


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!

For more info: (218) 776-3508 or (866) 810-9441



Home at Heart Care presents:



Welcome to E-Timecards

Tap & send!

The easier way to submit time!

Made possible by our friends at Cashe'
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

