KanTime User Guide

Employee Web Portal

iLIFE

Choice. With Confidence.

Table of Contents

P.O. Box 80455 | Milwaukee, WI 53208 | Phone: 1-888-490-3966 | Fax: 1-414-918-8130
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What is the KanTime Employee portal?

The KanTime Employee portal makes it easy for Employees/Workers to:

- Enter timesheets
- Preview documents and authorizations
- See a list of employers/clients
- View previous timesheets
- Correct errors on timesheets

All of this is done through KanTime's simple, easy-to-use web portal.

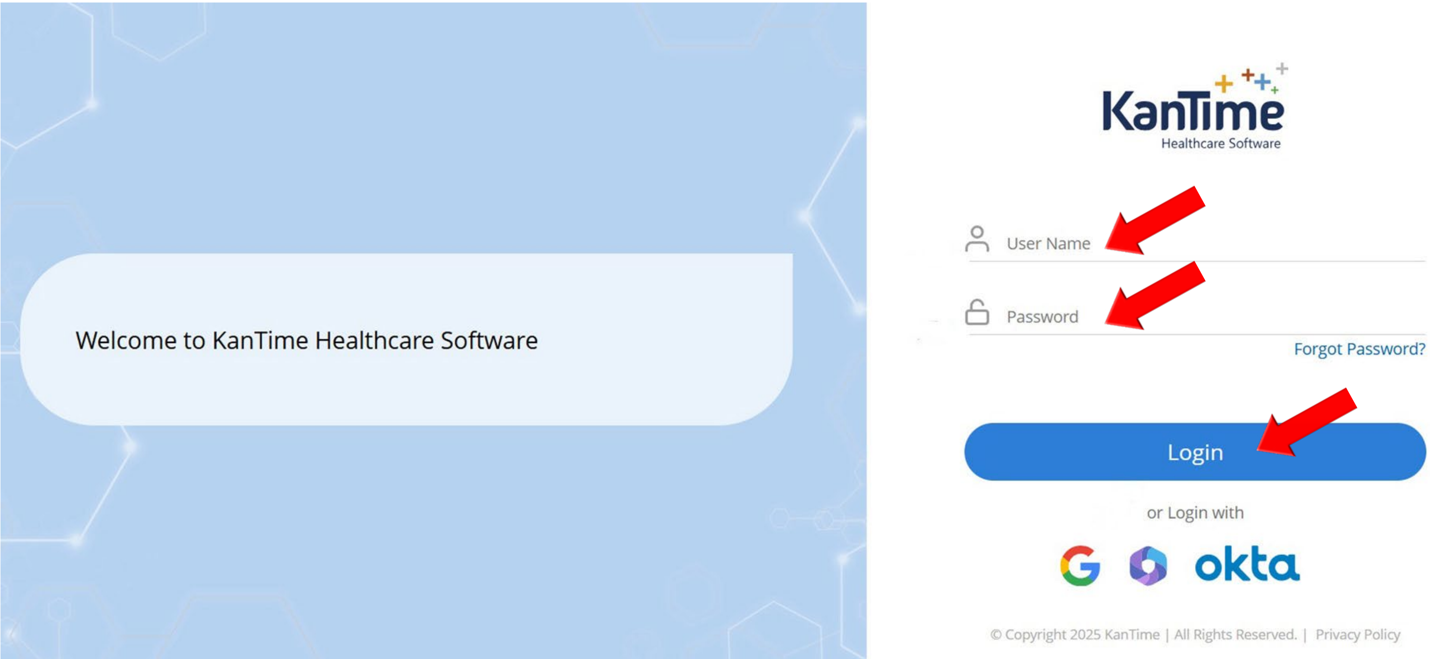
How do I access the KanTime Employee portal?

To access the KanTime Employee portal:

1. Open an internet browser on your computer or tablet and type https://kantimehealth.net in the search bar

2. Click Enter on your keyboard.

Logging In



3. Enter your username and password from iLIFE

4. Click **Login**.

If the login attempt fails, a failure message will appear, allowing the user to retry with the correct username and password.

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Logging In

On a successful first-time login, the system will redirect you to the Change Password screen.

5. Enter and confirm your new password, then click Change Password.

This will be the password you use to log in on the KanTime Portal and KMobile V2 App for future use.

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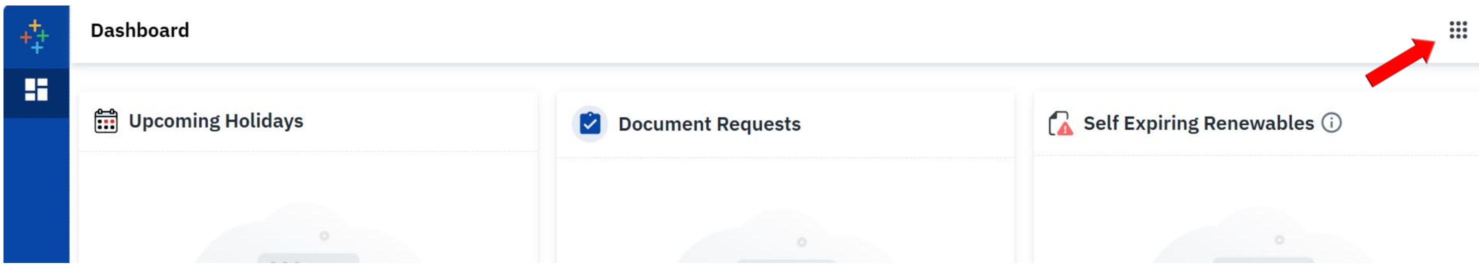
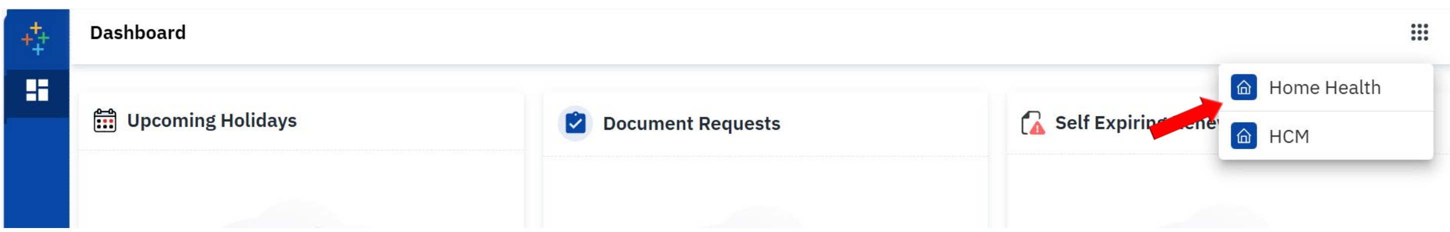
How to access the Employee Portal (Home Health home page)

Click on the icon to view the Product launcher. The product launcher will list the available KanTime Products.



1. Click on the Home Health option from the list to view and update Timesheets and Electronic Visit Verification (EVV) information.



2. This will take you to the Employee Portal, also known as the Home Health home page.

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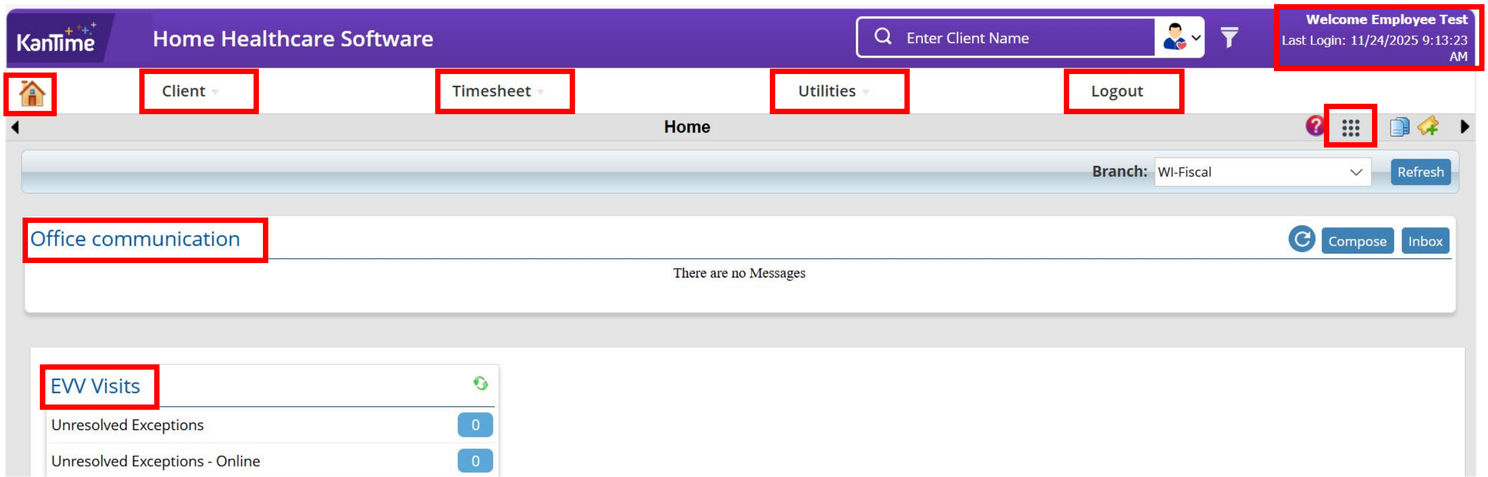
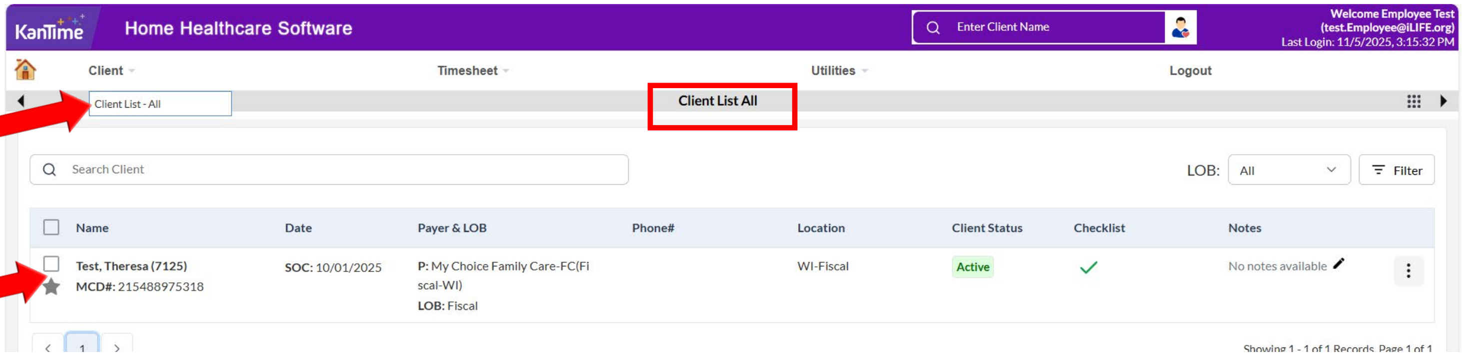
Home Page



The home screen provides the following options for the user:

- The symbol can be clicked anytime to take you back to the homepage.
- Client is used to view all your Employer(s).
- Timesheet allows you to enter timesheets and see all timesheets.
- Utilities is used to change your password, get KanTime support, access the knowledge base information, which has helpful videos and guides to answer your questions. You can also view office communication.
- Logout is used to securely logout of the KanTime web portal.
- On the right hand corner of the screen, the user can see the Login details such as, Logged in User Name and Date & Time of Last Login.
- Office Communication will show any messages or letters from iLIFE or Employers.
- EVV Visits is a visual aid for timesheets that need EVV updates or are completed.

Client Page

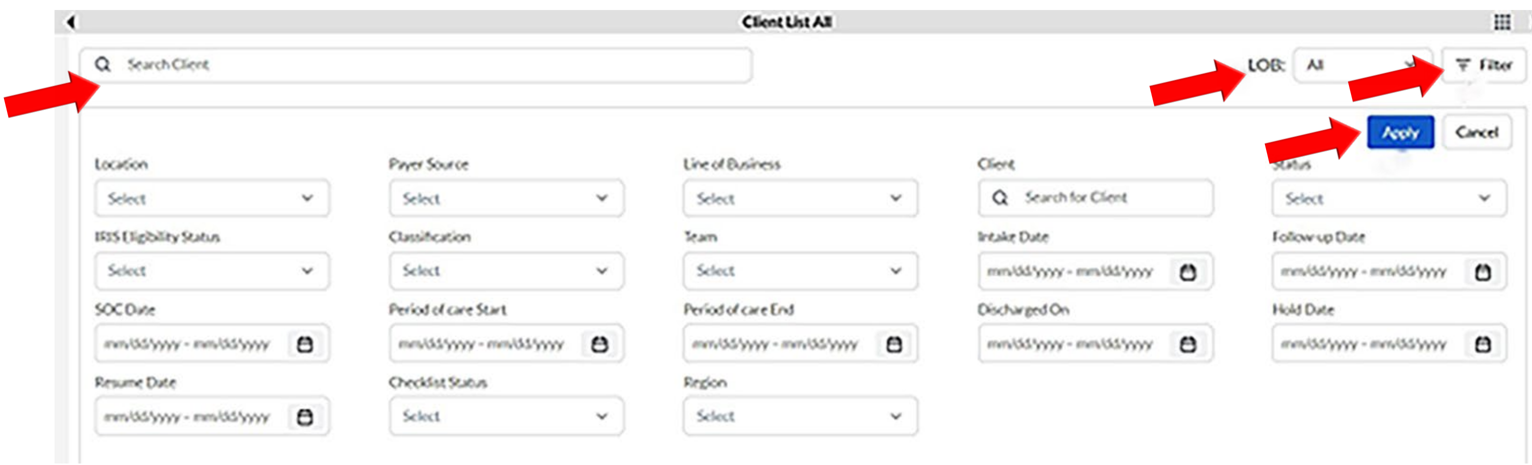


Under the Client module, the menu item Client List - All is available, which lists all the Employers that an Employee serves.

Client List - All

To access the Client (Employer) List, hover the mouse pointer over the Client module to list a sub-menu titled 'Client List - All'. Clicking on this menu will take the user to the screen shown below.

NOTE If the Employee has no associated Employers, this section will show no records.

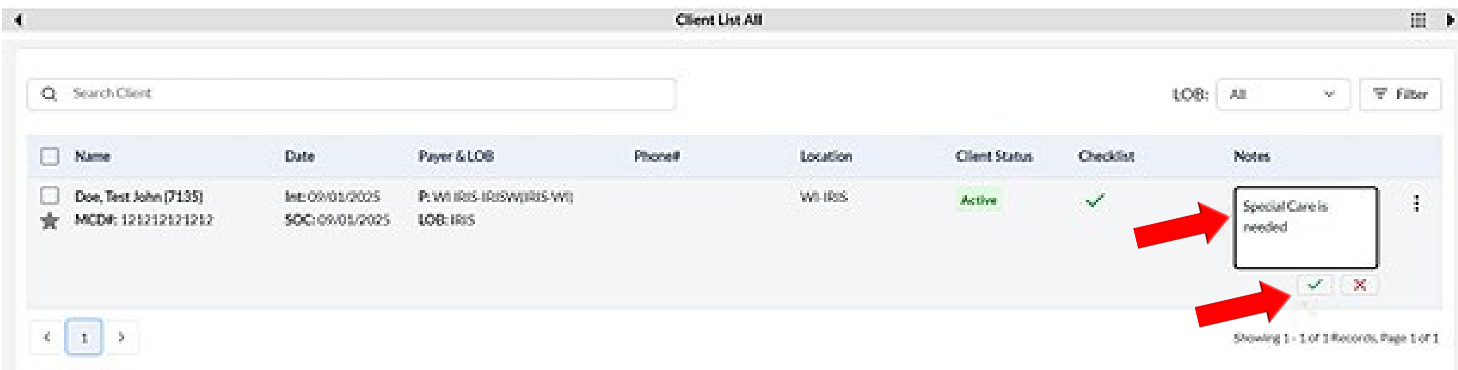


Tips and Tricks: If there are multiple Clients (Employers) associated with the Employee, then the user can use the filters: Search Filter, Line of Business (LOB) Filter where you pick the program you are associated with and Other Filters, to sort the records as needed.

Client Page

Under this screen, the user can perform the following actions:

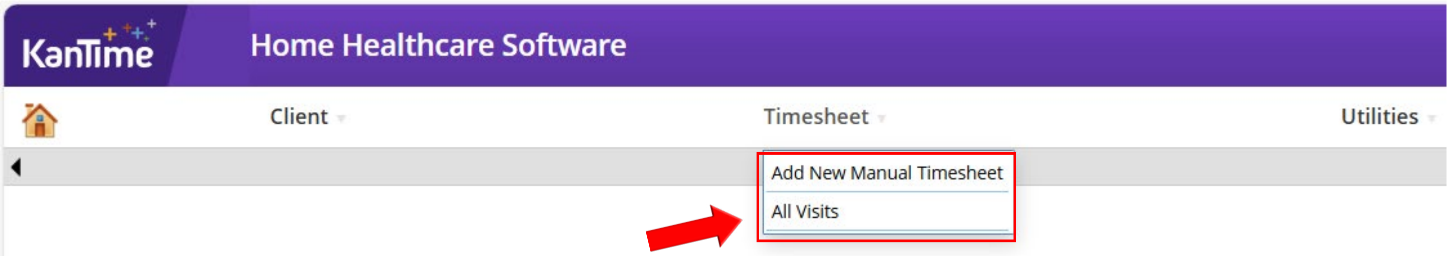
Highlight Client: The Employer can be highlighted by clicking the ★ icon. Once clicked, the icon will be change to ★ and the entire row showing the Employer details will be highlighted.



Add Notes: Any additional information for the Employer can be added in the Notes column. Click on the Edit Notes ✎ icon, enter the details and click on the green check mark to save the details.

> **NOTE** This field is not reviewed by iLIFE and is optional for Employees to complete if beneficial for keeping track of information

Add New Manual Timesheet



Under Timesheet module, two menu items will be accessible for the user.

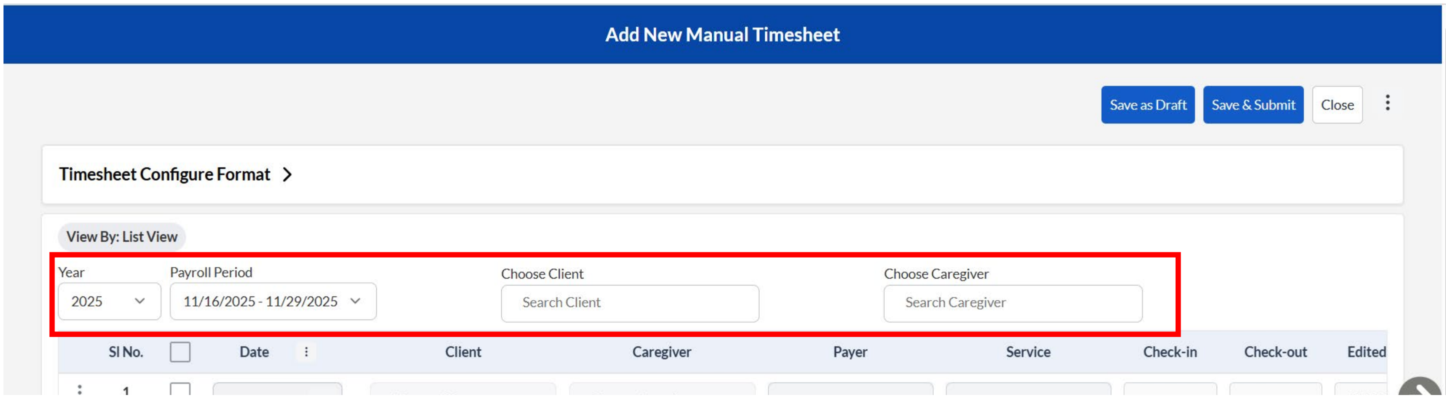
- Add Manual Timesheet - to manually add and submit timesheets.
- All Visits - will list all the timesheets you have already completed.

To Create a new manual timesheet

1. Click Add New Manual Timesheet

NOTE Adding manual timesheets in the web portal is not Electronic Visit Verification (EVV) compliant.

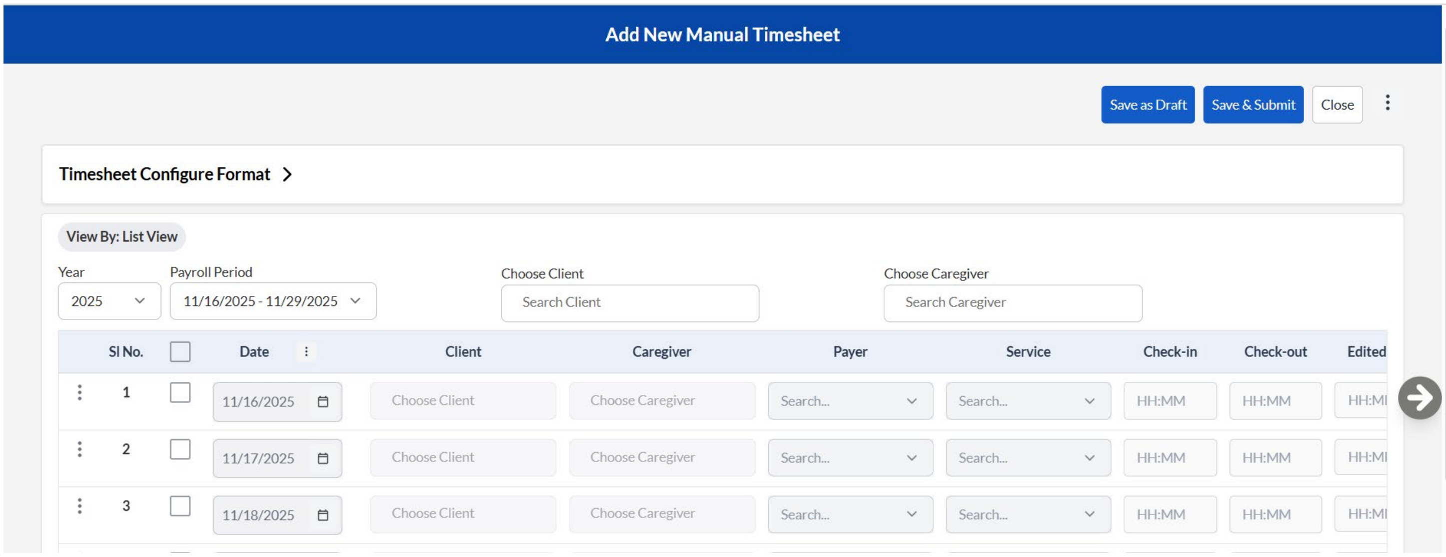
NOTE If you use a FOB device, please use the [FOB-Device Website User Guide.]()



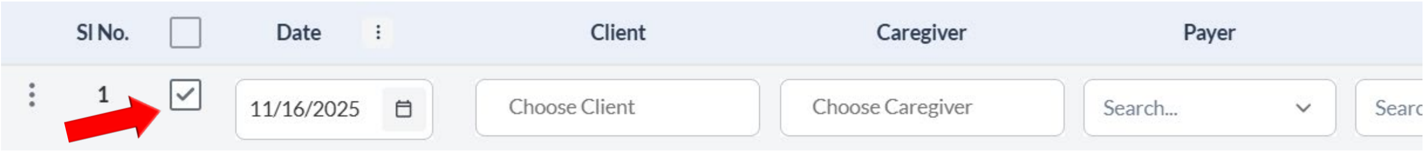
2. Choose a year and pay period in the drop down buttons (if you need a different time period.)

Helpful Hint:
If the hours you are entering for the timesheet are for the same Client/Employer, click the Search Client button and choose the Employer. This will auto fill all of the fields with the Employer's name.
You can do the same for the Choose Caregiver button by clicking Search Caregiver and select your name. This will auto fill all of the fields with the Employee's name.

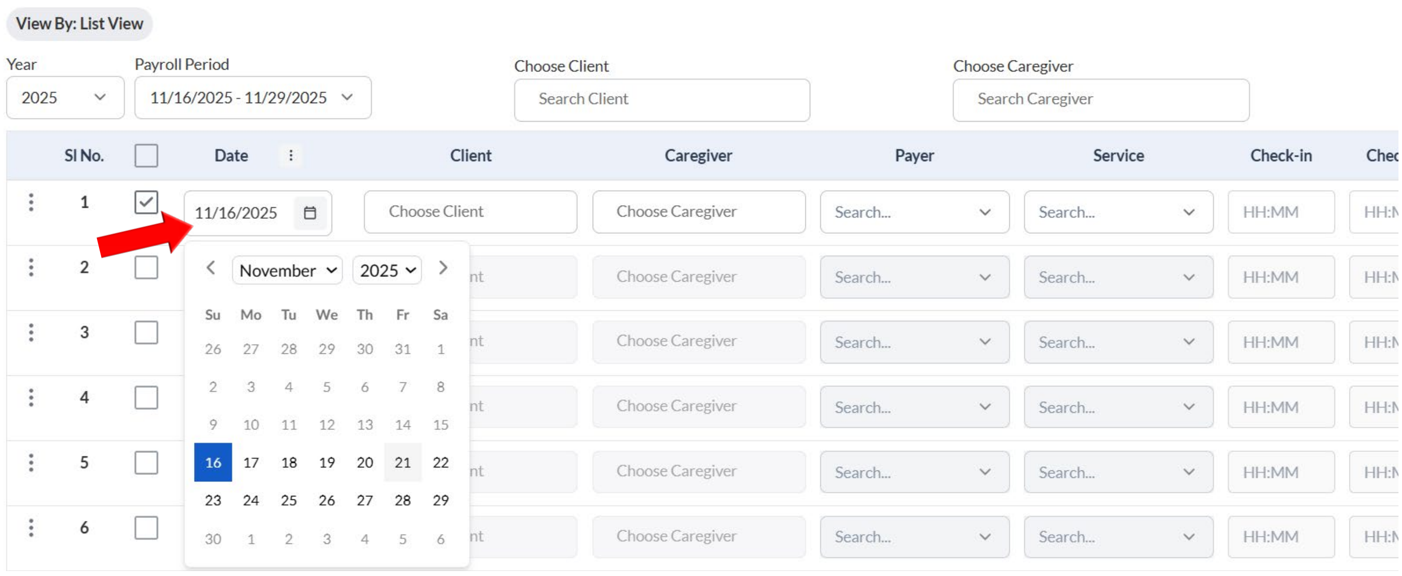
Add New Manual Timesheet



To add a shift, or punch in and punch out, to the timesheet for the selected pay period:
1. Click the **block** of the first row to enter the timesheet information for the first shift.

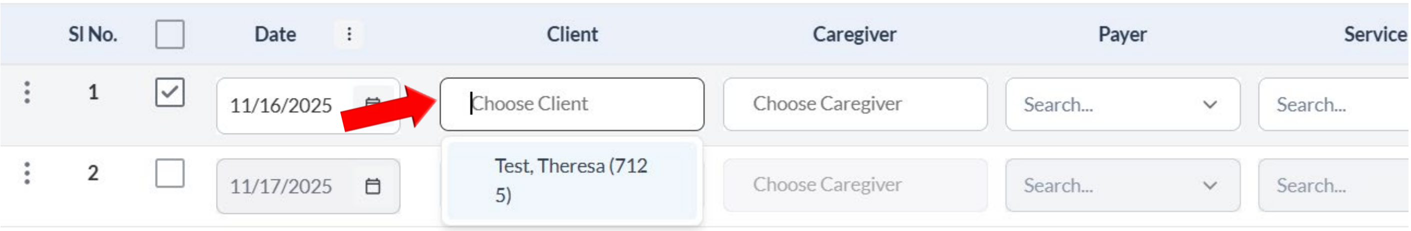


2. Click on the **Date** box for that line. A calendar will pop up so you can choose the date of the visit. Click on the date and it will fill in the box.



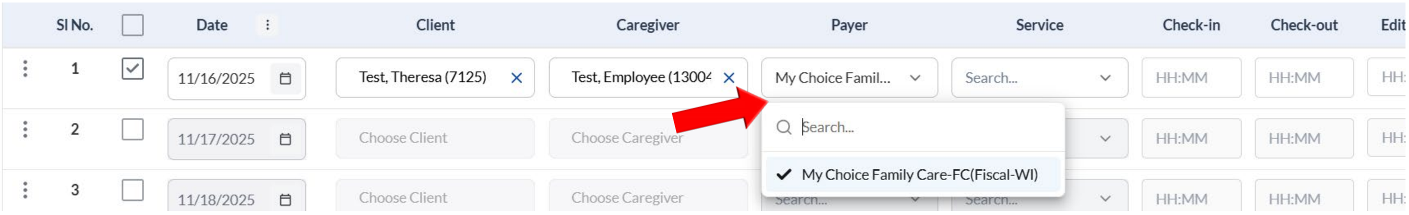
Add New Manual Timesheet

3. Click the Choose Client button and select the Employer (if it is not filled in).



4. Click the Choose Caregiver button and select your name (if it is not filled in).

5. Click the Search button under Payer to select the program (if it is not filled in).



6. Next, Choose the service code by clicking the Search button under Service.

- When you need to move the Timesheet screen from left to right click the  button on the screen.
- When you need to move the Timesheet screen from right to left click the  button on the screen.

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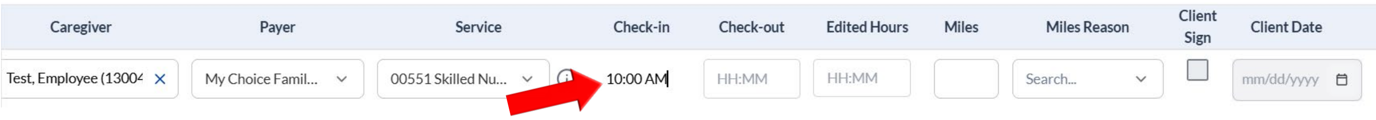
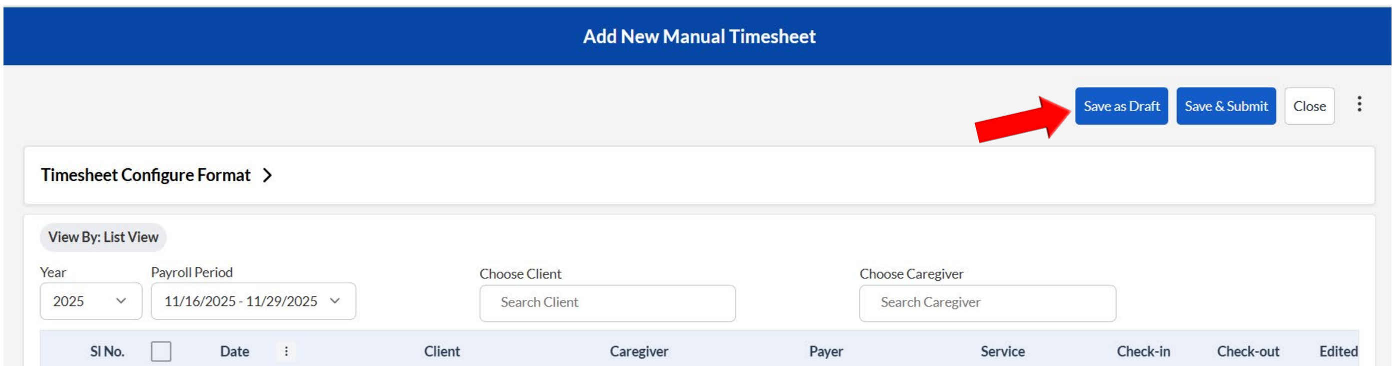
Add New Manual Timesheet

7. Next, type in your start time in the Check-in box. You will need to add AM or PM depending on the time of your shift.

- Please note that midnight is 12AM and noon is 12PM.

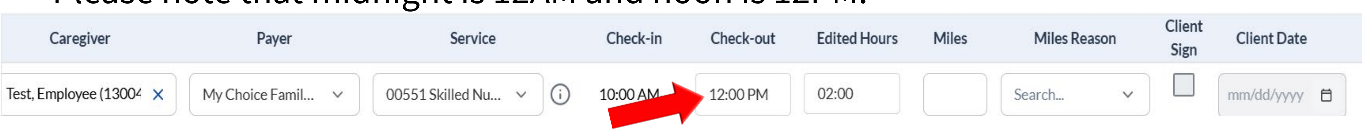


- After entering the Check-in time, you can either click Save as Draft and enter your Check-out time after your shift. Or you can continue to fill out the timesheet.

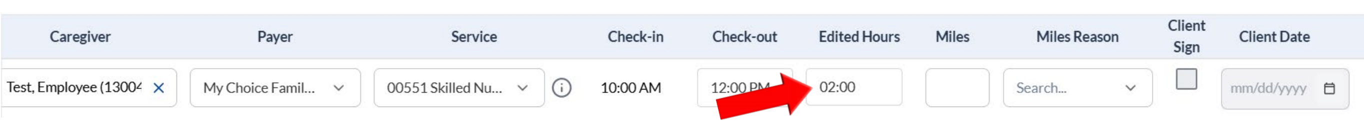


8. Next, type in your end time in the Check-out box. You will need to add AM or PM depending on the time of your shift.

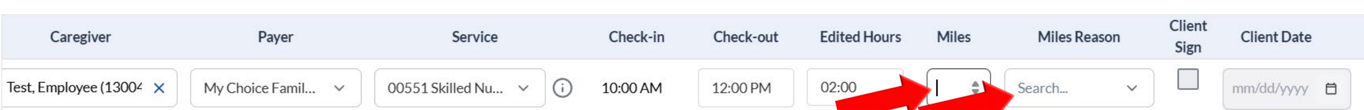
- Please note that midnight is 12AM and noon is 12PM.



9. The Edited Hours box will auto calculate after you have put your check-in and check-out times in.



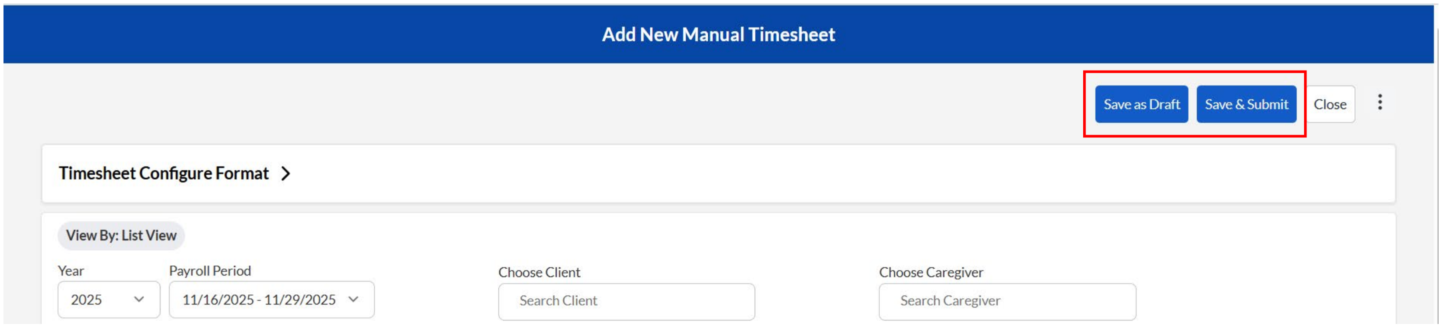
10. If you are authorized for transportation and have miles that you need to report, fill in the number of miles and then the reason for the miles.



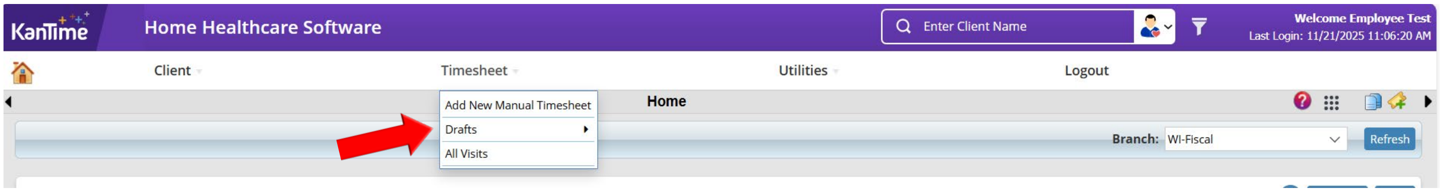
- Please note you will not be able to click Client Sign or Client Date because it is a manual entry timesheet. You will send the timesheet for client signature in a later step.

Add New Manual Timesheet

11. After entering all the details, the user can either Save as Draft to review later or Save & Submit to complete and submit the timesheet for client approval and signature.



- If you click Save as Draft you will find the saved timesheet on the home page under Timesheet and then click draft.
- If you click Save & Submit you will find the saved timesheet on the home page under Timesheet and then click All Visits.



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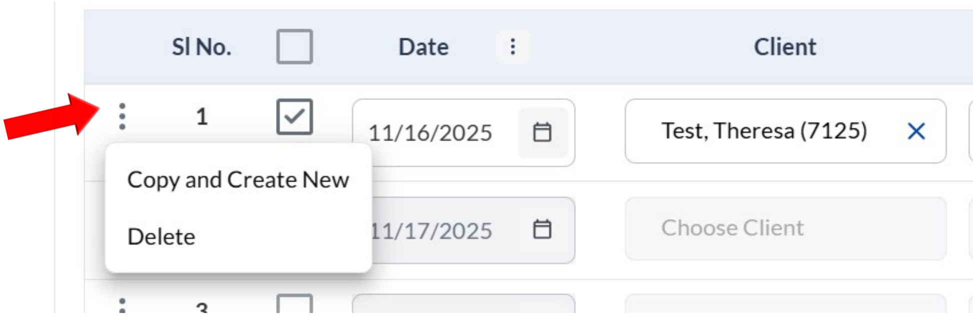
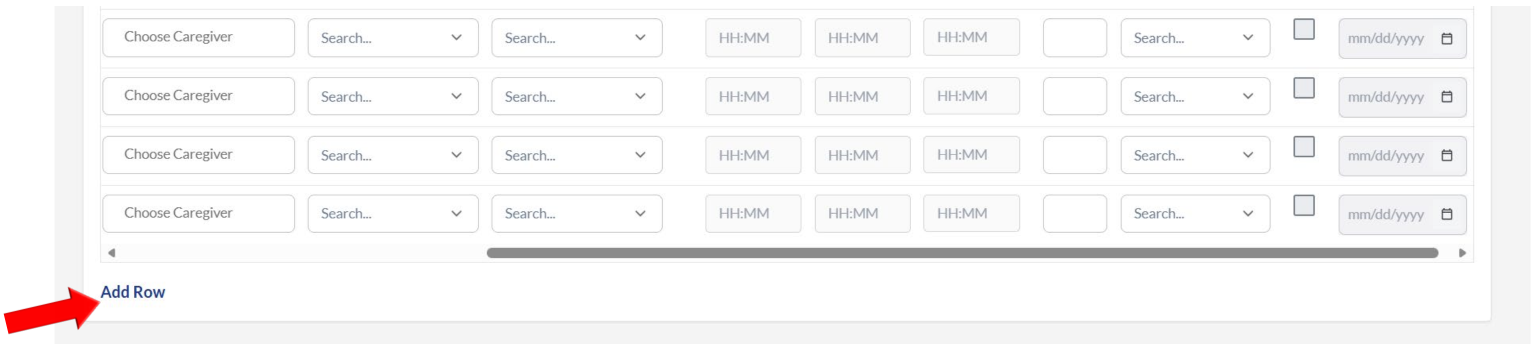
Manual Timesheet - Tips and Tricks



When you click on the three dot icon ⋮ next to the line number you will be able to:

- Copy and Create New: Use this to create another timesheet line with the same information as the line you are copying. This will add a new line to your timesheet
- Delete: Use this option to delete the manual timesheet record.

- To add more rows to your timesheet, click Add Row and it will add a new rows at the bottom of the current timesheet.



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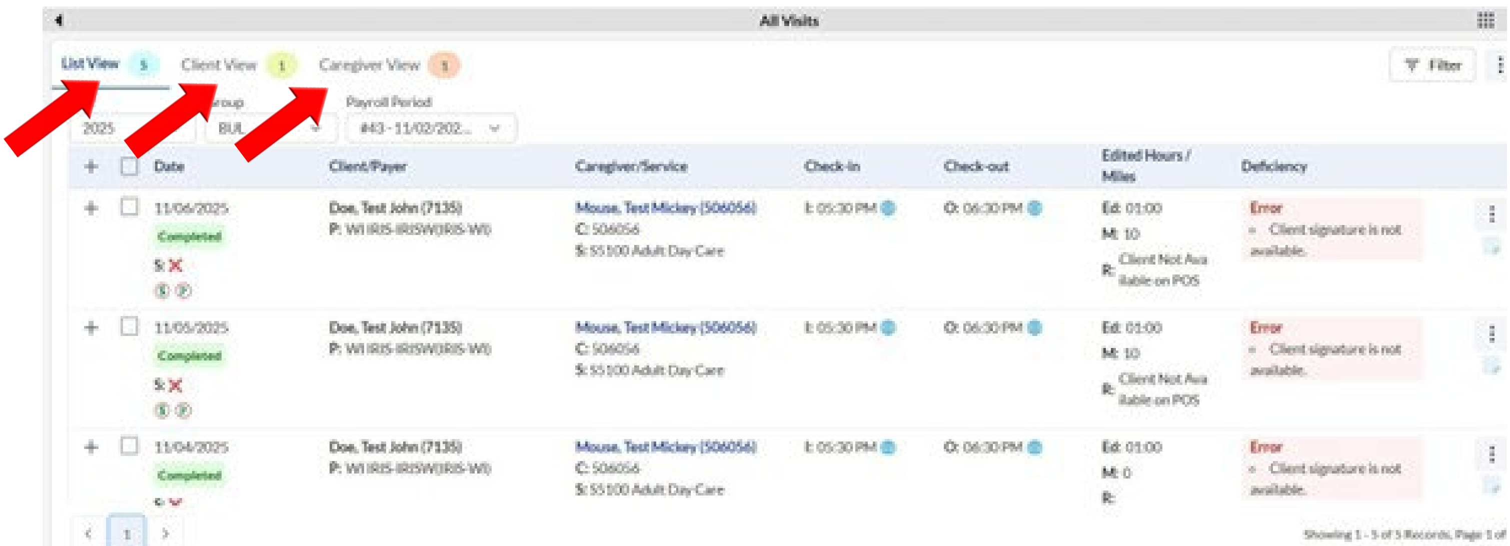
Reviewing Time Reported in the All Visits

The ‘All Visits’ screen shows all timesheet entries, also known as visits. It displays every timesheet that has been added using Import Timesheet or using Add New Manual Timesheet option.

If there are no Timesheets, the screen will display a message indicating ‘no records to display,’ along with an option to ‘Reload data’ to refresh the screen.



Visit Record Tabs

The All Visits screen has three Visit Record tabs. They are:

- List View: This tab displays a list of all Timesheets available. The number next to the tab name shows the number of Timesheets.
- Client View: This tab displays a list of all Timesheets that are available for the selected Employer. The number next to the tab name shows the number of Employers.
- Caregiver View: This tab displays a list of all Timesheets that are available for the selected Employee. The number next to the tab name shows the number of Employees.

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Reviewing Time Reported in the All Visits

Actions that can be performed from three dot menu ⋮ in the upper right hand corner. You must first click the box(s) on the right side of the screen to apply these actions to the selected timesheet lines.

Here is a brief summary of those options, followed by a detailed steps if you need to use them

- Undo Cancel Visit: If you accidentally canceled a timesheet, choose this to get the timesheet to reappear.
- Refresh Validations: Click this option if you are having issues submitting the timesheet. When the option is clicked, the Refresh Validations pop-up appears where the number of records is shown. Click the 'Validate Now' to find the error in the timesheet.
- Manage Miles & Reason: Clicking this will open the 'Manage Miles & Reason' pop-up window, where you can add or change Miles and provide a Reason or remove the already added reason. Once updated, click on Save to save the changes.
- Add Reason Codes: Is not available for this program
- Add Exception Codes: Is not available for this program
- Add Action Codes: Is not available for this program

Reviewing Time Reported in the All Visits

To make correction on one timesheet line click the three dot menu ⋮ on the right side of each line. The options below are available In the drop down window and will be explained on the following pages:

- Edit Visits - Click to edit the information on a visit that has been logged
- EVV Code - Click to update the EVV information
- Refresh Validation - see page 19
- Manage Miles & Reason - see page 20

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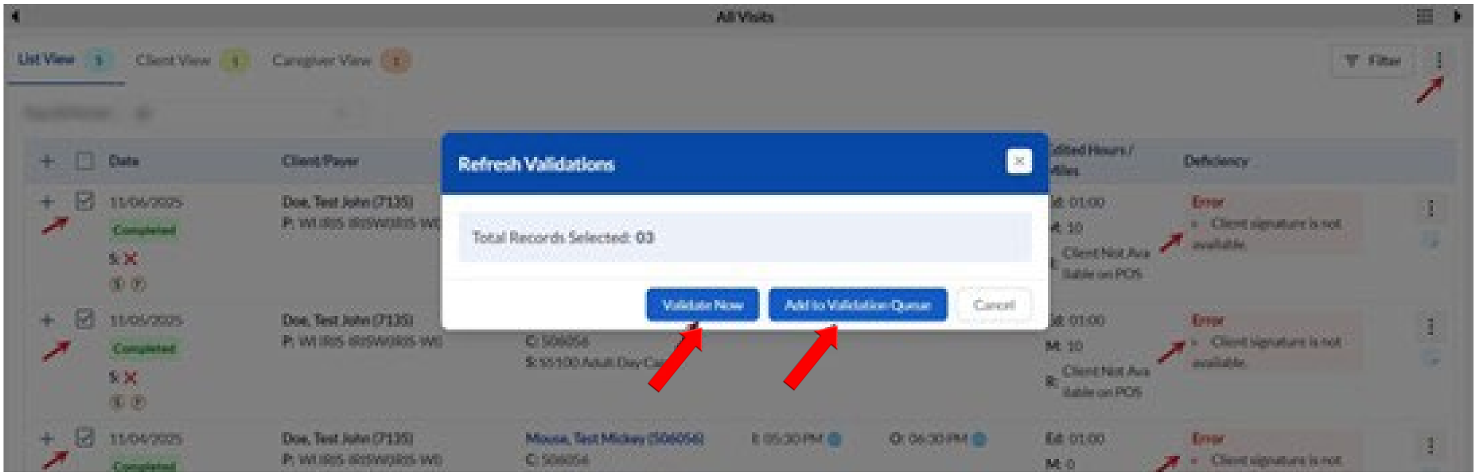
Refresh Validations

How to Refresh Validations?

1. If you are having issues submitting a timesheet, click Refresh Validations and a pop-up appears, where the number of timesheets that need validating is shown.
2. Click the Validate Now to resolve the errors in a timesheet



3. After the timesheet is validated, the will change to if the issue is resolved. If there is still an error, the issue will be listed under Deficiency

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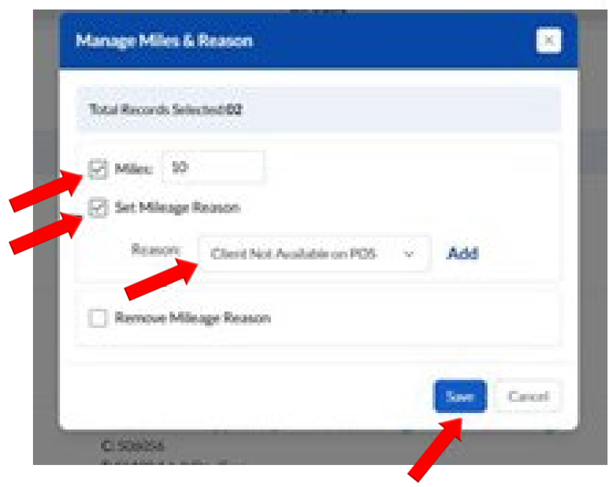
Manage Miles & Reason

The steps to update Miles & Reason are explained below:

1. Select the Timesheet or Visit record(s) by clicking the checkbox provided against it on the left side
2. Click the three dot menu ⋮ on the top right corner

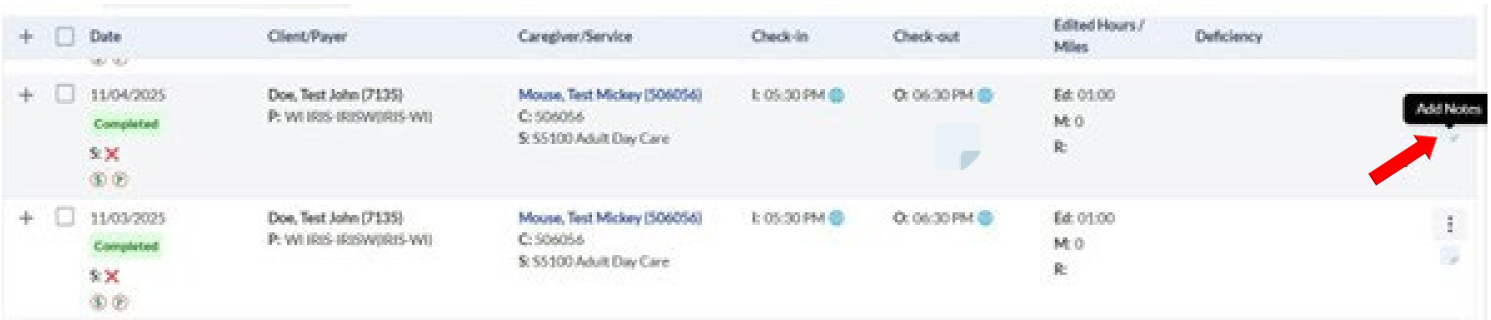
3. Click Manage Miles - This will open the 'Manage Miles & Reason' pop-up, where you can enter or change Miles and provide a Reason or remove the already added reason.
4. Once updated, click on Save to save the changes.



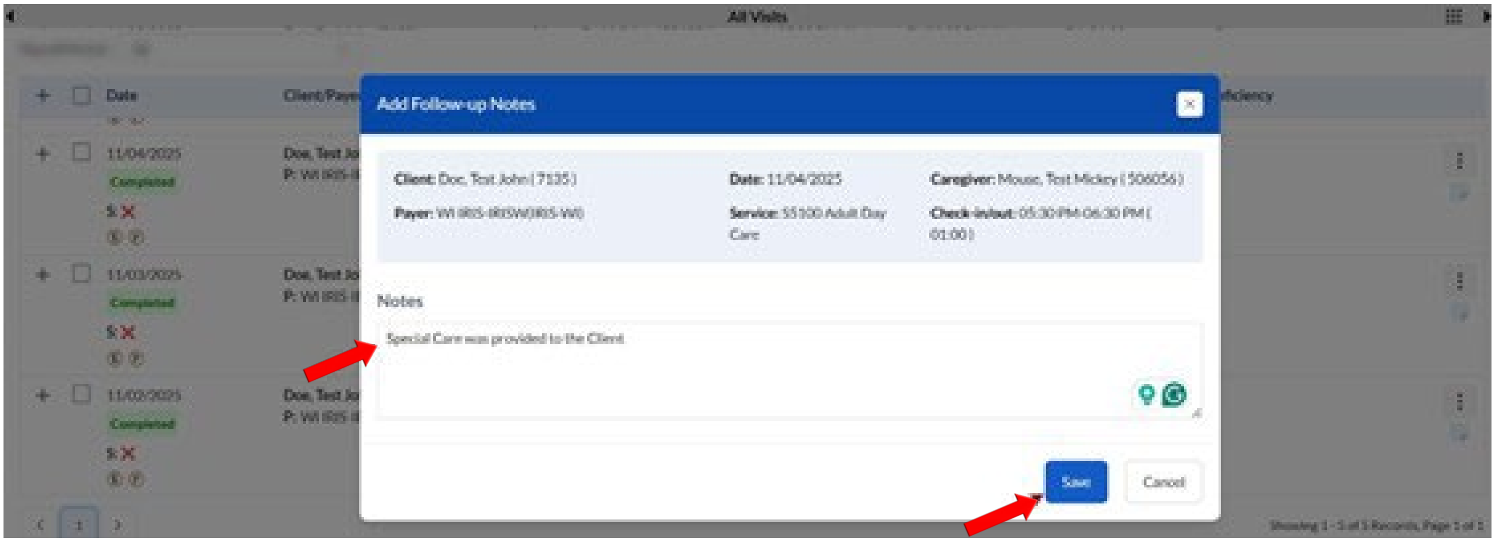
The updated Miles and Reason will be shown under the Edited Hours/Miles column as shown below:

How to Add Notes for a Timesheet

The Notes icon is available for each Timesheet record. The user can add notes to a Timesheet record by clicking on the Notes icon.



1. Click on the icon on the right side of the timesheet record, which will open the Add Notes pop-up.
2. Add notes in the Notes field
3. Click on the Save Button



The added notes will be displayed for the respective Employer in the Employer profile.

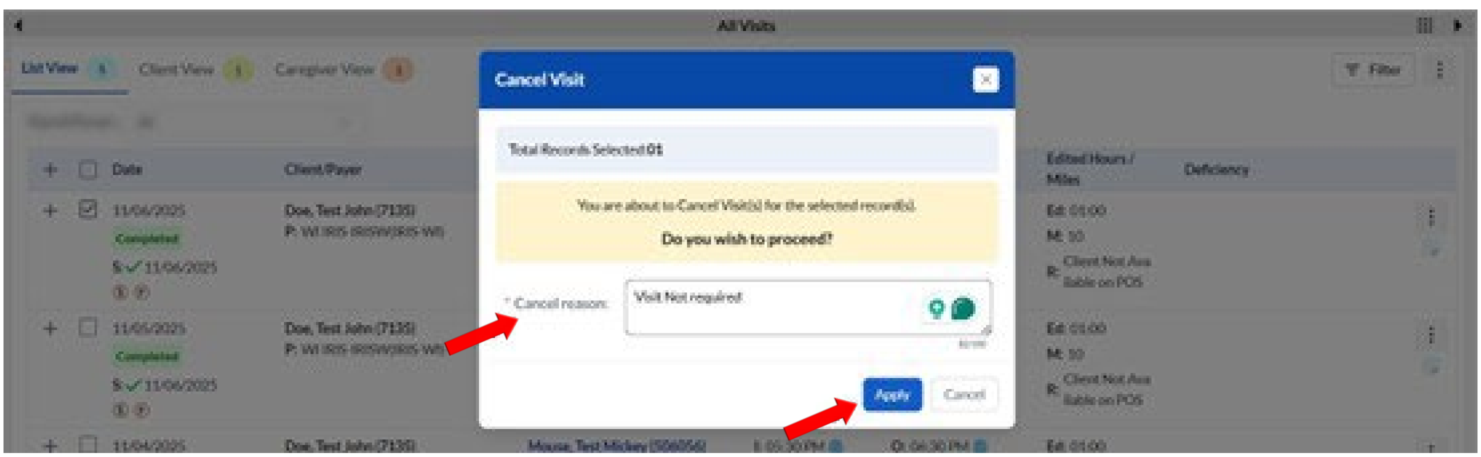
NOTE iLIFE does not review notes. It is optional for the Employee to complete if beneficial for keeping track of information.

How to Cancel a Timesheet

Use the Cancel Visit option to cancel a timesheet if submitted in error.

1. Click the checkbox provided against it on the left side
2. Then click on the three dot menu ⋮ on the top right corner.
3. Select Cancel to cancel the timesheet.

4. This will open the Cancel Visit pop-up, where you can type in the reason for the cancellation and click on the Apply button.



5. The visit will be canceled, and the timesheet status will be changed to Canceled.

NOTE The Visit status must be in Completed status to proceed with canceling the visit.

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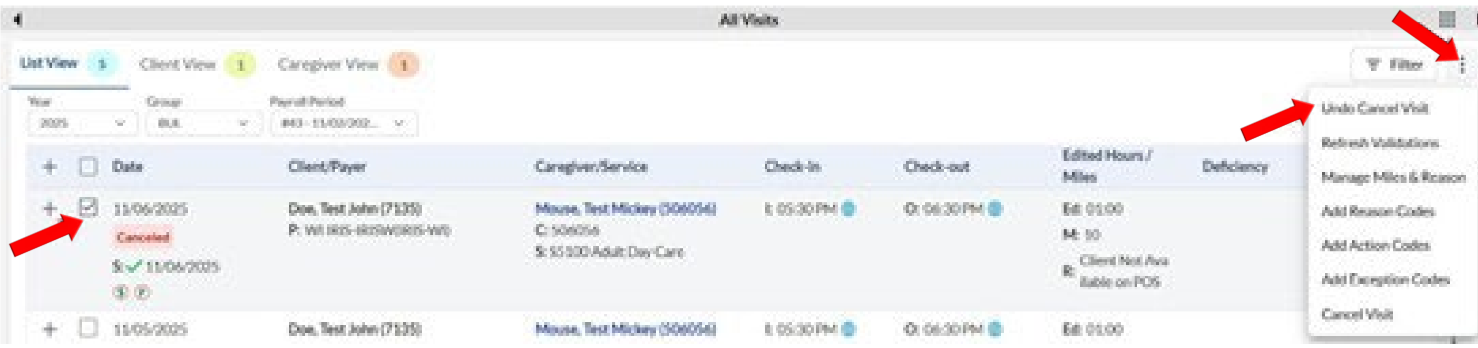
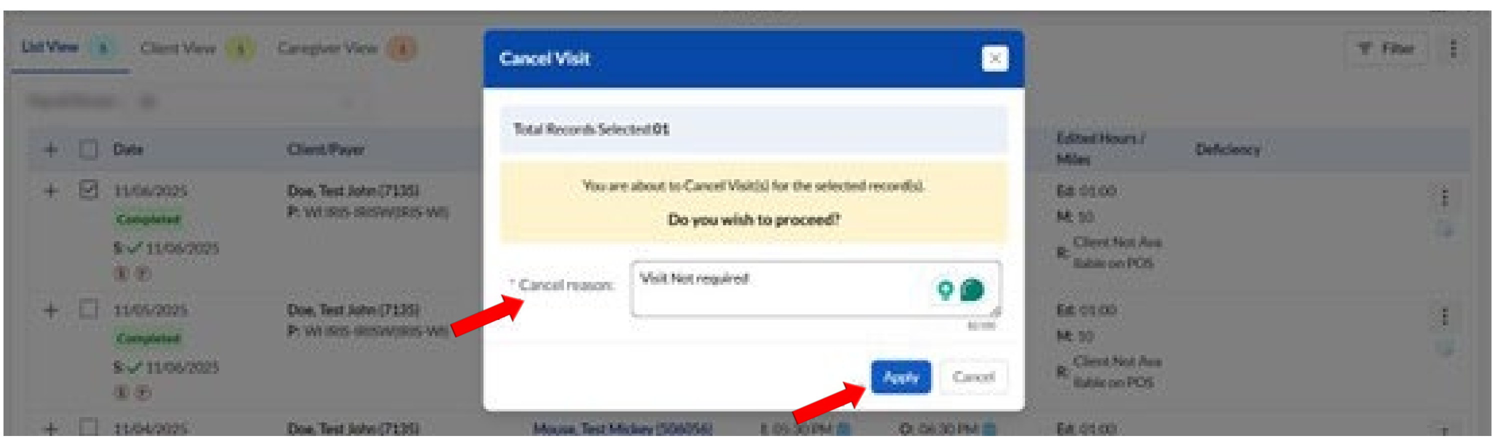
How to Undo a Canceled Timesheet

To use the ‘Undo Cancel Visit’ option, if you accidentally deleted a timesheet through the Cancel Visit steps.

1. Select the Timesheet or Visits record by clicking the checkbox provided against it on the left side.
2. Then click on the three dot menu ⋮ on the right corner and click Undo Canceled Visit.

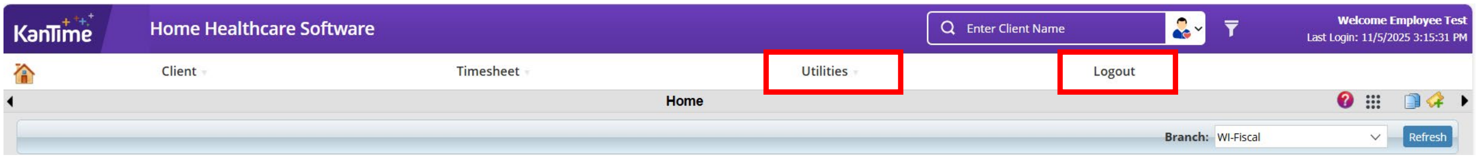


3. This will open the Undo canceled Visit screen, then the click on the Apply button to undo the deleted timesheet.



4. When the Undo Cancel Action is complete, the line will then say read Completed.

Utilities



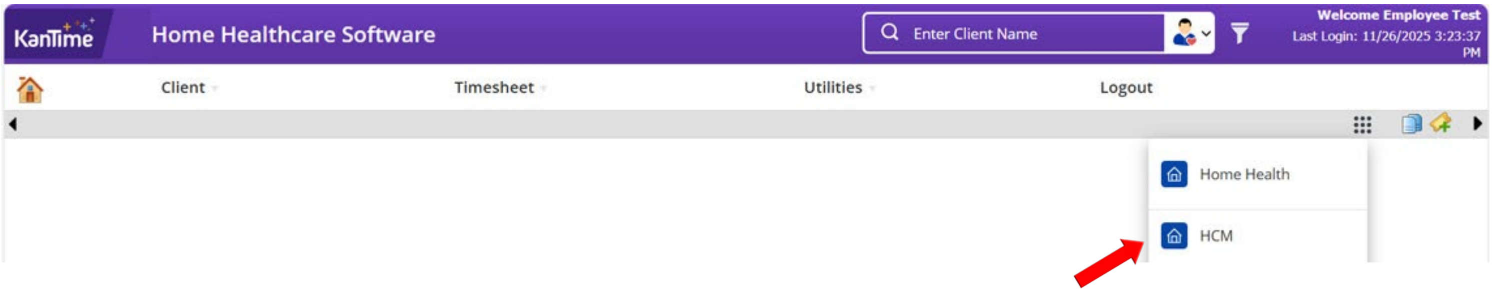
The Utilities tab helps the employee manage their personal account settings and access useful support resources within KanTime. It includes the following options:

- Change Password: Allows the employee to change their current password for security purposes.
- KanTime Support: Provides the contact details and options to reach out to the KanTime Support Team for any help or technical issues or help.
- Knowledge Base: Gives the employee access to the KanTime Knowledge Base, where they can find helpful articles, guides, and FAQs about using the system.
- Office Communication: Opens the Office Communication section, which includes the Inbox and Outbox for sending and receiving internal messages within the agency.
- Logout The Logout option allows the employee to safely exit the KanTime system once their work is completed. It is important to log out after each session to protect personal and agency data.

Human Capital Management (HCM)

How to access HCM from Homehealth Product. This page is used to update user information, see upcoming holdays, document requests and expiring items.

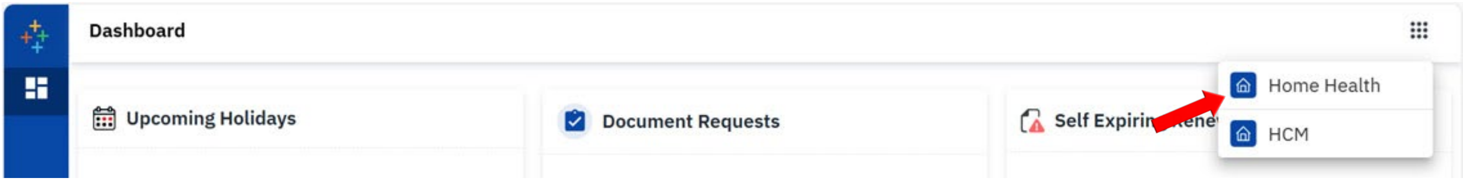
1. Click on the icon to view the Product launcher. The product launcher will list the available KanTime Products.



2. Select the HCM option from the list to open the HCM product.
3. The following HCM product screen will be displayed.

How to switch back to Home Health?

Click on the icon and click Home Health



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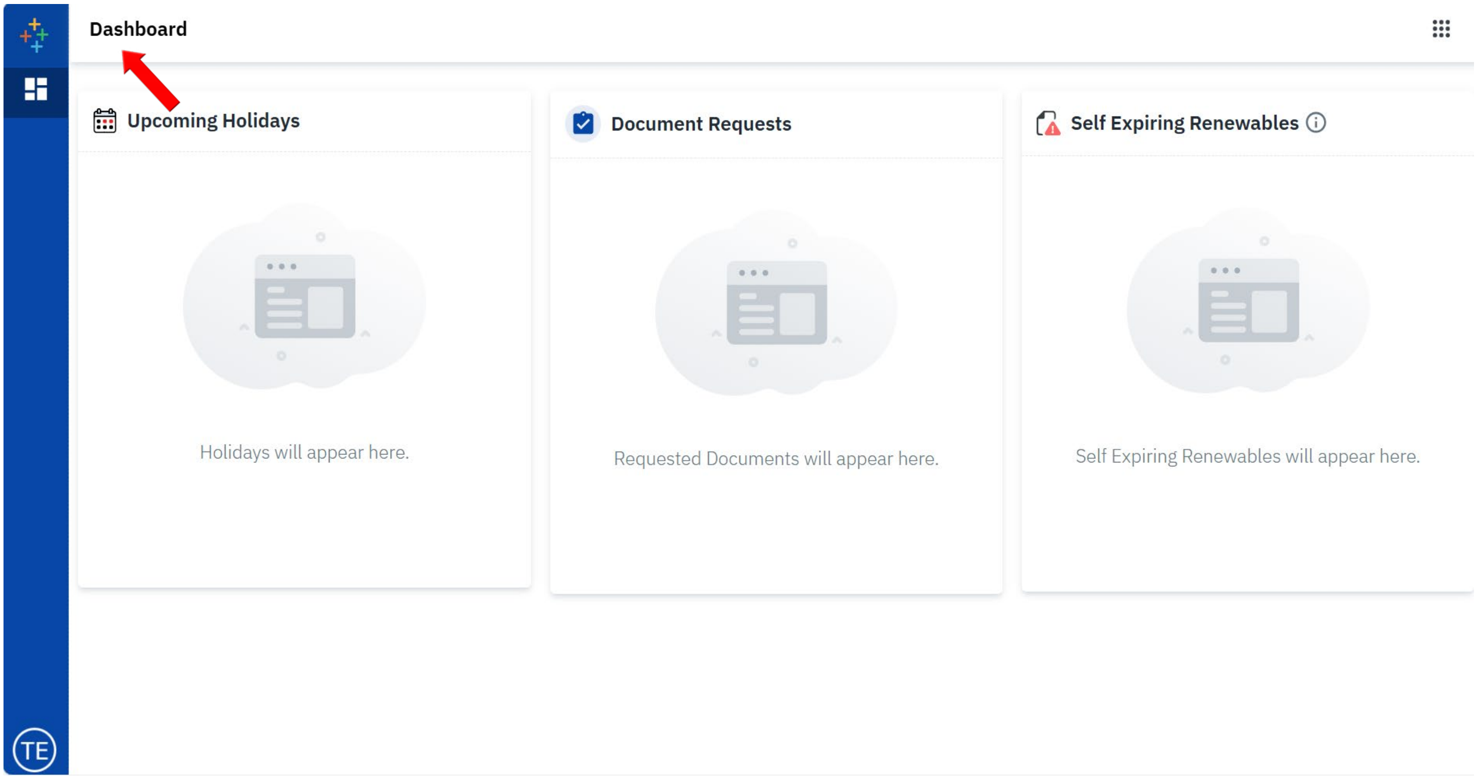
Human Capital Management (HCM)

Selecting the HCM option from the list to open the HCM product.

HCM Dashboard: gives a quick snapshot of upcoming holidays, Document Requests and Self-Expiring Renewals.

- Upcoming Holidays: displays the upcoming official holidays to help plan schedules.
- Document Requests: displays the pending or completed documents required.
- Self-Expiring Renewables: displays the alerts for the documents that need completion.



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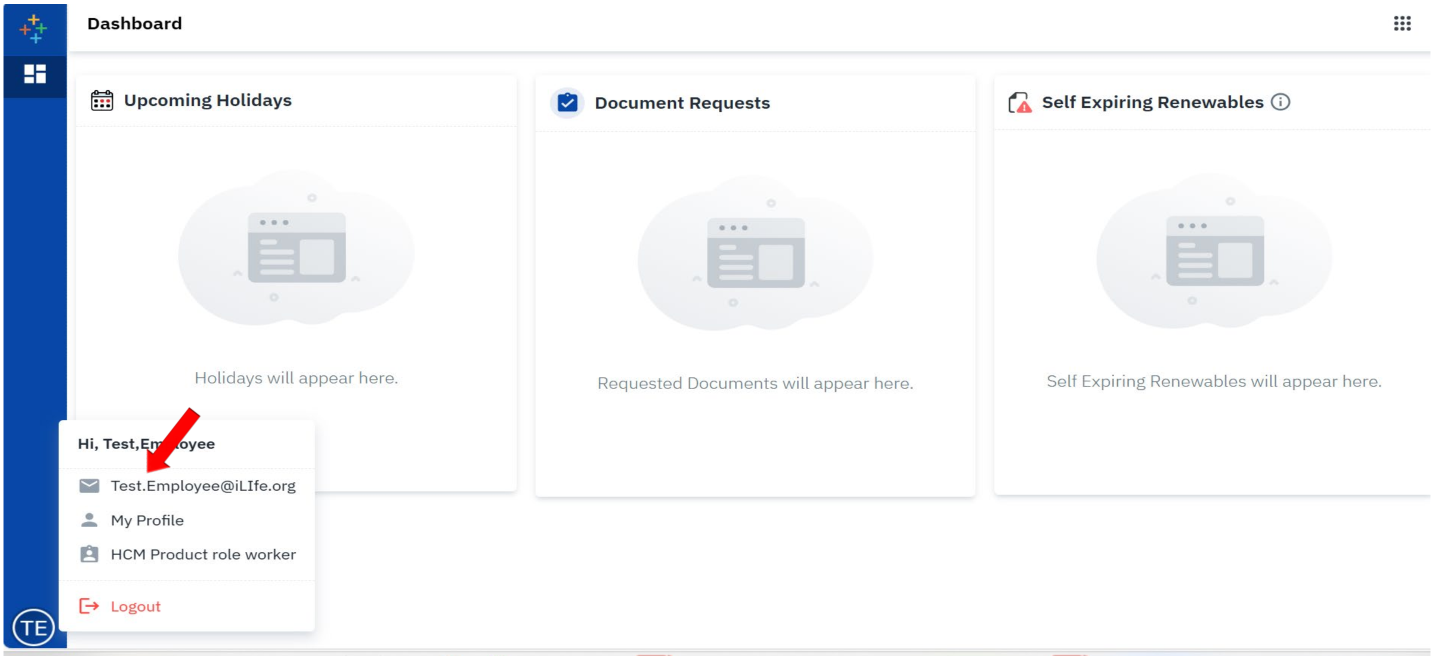
HCM Employee Profile

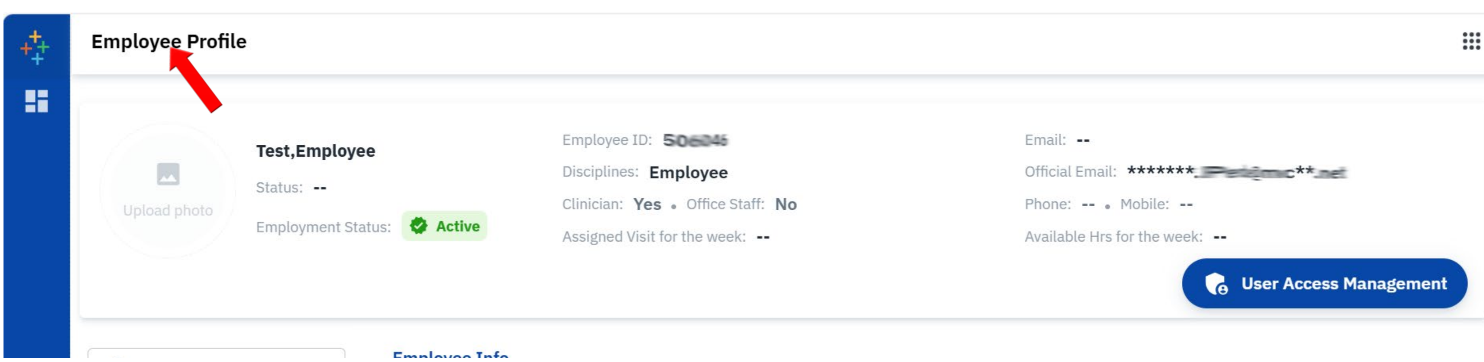
User Profile/Employee Profile
In the lower left corner, clicking on the User's name or profile icon displays a navigation menu. Users can manage personal account details from this menu.



My Profile/Employee Profile: This option allows the Employee to view their personal information, contact details, Employment details and more things. If you need to update this information please call iLIFE at 1-888-490-3966.

Click the Employee Profile button and a screen to view Employee details.

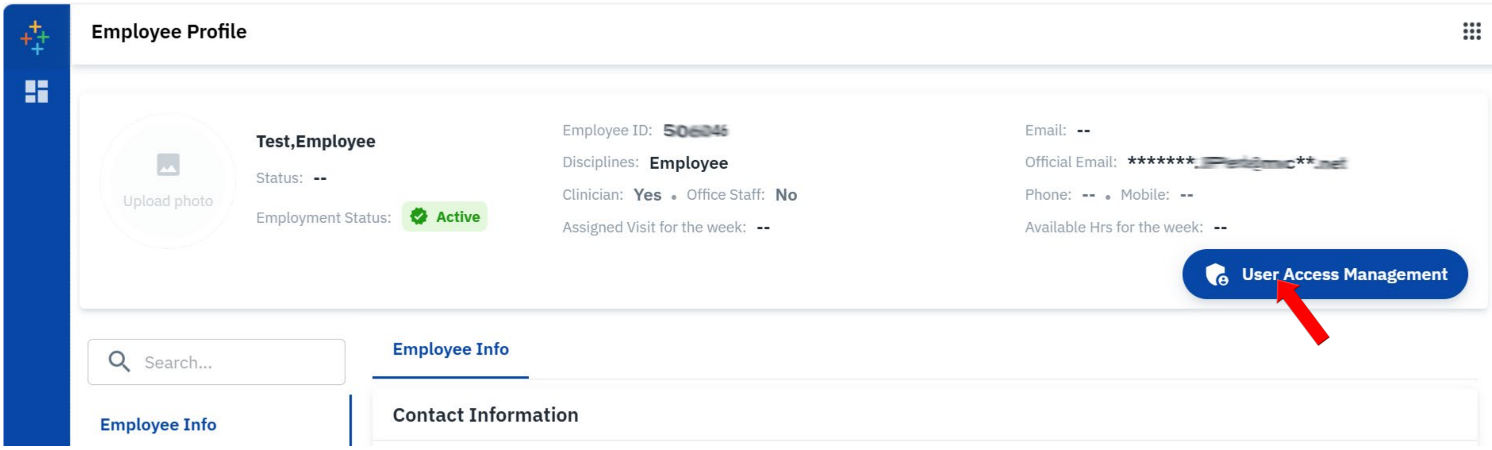
The top section will display basic information like Employee photography, Name, Status, Employment Status, Employee ID, Disciplines, Clinician and Office staff status, Assigned Visit for the week, Email, Official Email, Phone, Mobile, and Available Hours for the week.



HCM User Access Management

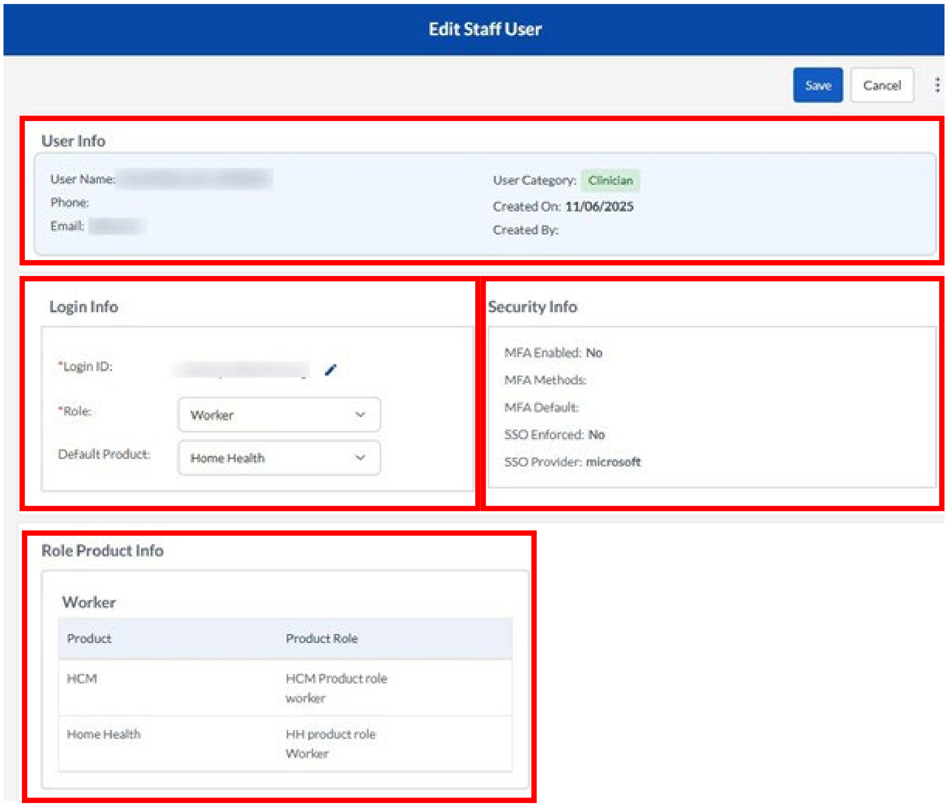
User Access Management will show the Employee's ID number and login email.

Click on the User Access Management button to open the Edit Staff User screen.



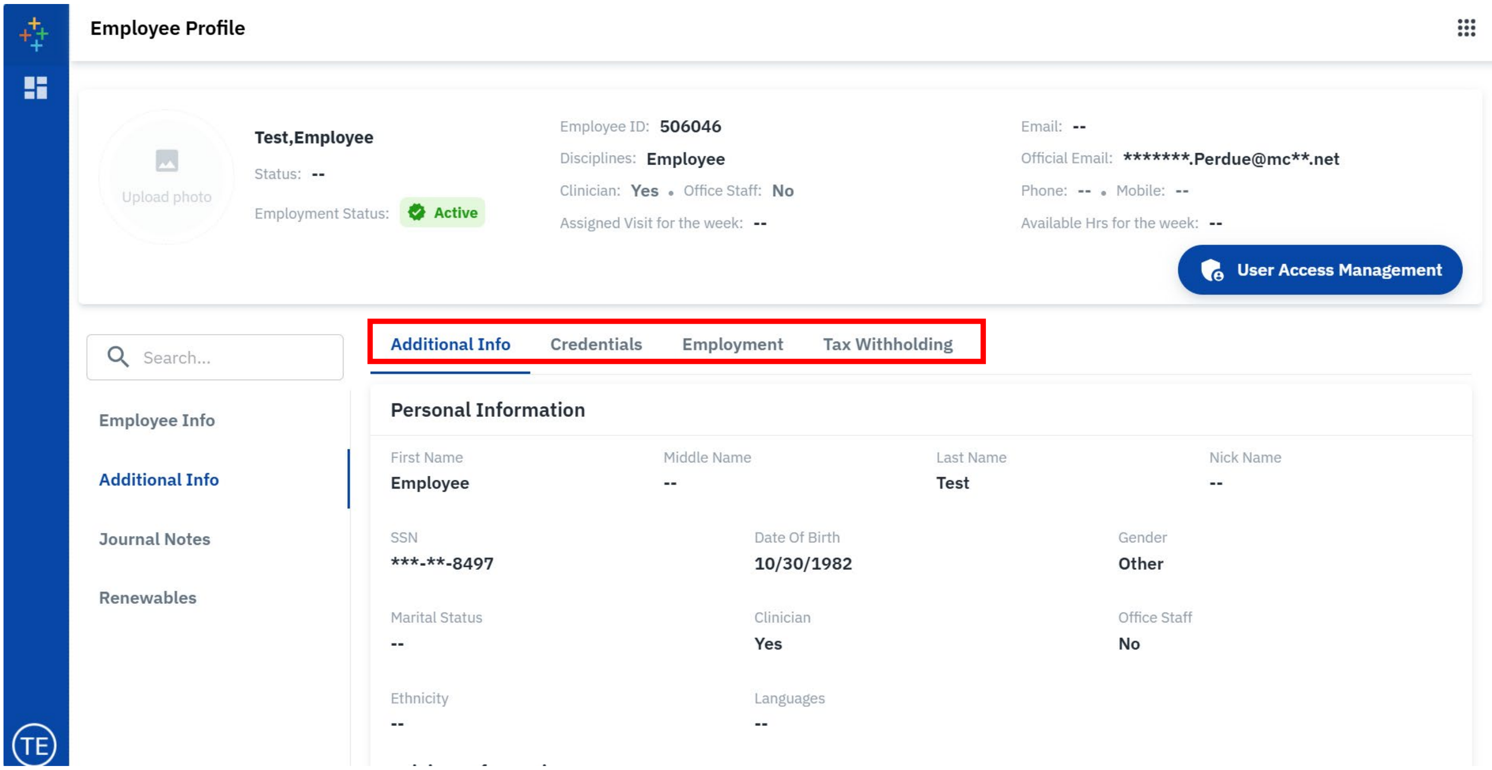
Then the Edit Staff User screen will pop-up. This screen will display the Employee info, login info, Security info, and role of the Employee.

If an Employee needs these fields updated, please call iLIFE at 1-888-490-3966.



HCM User Access Management

The tabs available for the employee are detailed below.



Additional Info Sub Menu
Additional Info tab includes Additional Information, Credentials, Employment, and Tax Withholding tabs.

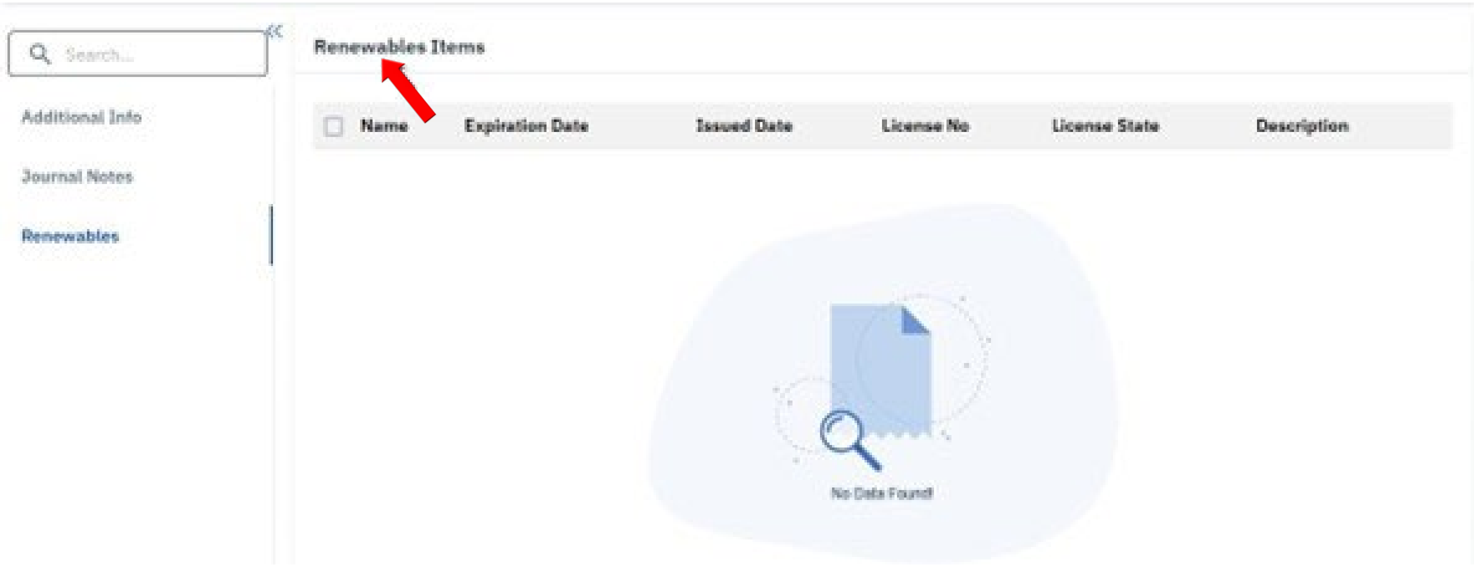
- Additional Info Tab: Shows Personal Information, Driving Information, and Position Information of the Employee.
- Credentials: The credential screen displays the employee’s credentials information.
- Employment: The Employment screen will display the Employer’s Details.
- Tax Withholding: Shows the Employees tax withholding.

Journal Notes

iLIFE will not be using Journal Notes.

Renewables

This screen will list the items such as background checks or items the Employee needs to complete.



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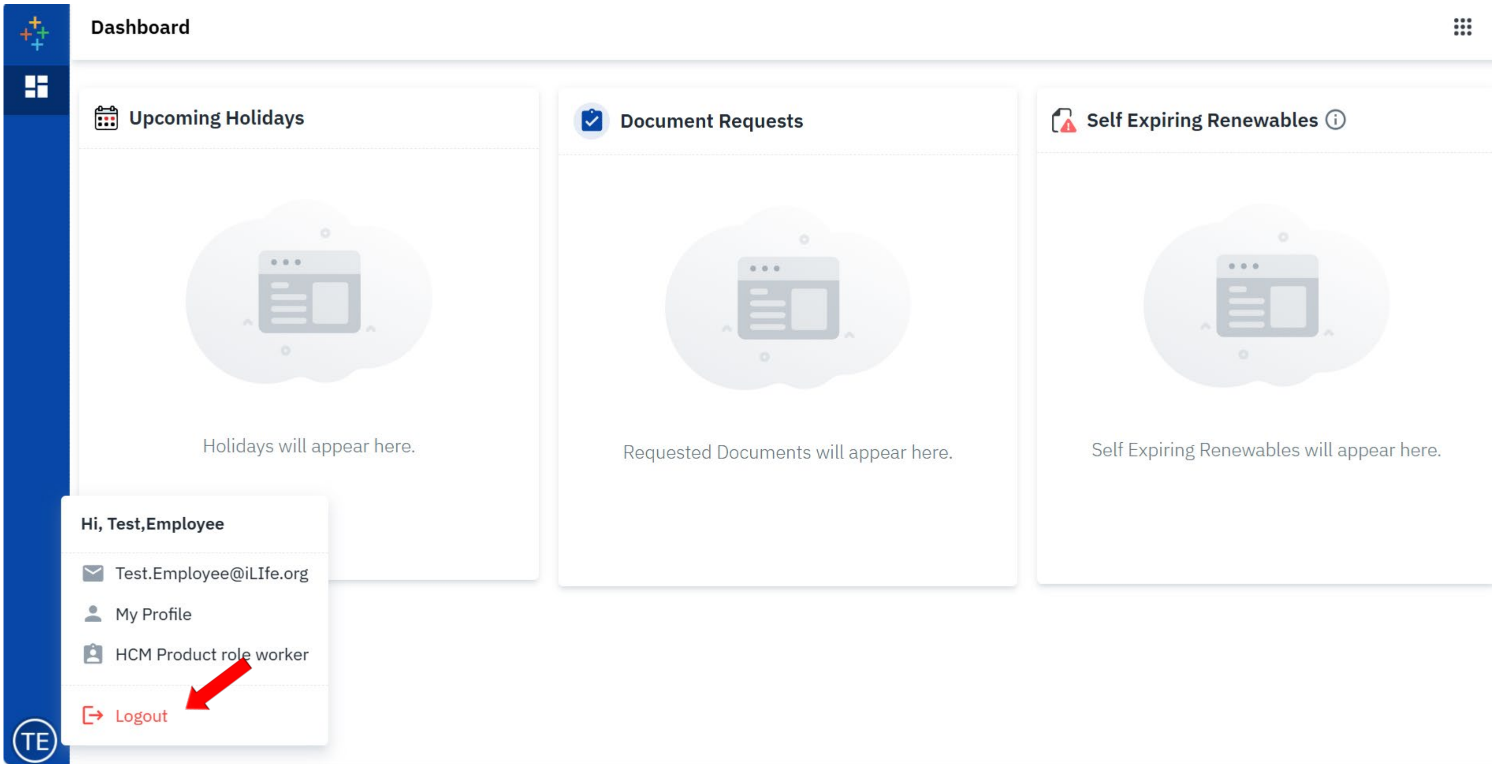
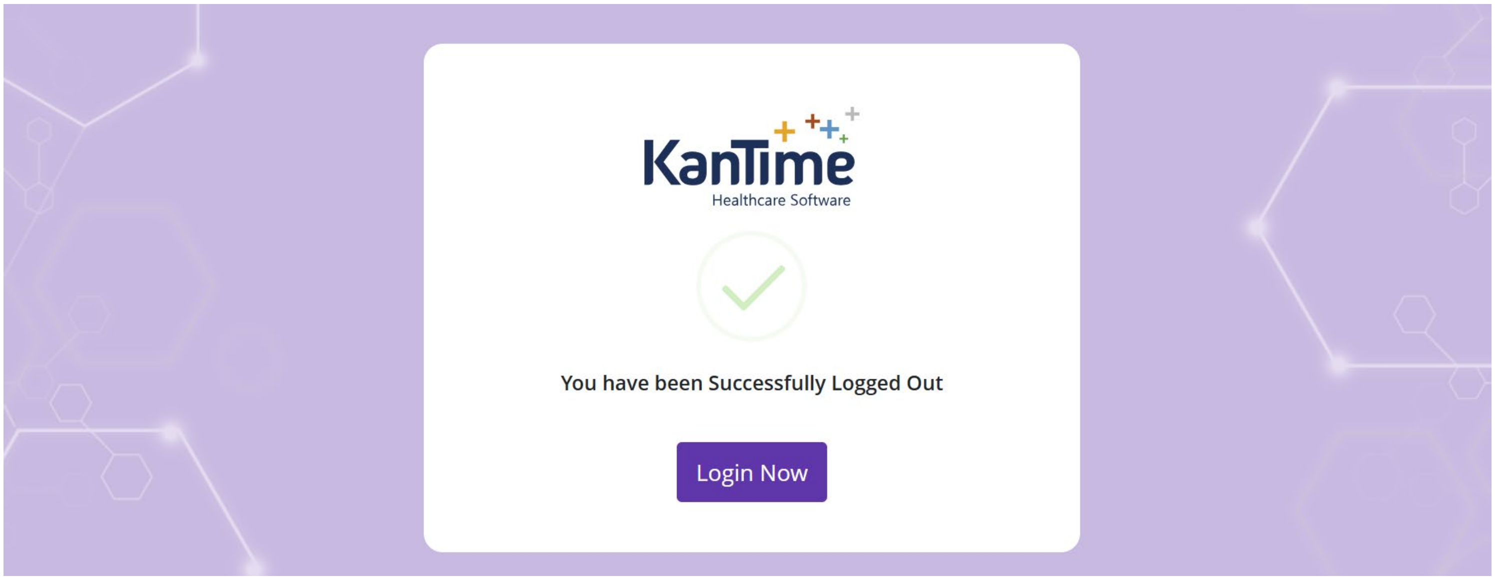
Email: Fiscal@iLIFE.org | Website: iLIFE.org

Logout

This option allows the User to log out of KanTime. Click Logout option to securely end your session and log the Employee out of the program.



The following window will be displayed after a successful logout.



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