



Timecards Explained



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Timecards allow you and your Carers to be more efficient. **Your Carers' Timecards automatically keeps track of their time.** When they travel for a visit or sign in and out for a visit, their Timecard **automatically records** of it all for you.

Cut down on paperwork with a **seamless workflow** from scheduling visits to approving and exporting timesheets.

Using the Carer's schedule, the Timecard **automatically calculates the hours worked** based on your Company's settings **including overtime and travel expenses.**

Communication is improved between you and the Carer with handy features like **notes, electronic notifications, and Timecard status.** Do you have a question about a Timecard? Your Carer is only a quick message away.

You can also export any Timecard into a CSV or PDF for HR for Payroll use.

Managing Timecards is **quick and easy to use.**

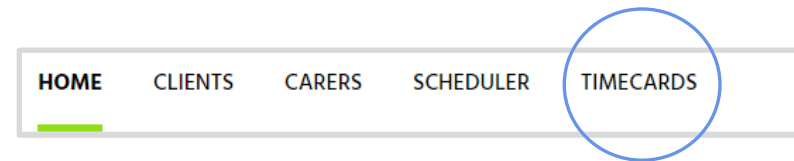
Timecards Save you Time

- ✓ Seamless Timecard Automation
- ✓ Paperless Submission
- ✓ Efficient Communication
- ✓ Electronic Notifications
- ✓ Export to CSV or PDF

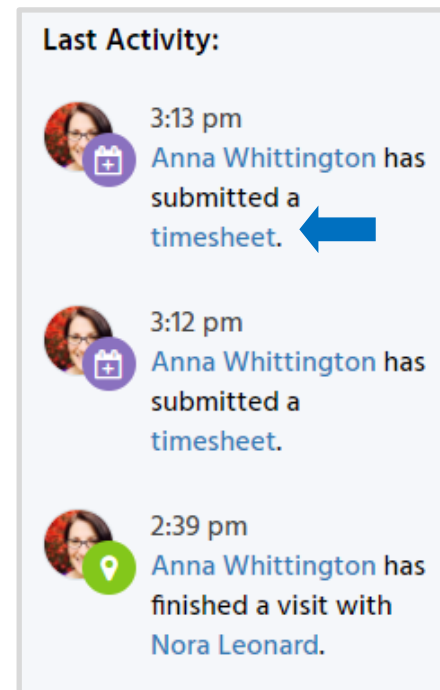
Find the Timecards Page

When a Carer has submitted a Timecard for Approval, you can access them in two ways

1. Navigate to the **Timecards Page** via your header



2. Click on the **Timesheet** link next to the notification in your **Last Activity feed**.



3 Managing Timecards

View Submitted Timecards

View Submitted Timecards

Under **Timecards**, you can browse previous Timecards or see which ones are **Waiting for Approval**.

To **Approve a Timecard**, click on one of the Timecards.




Timecards

WAITING FOR APPROVAL


Waiting for approval 2

Timecard: 8 May - 21 May, 2017



Anna Whittington



Timecard: 22 May - 4 Jun 2017  Anna Whittington

Export

Hours worked: **7 hours 0 minutes**

Expenses: **€0.00**

Total payment: **€77.00**

Date	Start Hour	End Hour	Total Hours	Pay	Travel	Travel Exp	Expenses	Total	
Mon, 22/05/17	08:00 am	12:00 pm	04:00	€44.00	0.0km	€0.00	€0.00	€44.00	
Tue, 23/05/17	08:00 am	11:00 am	03:00	€33.00	0.0km	€0.00	€0.00	€33.00	

Carers' Timecards

A Carer's Timecard gives an overview of:

- Date range
- Hours Worked
- Added Expenses like travel
- Total payment expected


Note: Timecard settings such as Pay Rates, Pay Frequency and Holiday Pay can be adjusted under the Payroll section in the Company Settings page. For more information see "How to Create a Company Account".

4 Managing Timecards

Edit a Shift



Edit a Shift

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


Edit an Existing Shift by clicking on  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**.

When finished, select **+Save**.

Date	Start Hour	End Hour	Total Hours	Pay	Travel	Travel Exp	Expenses	Total	
Mon, 22/05/17	08:00 am	12:00 pm	04:00	€44.00	0.0km	€0.00	€0.00	€44.00	
Tue, 23/05/17	08:00 am	11:00 am	03:00	€33.00	0.0km	€0.00	€0.00	€33.00	

Edit Shift:

Start Date: 

End Date: 

Start Time: : AM

End Time: : PM

Travel Expenses:

Other Expenses:

Travel Distance: km

Cancel

5 Managing Timecards

Add Overtime or Sick Pay



Add Overtime or Sick Pay

Add any compensation for **Overtime** or **Sick leave** to a Timecard. Under **Total**, type in the amount for either incurred during the timecard date range.

Note: The **Total** will update once you approve the timecard.

If you reject a Timecard, it will re-open for editing so the Carer can make the required changes, for example if a shift needs to be added. Once the Timecard has been submitted again and **Approved**, the Timecard **cannot** be edited.

Check the Notes

Carers may include **important notes** when submitting **their Timecards** which might necessitate a change to their timecard.

If the Carer needs to make a change?

Reject the Timecard and it will re-open for editing so the Carer can make the required changes. Once the Timecard has been submitted again and Approved, the Timecard **cannot** be edited.

Regular Pay	Weekend Pay	Overtime	Holiday Pay	Sick	Travel Exp	Expenses	Total
€77.00	€0.00	€ 0	€0.00	€ 0	€0.00	€0.00	€77.00

Note:
I had car trouble on Tuesday, so I used the client's car instead of my own to drive her to her appointments. Therefore no travel expenses were incurred.

Approve or Reject a Timecard

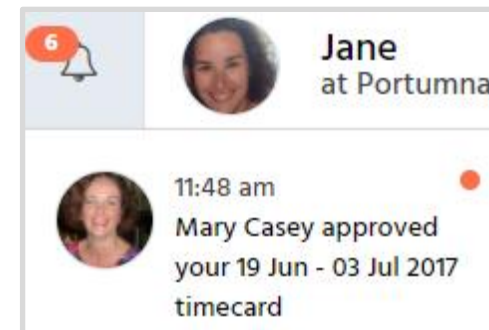
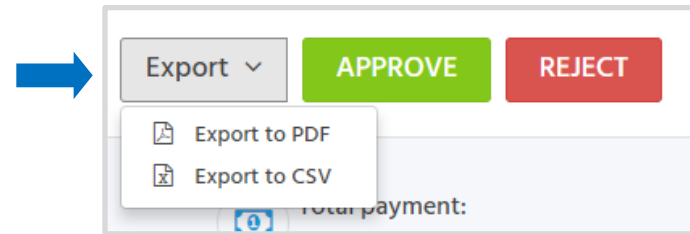
Simply **Select** either **Approve** or **Reject**.

Note: If you need to export a Timecard before approval or rejection, select **Export** and **choose the file format** from the dropdown. You **will also be able** to export files to PDF or CSV **after** a submission is approved.

Note: Rejecting the Timecard does not delete it. It will simply re-open for editing so the Carer can make the required changes.

Notifying the Carer about their Timecard

The **Carer will receive an alert** updating them on the status of their Timecard submission.



View Approved Timecards

View any Approved Timecards under the **History** section.

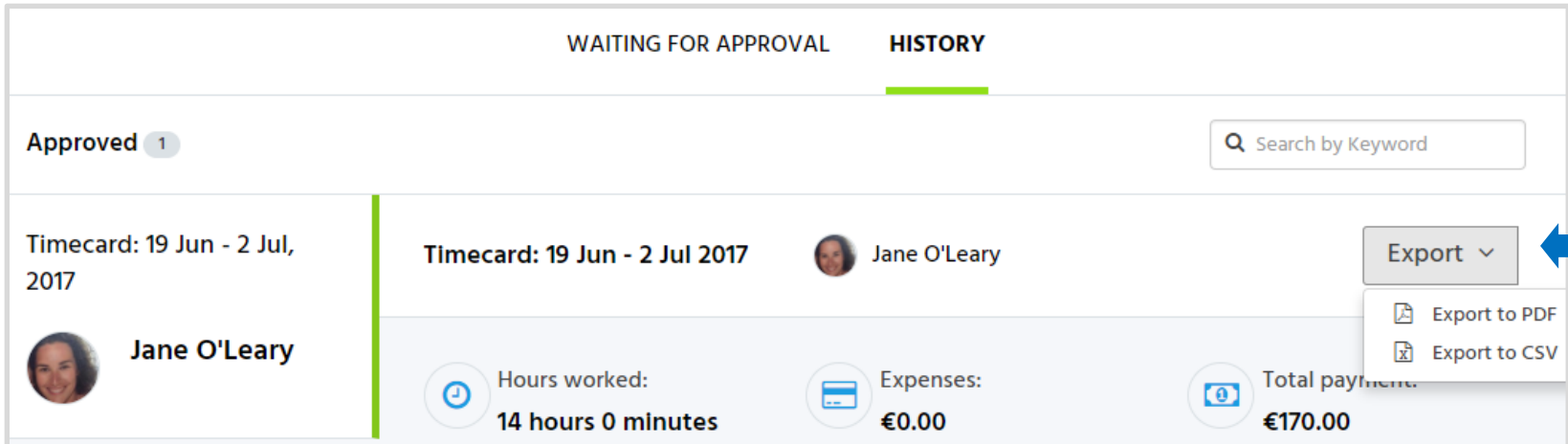
Search all Timecards by typing a Name into the search box or browse the list.

Export Timecards

It's easy to export Timecards to send to payroll.

Select a **Timecard** and **Export**. Choose the file format from the dropdown.

Tip: CSV is perfect for importing into Excel. PDF is great for maintaining records.



The screenshot displays the 'HISTORY' tab of a timecard management system. At the top, there are two tabs: 'WAITING FOR APPROVAL' and 'HISTORY', with 'HISTORY' being the active tab. Below the tabs, there is a section labeled 'Approved 1' with a search box 'Search by Keyword'. A blue arrow points to this section. Below the search box, a timecard entry is shown for 'Jane O'Leary' covering the period '19 Jun - 2 Jul, 2017'. The timecard details include 'Hours worked: 14 hours 0 minutes', 'Expenses: €0.00', and 'Total payment: €170.00'. A blue arrow points to the 'Export' dropdown menu, which is open, showing options for 'Export to PDF' and 'Export to CSV'.