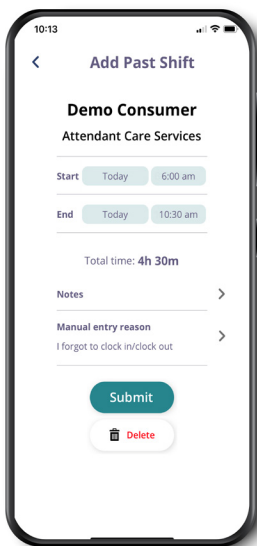
There are two options for approval:

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

**“My consumer will approve later”** – your entry will be submitted, and it can be reviewed and approved on consumer's device at a later time.

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

## Add Past Shift



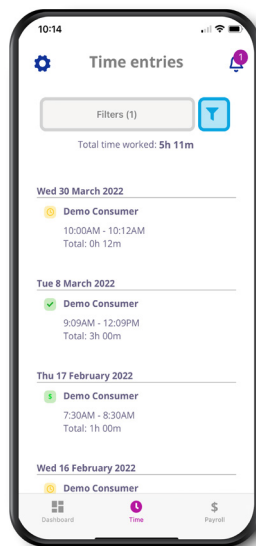
**Forget to clock in or out? Add a past shift if you've already worked.**

*For EVV users, remember that this does not meet EVV requirements and will be recorded 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 needed
- For EVV users, please select a manual entry reason
- Tap Submit

## Time Entries



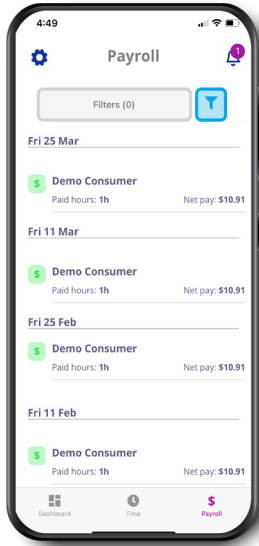
View all created time entries

Defaults to the current pay period

Tap on the filter to change your view

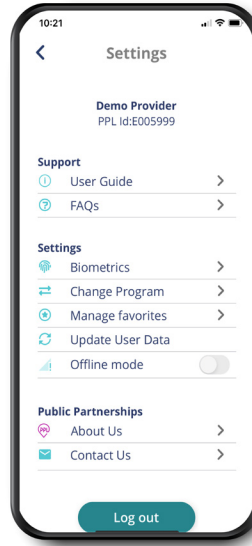
Total hours worked is displayed based on applied filters

## Payroll



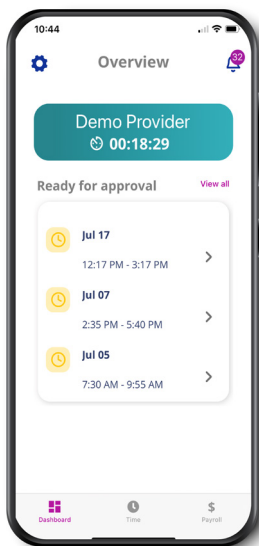
View all payments issued  
Defaults to the past two weeks  
Tap on the filter to change your view  
Tap on a payment to see details, including a copy of your pay stub

## Settings & Other Features

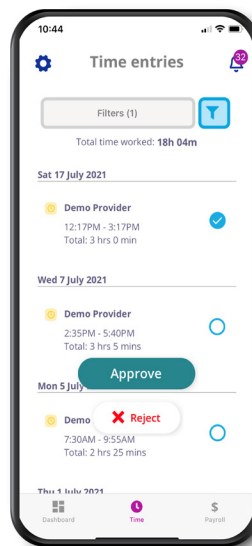


**Support** – Access User Guide and FAQs  
**Biometrics** – Enable Touch or Face ID (if available on your device) – log in using your fingerprint or facial recognition  
**Favorites** – Update or remove saved participant/service pairs for quicker time entry  
**Offline Mode** – Turn on to avoid disruption if you're in an area with limited/poor connectivity  
**Contact Us** – Get in touch with us – call, email, or send a message

## Consumer Dashboard & Time Entry Approval



Tap on an entry to view details and approve/reject time  
Tap View all to see all time entries ready for approval



Select All allows you to select all time entries that are ready for approval – you can approve or reject all  
Tap a single time entry to view details, and approve or reject just that time entry  
Use the check boxes to select multiple time entries to approve or reject