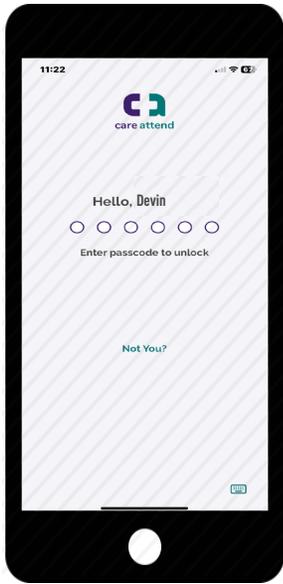


CareAttend: Submitting Sick Time

Submit Sick Time

A Caregiver is responsible for submitting sick time through the CareAttend app. These instructions are for the Caregiver. Participants do not need to approve sick time.



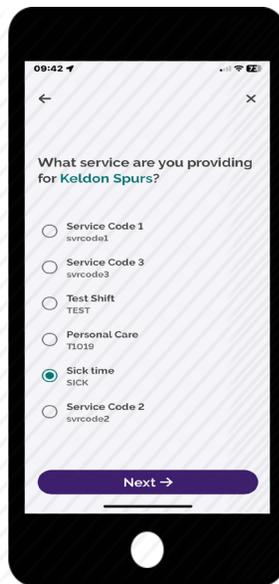
1

As the Caregiver, sign into the CareAttend App using your passcode on the unlock screen.



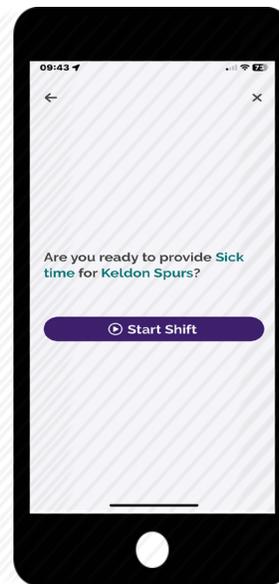
2

Select **"New Shift."** If you work with more than one Participant, you will need to select the Participant you normally provide services for on the day you were sick.



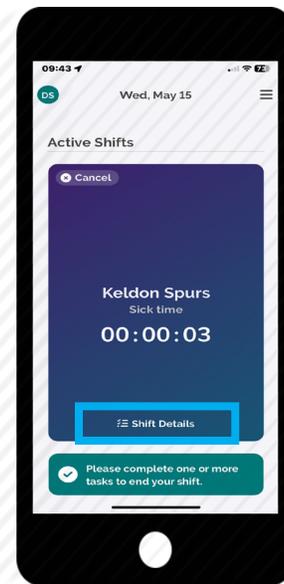
3

Select **"Sick Time"**, then select **"Next."**



4

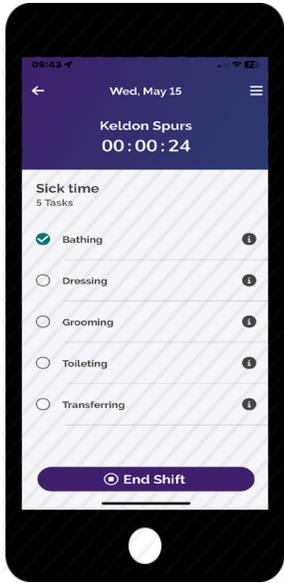
Select **"Start Shift."**



5

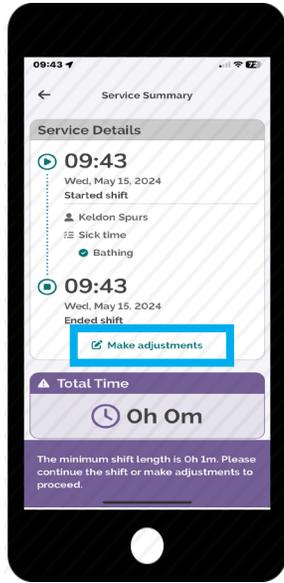
Select **"Shift Details."**

Submit Sick Time



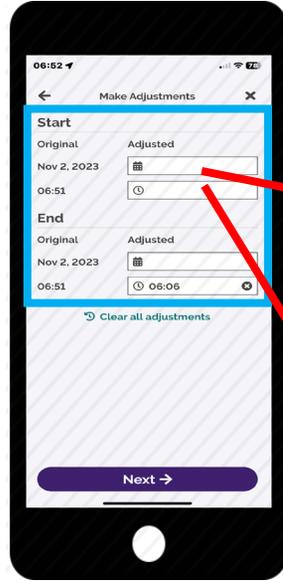
6

Select a task, then select **"End Shift."**
Choose the task that you would normally perform.



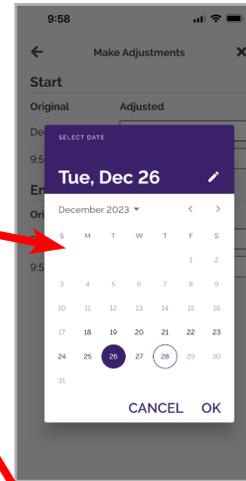
7

Select **"Make Adjustments."**

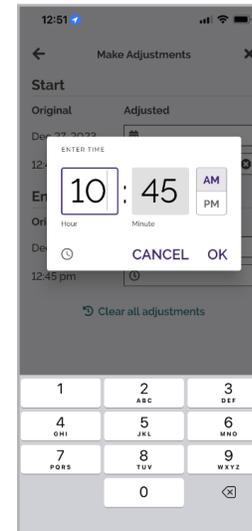


8

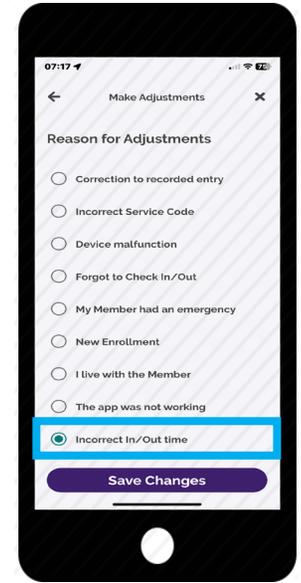
Use this screen to adjust Start and End dates and times to match the day you want to use Sick Time.
When you are finished select **"Next."**



Select the **date field** to choose a different date on the calendar.



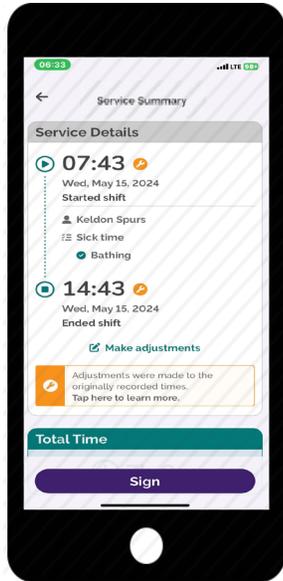
Select the **time field**, then double tap the hours/minutes field above the clock to type in a new clock in/out time.



9

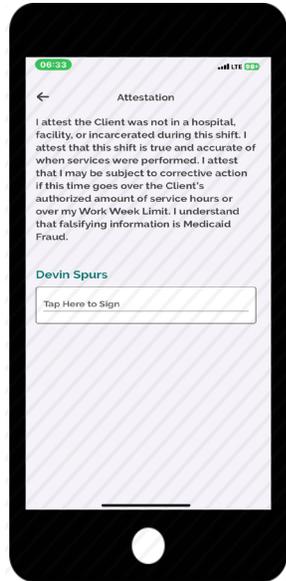
Select the **"Incorrect In/Out Time"** as the adjustment reason, then select **"Save Changes."**

Submit Sick Time



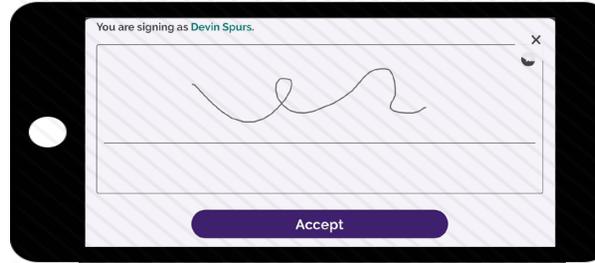
10

Review the Service Summary screen, then select **“Sign.”**



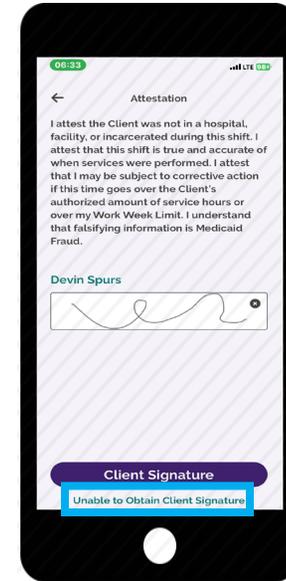
11

Tap inside the signature box and turn your device sideways.



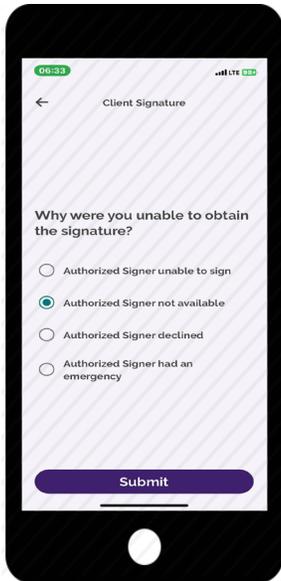
12

Use your finger or stylus to sign your name. Select **“Accept.”**



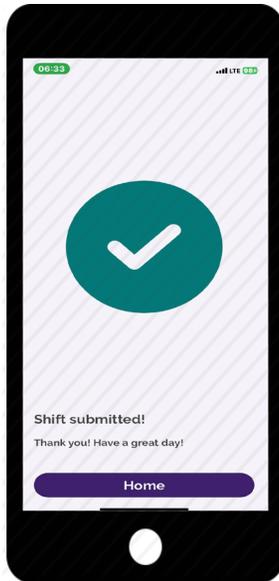
13

Client signature is not required for Sick Time. Select the **“Unable to Obtain Client Signature”** link below the Client Signature button.



14

Select **"Authorized Signer not available,"** then select **"Submit."**



15

The Sick Time has now been **submitted**. Select **Home** to start a new shift.