



Care
FOLK
PRO

How to Submit a Timecard



Table of Contents

1. Your Timecard Explained	P.2
2. Find Your Timecard	P.3
3. Add or Edit a Shift	P.4
4. A Submit a Timecard	P.6
5. View Submitted Timecards	P.7
6. View Timecard Status	P.8

Using Timecards is simple. Both you and your Manager can easily keep track of your time. Travel for a visit. Sign in for a visit. Sign out for a visit. Your Timecard **automatically keeps tracks** of it all for you.

With **paperless Timecards**, your workflow is seamless, from adding Client's visits to submitting a Timecard for approval. And **checking the status** of your Timecard is simple.

Your Timecard uses your schedule to **automatically calculate the hours** worked based on your Company's settings **including overtime and travel expenses**.

You can **Add explanatory notes** for your Manager when submitting your Timecard. You can also **keep track of previous Timecards** without storing reams of paper. Have a question about a Timecard? Your Manager or Administrator is only a message away.

Great reasons to use your Timecard

- ✓ Timecard Automation
- ✓ Input Expenses
- ✓ Manually Add Shifts
- ✓ Ability to Edit Shifts
- ✓ View Timecard Status

2 How to Submit a Timecard

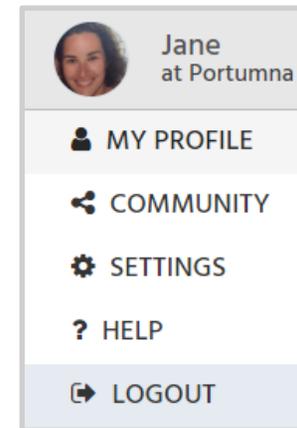
Finding Time Cards



Find Your Time Card

Navigate to **My Profile** from the dropdown menu. Then select **Timecard**

Note: When you **Sign In** and **Sign Out** for scheduled visit, these actions automatically populate your **Timecard**.



WELCOME OVERVIEW PROFILE SCHEDULE **TIMECARD** NOTES TRAINING

Timecard: 19 Jun - 2 Jul 2017 < > OPEN Save for later **SUBMIT TIMECARD**

Hours worked: **14 hours 0 minutes** Expenses: **€0.00** Total payment: **€170.00**

Date	Start Hour	End Hour	Total Hours	Pay	Travel	Travel Exp	Expenses	Total	
Mon, 19/06/17	10:00 am	02:00 pm	04:00	€44.00	7.8km	€0.00	€0.00	€44.00	⚙️
Wed, 21/06/17	10:30 am	02:30 pm	04:00	€44.00	0.0km	€0.00	€0.00	€44.00	⚙️
	04:00 pm	06:00 pm	02:00	€22.00	0.0km	€0.00	€0.00	€22.00	⚙️
Sun, 25/06/17	10:30 am	02:30 pm	04:00	€60.00	0.0km	€0.00	€0.00	€60.00	⚙️

+ ADD NEW SHIFT

3 How to Submit a Timecard

Edit a Shift



Edit an Existing Shift

Need to adjust the hours of a Shift or add reimbursable expenses?

Edit an Existing Shift by clicking on  next to the timecard you want to change, and then select **Edit**.

- Type the date or use the calendar for the **Start Date** and use the arrows to adjust the **Start Time**.
- Type the date or use the calendar for the **End Date** and use the arrows to adjust the **End Time**.
- Add the amount for any **Travel Expenses** or **Other Expenses** incurred during the visit.
- Add the **distance traveled** in kilometers.

A screenshot of a web application form titled "Edit Shift:". The form is organized into several sections. The top section contains "Start Date:" and "End Date:" fields, both with a calendar icon and the date "05/06/2017". Below this is the "Start Time:" section, which includes a digital clock interface with arrows for adjusting the hour (08), minute (00), and period (PM). The "End Time:" section is similar, showing 10:00 PM. The next section has "Travel Expenses:" and "Other Expenses:" fields, both containing the value "0". Below that is the "Travel Distance:" field, also containing "0", with a "km" unit selector. At the bottom right of the form are "Cancel" and "+ SAVE" buttons.

3 How to Submit a Timecard

Add or Edit a Shift



Add a New Shift

Sometimes you might need to **manually add a shift** to your Timecard. Start by clicking **+Add New Shift** on your **Timecard page**.

- Type the date or use the calendar for the **Start Date** and use the arrows to adjust the **Start Time**.
- Type the date or use the calendar for the **End Date** and use the arrows to adjust the **End Time**.
- Type in the amount for any **Travel Expenses** or **Other Expenses** incurred during the visit.
- Type in the **distance traveled** in **kilometers**.

When finished, select **+Save**.



The screenshot shows a modal window titled "Add new Shift:" with a close button (X) in the top right corner. The form contains the following fields:

- Start Date:** A text input field containing "23/06/2017" and a calendar icon.
- End Date:** A text input field containing "23/06/2017" and a calendar icon.
- Start Time:** A time selection interface with three boxes: "10", "00", and "AM". Each box has up and down arrows.
- End Time:** A time selection interface with three boxes: "02", "00", and "PM". Each box has up and down arrows.
- Travel Expenses:** A text input field containing "0".
- Other Expenses:** A text input field containing "0".
- Travel Distance:** A text input field containing "0" and a "km" unit selector.

At the bottom right of the form, there are two buttons: "Cancel" and a green "+ SAVE" button.

4 How to Submit a Timecard

Submit a Timecard



Submit a Timecard

Add any final **Notes** for the consideration of your Manager or Administrator. If you want to save changes **without** submitting, select **Save for Later**. To **Submit** your Timecard, simply select **Submit Timecard**.

Total:

Regular Pay	Weekend Pay	Overtime	Holiday Pay	Sick	Travel Exp	Expenses	Total
€110.00	€60.00	€ 0	€0.00	€ 0	€0.00	€0.00	€170.00

Note:



Made a Mistake?

If you need to make a change to a Timecard **AFTER** it has been submitted, **message your Manager or Admin immediately!** Your Manager will **Reject the submitted Timecard** and then re-open it for editing.

Note: Managers and Administrators can add any **Overtime** and **Sick** pay in accordance to Company policies.

5 How to Submit a Timecard

View Submitted Timecards



View a Submitted Timecard

There are two ways to confirm that your **Timecard** has been submitted:

- A notification appears on your **Last Activity** feed on your Dashboard.
- **Submitted** will appear beside the Timecard.

View previous timecards by using the arrows to toggle between date ranges.

Last Activity:

-  10:41 am
Jane O'Leary has submitted a timesheet.

Older

-  3:40 pm
Jane O'Leary is late to a visit with Nora Leonard.
-  10:26 am
Jane O'Leary has started a visit with Nora Leonard.
-  10:10 am
Jane O'Leary is late to a visit with Nora Leonard.

Timecard: 19 Jun - 2 Jul 2017   **Submitted**



6 How to Submit a Timecard

View Timecard Status



How will I know if my Timecard has been Approved?

- An **Alert** notifies you which Manager or Admin has approved your timecard.
- **Approved** will also appear beside the Timecard.

A notification card for Jane at Portumna. It features a bell icon with a red '6' in a circle, indicating 6 alerts. Below the header, a message from Mary Casey is shown: '11:48 am Mary Casey approved your 19 Jun - 03 Jul 2017 timecard'. A red dot is visible in the top right corner of the message area.



A timecard status bar showing 'Timecard: 19 Jun - 2 Jul 2017' with left and right navigation arrows and a green 'Approved' button.



How will I know if my Timecard has been Rejected?

- An **Alert** notifies you which Manager or Admin has rejected your timecard.
- Your Timecard will be marked as **Open** and will allow you to make further edits.

A notification card for Anna at Portumna. It features a bell icon with a red '5' in a circle, indicating 5 alerts. Below the header, a message from Mary Casey is shown: '11:50 am Mary Casey rejected your 12 Jun - 26 Jun 2017 timecard'. A red dot is visible in the top right corner of the message area.



A timecard status bar showing 'Timecard: 12 Jun - 25 Jun 2017' with left and right navigation arrows and a grey 'OPEN' button.

