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

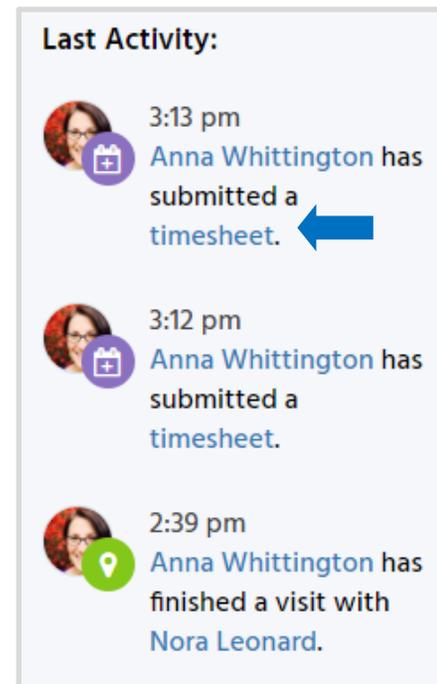✔ Electronic Notifications

✔ 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

| HOME | CLIENTS | CARERS | SCHEDULER | TIMECARDS |
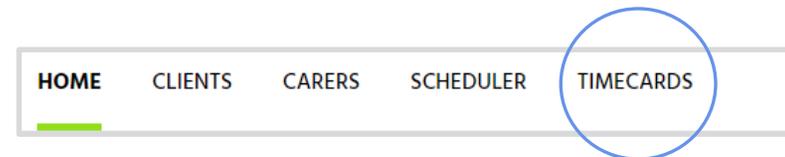
2. Click on the **Timesheet** link next to the notification in your **Last Activity feed**.

Last Activity:

3:13 pm
Anna Whittington has submitted a timesheet.

3:12 pm
Anna Whittington has submitted a timesheet.

2:39 pm
Anna Whittington has finished a visit with Nora Leonard.

CARE FOLK PRO

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 ˅	APPROVE	REJECT

	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".

Edit a 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.**

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:
19/06/2017

End Date:
19/06/2017

Start Time:
10 : 00 AM

End Time:
02 : 00 PM

Travel Expenses:
0

Other Expenses:
0

Travel Distance:
7.8 km

Cancel **+ SAVE**

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.

Total:

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**

ℹ️ **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.
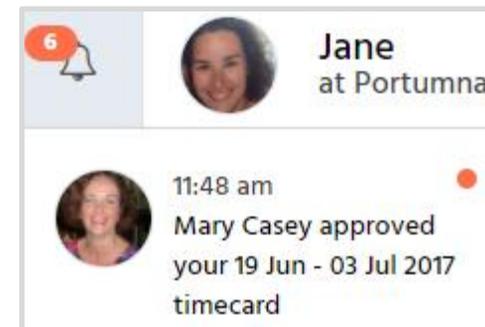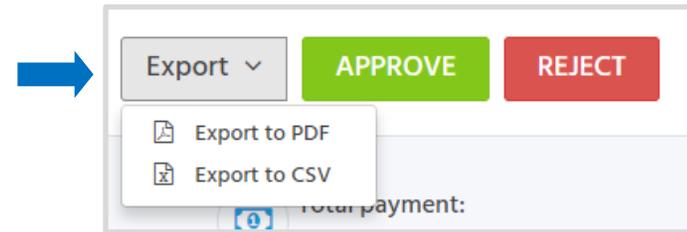
Approve or Reject a Timecard

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

Note: If you need to export a Timecard <u>before approval or rejection</u>, 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

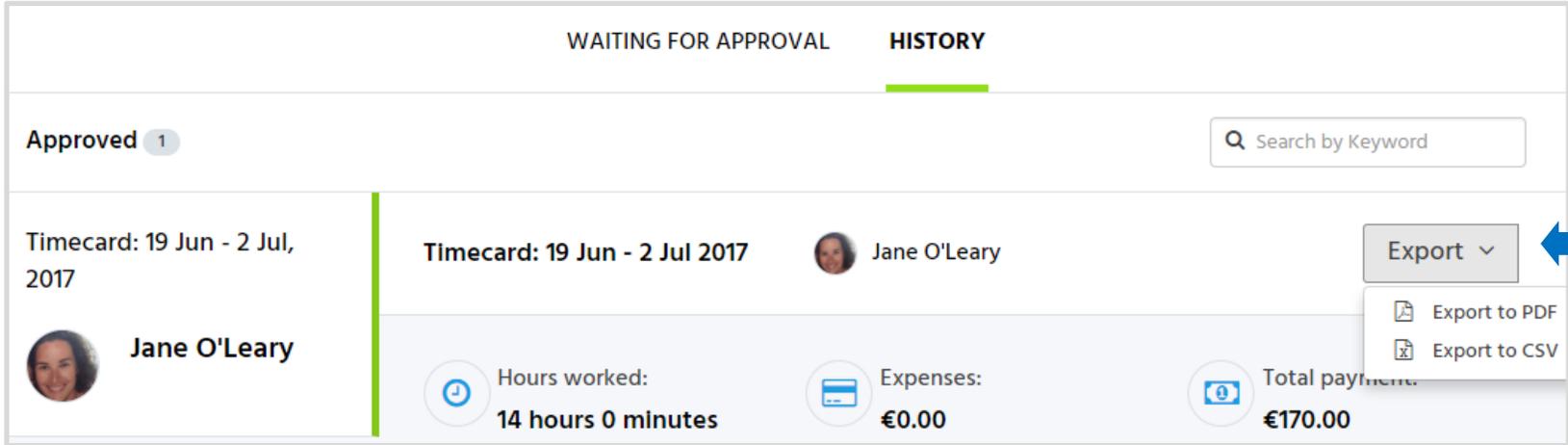View any Approved Timecards under the **History** section.

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.

	WAITING FOR APPROVAL	**HISTORY**	
Approved 1			Q Search by Keyword

Timecard: 19 Jun - 2 Jul, 2017	Timecard: 19 Jun - 2 Jul 2017	Jane O'Leary	Export ⌄
Jane O'Leary			📄 Export to PDF
			📄 Export to CSV

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