

# Home at Heart *Care*

JAMES 1:27

In-Home Personal Care & Homemaking

**Home at Heart Care presents:**



# eTimeCard

Client Automated Systems for Healthcare Enterprises

## Welcome to E-Timecards

Tap & send!

The easier way to submit time!

Made possible by our friends at Cashé'  
Software

(Take a look inside for E-Timecard Benefits)

The Home at Heart office staff have been working on the E-Timecards for a long time, and now they are ready.

You have the opportunity to save time and frustrations by using an easier way to submit caregiving time to H@HC.

You can say goodbye to:

Math Errors

Sending timesheets by fax

ShareFile

Extra trips to the H@HC Office

Mistakes to dates, time in and out, and signature dates

E-Timecard Benefits

My caregiving time is sent instantly to H@HC

E-timecard math is completed for me

Easy signatures on my smartphone

I don't need to worry about losing my timesheets

**What will I need to use E-timecards?**

- 1. An Online Electronic Device**
- 2. An E-Mail Address**


**How do I get started?**

**Contact the H@H Office and ask for E-timecards**

**H@H Office Staff will send you:**

- 1. The website Link, login, and password to get you started**
- 2. Instructional videos to help you every step of the way**

## E-timecard Frequently Asked Questions

- How does H@HC receive my time?
  - *As soon as you tap the  button on your phone, office staff can see the completed timesheet on their computers.*
- How do I get help when I need it?
  - *H@HC office staff are available to help with any questions you may have.*
- Can I continue to use paper timesheets?
  - *Yes, H@HC is not requiring E-timecards, but encouraging caregivers to learn how to use them.*
- Will my pay schedule change?
  - *No, your pay schedule will remain the same as it is with the paper timesheets.*
- How do my client and I sign the E-timecards?

PCA E-Signature

You will sign with your finger or stylus in a box that looks just like this!

save

Clear

Then tap the “save” button and the work is done!