Employee ID: _____

Employees are required to maintain daily documentation for each loved one for whom they provide services. Time is entered via AdoreU's web portal, www.CareTime.com.

Clocking in and out of CareTime must be done using Loved-one's phone on file with management. Any changes must be reported immediately to management.

Employees should follow these steps to clock-in and out each work day:

Clocking in:

1. **Dial 314-310-7539**
2. **Enter four-digit employee code, "1234"**
3. **Verify your first and last name, "John Smith"**
4. **Punch in time will be verified and the call will end.**

Clocking out:

1. **Dial 314-310-7539**
2. **Enter four-digit employee code, "1234"**
3. **Verify your first and last name, "John Smith"**
4. **Answer questions regarding tasks completed during shift;**
    a. **1-YES**
    b. **2-NO**
    c. **3-CLIENT REFUSED**
5. **Punch out time will be verified, and the call will end.**

Employee time cards will be reviewed and approved each week, at a minimum, upon completion of last work shift. Time must be entered no later than Monday at midnight. Time entered late may result in a delay in pay.

Name: _____ Date: _____

Signature: _____ Employee #: _____