KanTime User Guide

Employer Portal

iLIFE

Choice. With Confidence.

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P.O. Box 80455 | Milwaukee, WI 53208 | Phone: 1-888-490-3966 | Fax: 1-414-918-8130
Email: Fiscal@iLIFE.org | Website: iLIFE.org

What is the KanTime Employer portal?

The Kantime Employer portal makes it easy for Employers/Clients to:

- Review timesheets
- View documents and authorizations
- See a list of employees
- View the calendar of visits
- Check pay periods

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

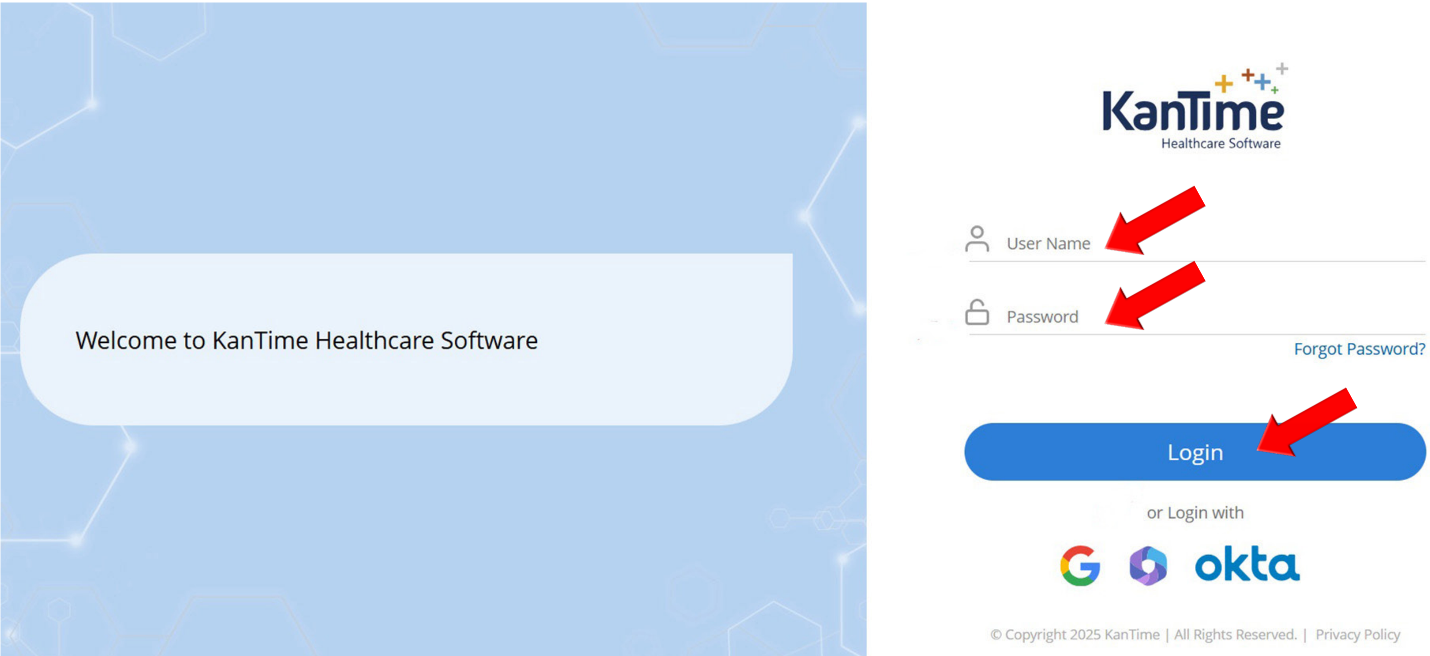
How do I access the KanTime Employer portal?

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 for future use on the web portal.

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.

- **Calendar** is used to view visits scheduled with your Employees.
- **Employees** is used to view your list of Employees.
- **Documents** lists all standard documents, such as care plans or visit summaries, allowing for easy download or viewings.
- **Review Pay Period** is used to see Timesheets and approve pay periods.
- **Authorizations** is used to view the authorizations available to the Employer/Client.
- **Employer Pay Stub** shows a view of the Employee’s pay detail based on approved timesheets that have been paid.
- **Reimbursement** gives a view of the Employer’s reimbursements.

The symbol will show the Employers information.

The symbol is used to change your password. Provide the Current Password, New Password and click on the ‘Change’ button to change the password.

The **Logout** button is used to securely logout of the KanTime web portal.

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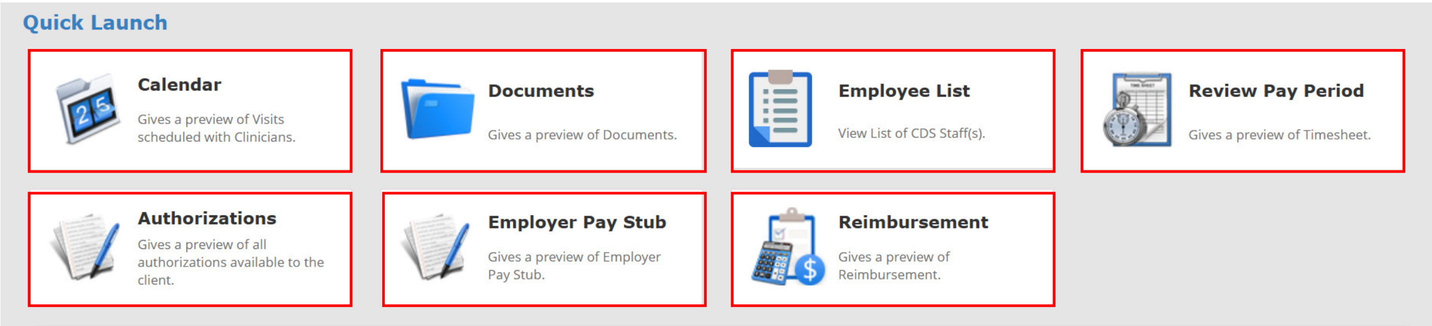
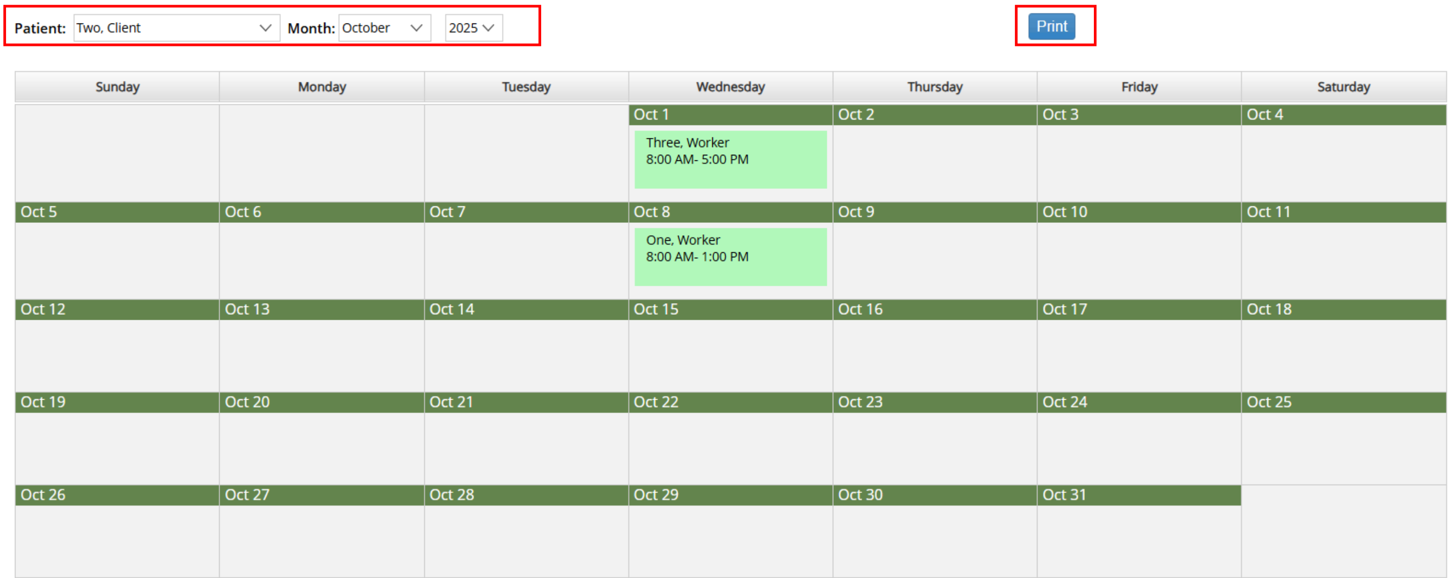
Quick Launch



The **Quick Launch** section offers seven sections for easy access.

- **Calendar** is used to view visits scheduled with your Employees.
- **Documents** is used to view your documents.
- **Employee List** is used to view your list of Employees.
- **Review Pay Period** is used to view Employee’s Timesheets.
- **Authorizations** is used to view the authorizations available to the Employer.
- **Employer Pay Stub** shows a view of the Employee’s pay detail based on approved timesheets that have been paid.
- **Reimbursement** gives a view of the Employer’s reimbursements.

Calendar



The **Calendar** is used to show visits scheduled with your Employees.

You are not required to use the scheduling feature, but employers have the option to enter schedules if they prefer.

The Calendar blocks out which Employees are working each day with a color based on the **Status** of the shift.

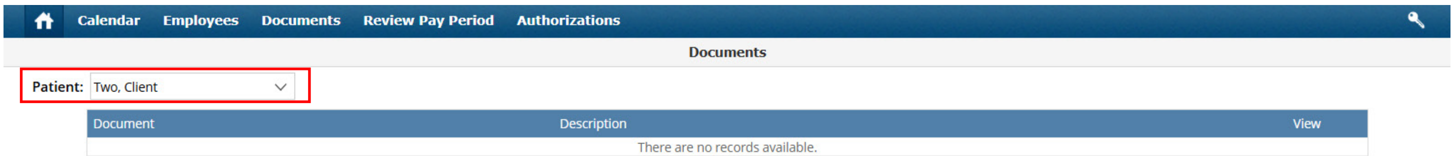
Planned	Visits that have been scheduled ahead of time
In-Progress	Visits that the Employee has punched in for the shift
Completed	Visits that the Employee has punched in and out for the shift
No Clinician	Visits that the Employer can enter without a Employee selected
Appointment	Appointments the Employer scheduled, such as doctor appointments

You can choose which Employer/Client you would like to view on the top left side of the page under **Patient** using the drop-down menu.

You can choose which month and year you would like to view on the Calendar using the **Month** dropdown on the top left of the page next to **Patient (Employer)**.

You can also print the calendar using the "**Print**" button on the top right of the page.

Documents

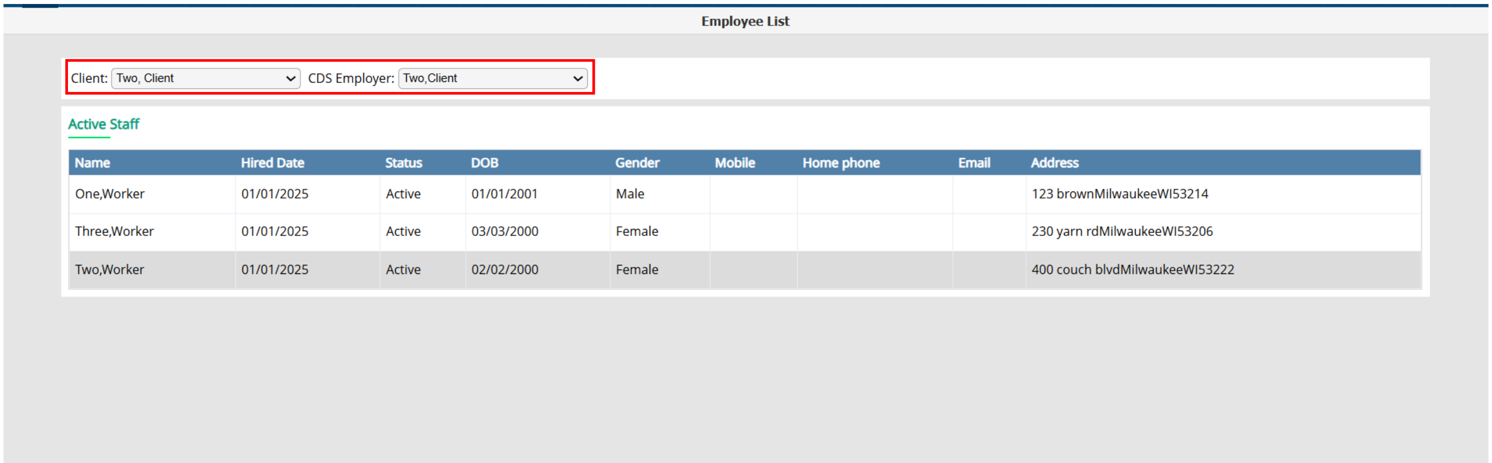


The **Documents** page is used to view any documents you may have saved in the KanTime system.

Your documents will show up in this section where you can view them.

For guardians: To change the Employer/Client you are viewing, click the dropdown menu on the top left of the page titled **Patient (Employer).**

Employee List



Name	Hired Date	Status	DOB	Gender	Mobile	Home phone	Email	Address
One,Worker	01/01/2025	Active	01/01/2001	Male				123 brownMilwaukeeWI53214
Three,Worker	01/01/2025	Active	03/03/2000	Female				230 yarn rdMilwaukeeWI53206
Two,Worker	01/01/2025	Active	02/02/2000	Female				400 couch blvdMilwaukeeWI53222

The **Employee List** page lists all of your Employees and their information, including:

- Name
- Hired Date
- Status
- Date of Birth (DOB)
- Gender
- Mobile Phone (if applicable)
- Home Phone (If applicable)
- Email (if applicable)
- Address

For guardians: You can change the Employee/Client to view their workers using the dropdown menu on the top left of the page titled **Client**.

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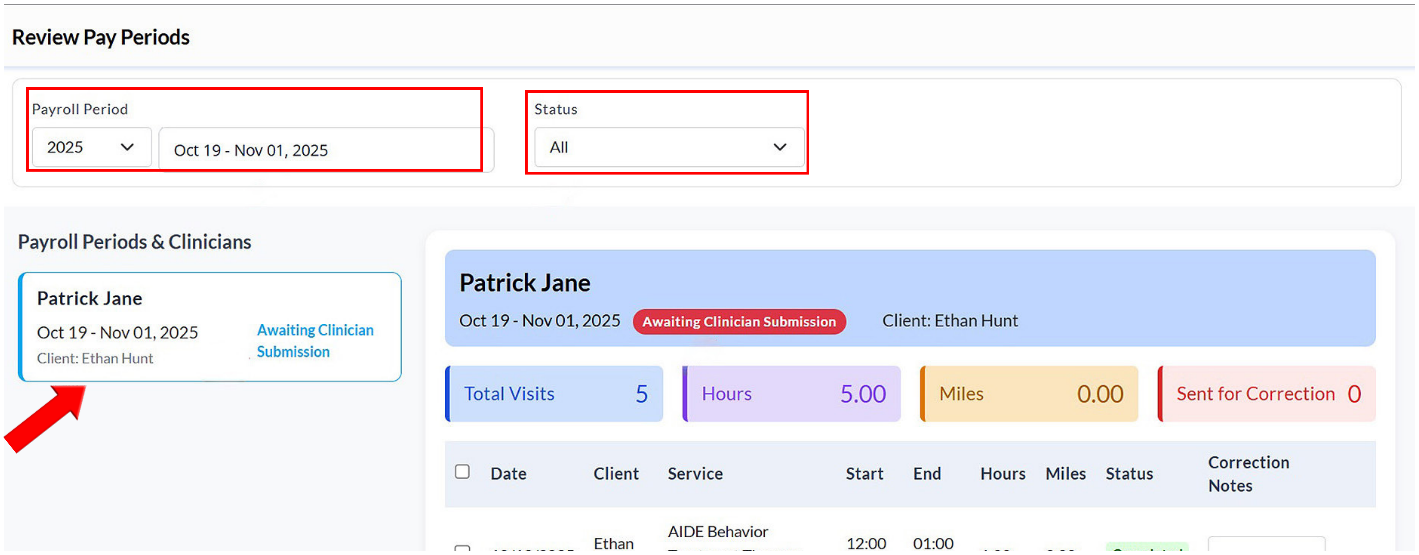
Review Pay Period



The **Review Pay Period** page allows Employers to view and approve the Employee's timesheets for a specific time period.

1. Select the Pay Period and Status (optional).

- The current Pay Period will be selected by default.
- For each pay period selected, all Employees with time submitted for that pay period will display in list format on the left panel in "cards".

2. Click on each Employee's card to view their visit details for that pay period.

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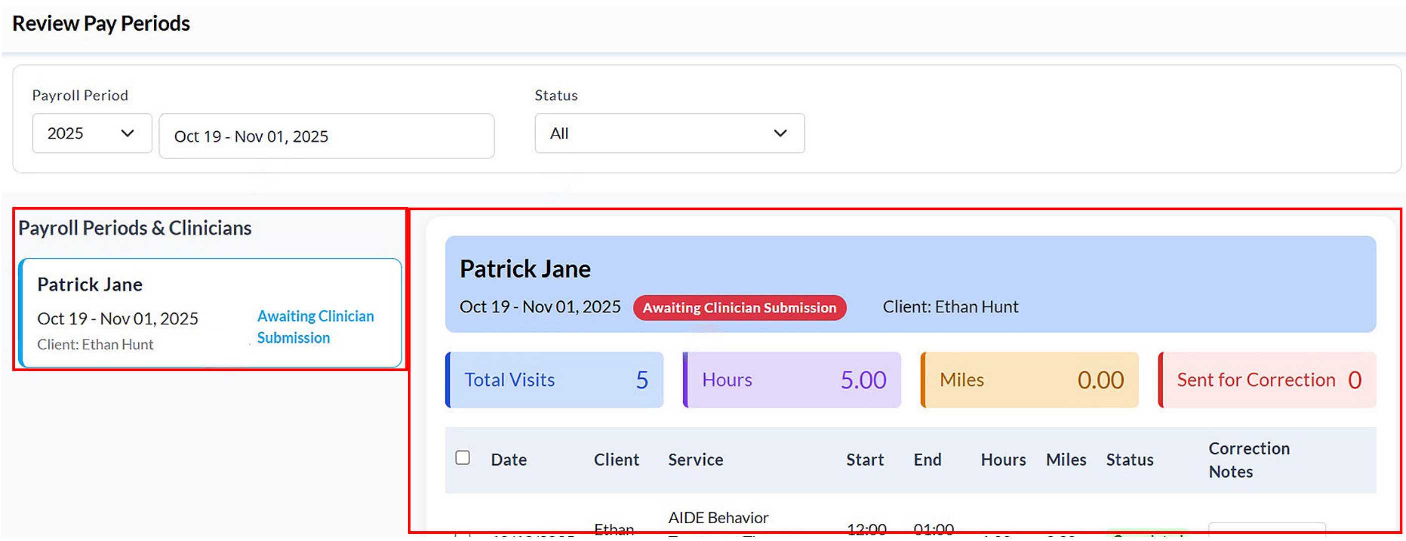
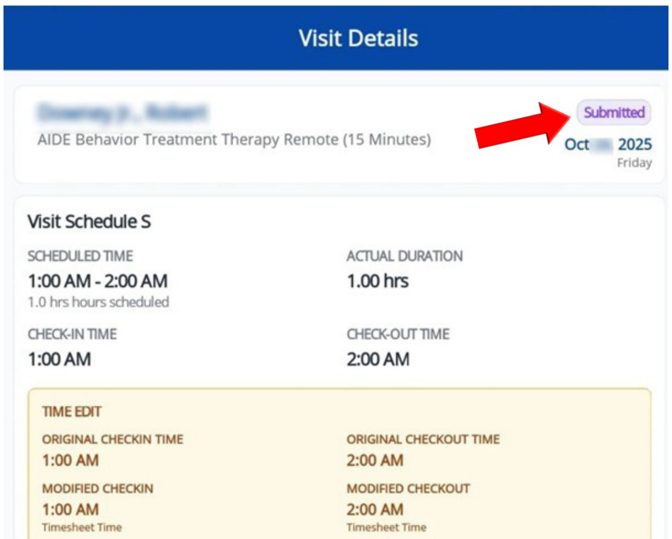
Review Pay Period



Clicking on the card on the left will display Pay Period details as shown below:

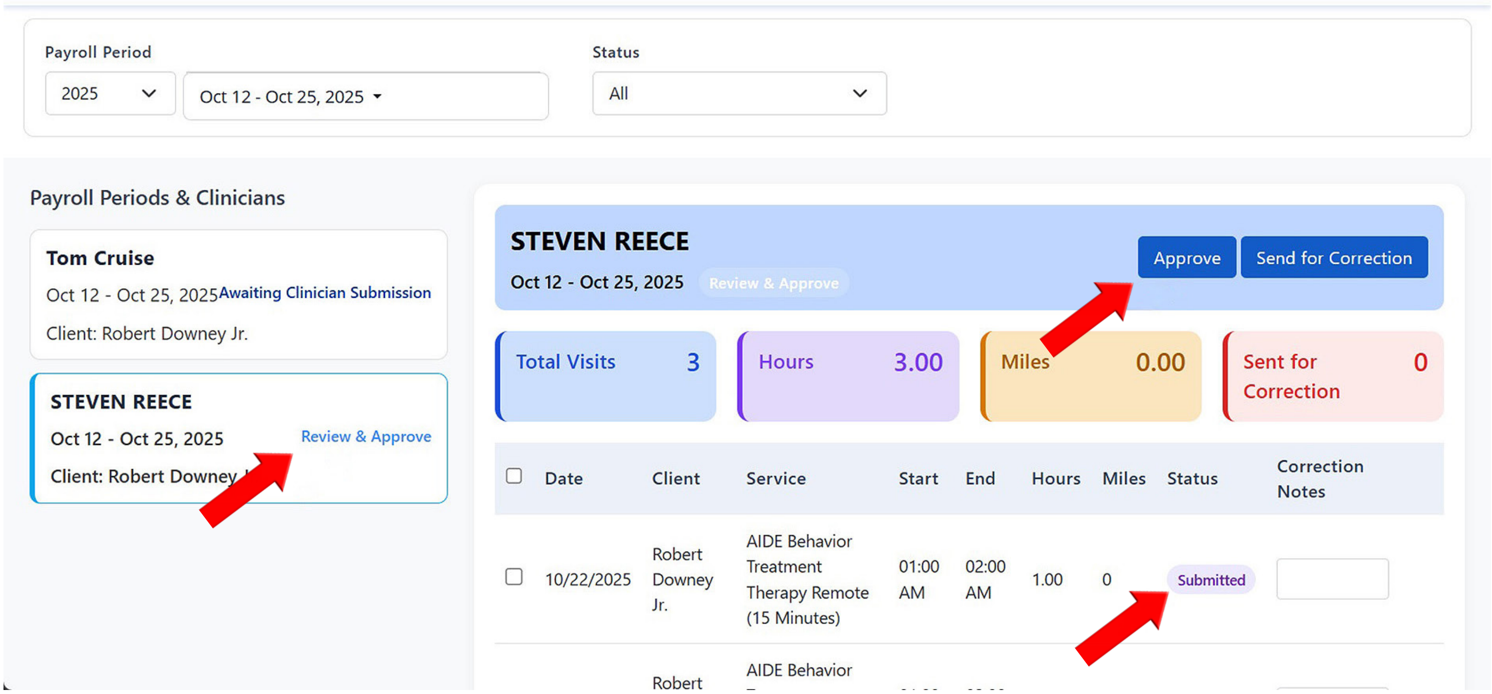
- **Employee Name and Pay Period:** At the top, it shows the Employee's name and the pay period dates. The label "**Awaiting Employee Submission**" indicates that the Employee has not yet submitted all required information for review.
- **Summary Boxes**:
  - **Total Visits**: Number of completed visits during this pay period.
  - **Hours**: Total time worked by the Employee.
  - **Miles**: Total miles traveled, if applicable.



Detailed Visit List: Below the summary, there's a list showing each visit in detail:

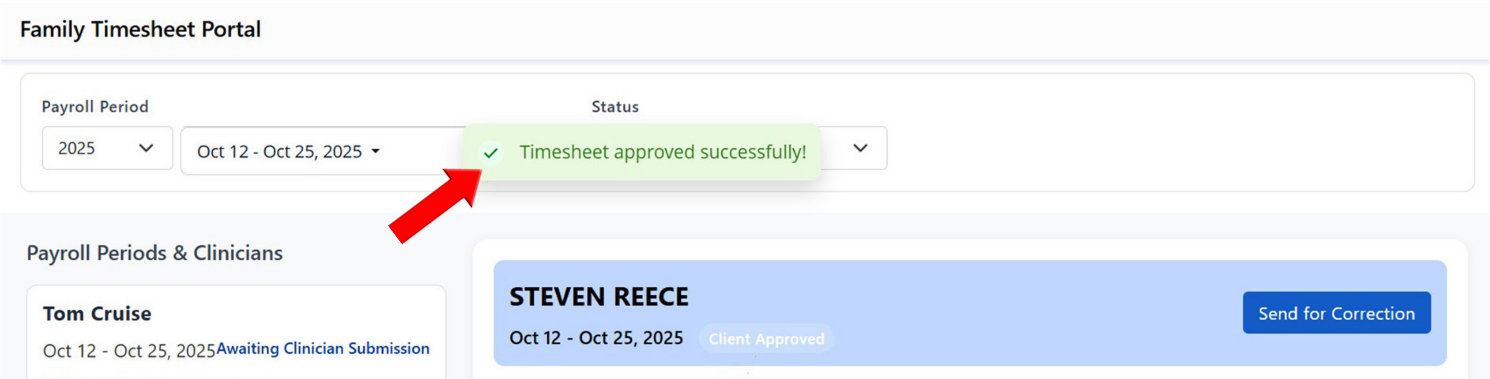
- **Date**: When the visit occurred.
- **Client**: Name of the Employer.
- **Service**: Type of service provided.
- **Start / End**: Start and end times of the visit (e.g., 11:00 PM – 12:00 AM).
- **Hours / Miles**: Duration of the visit and any travel miles recorded.
- **Status**: The current visit status (e.g., Completed).
- **Correction Notes**: A space where the Employer can add notes if they find any discrepancy or need a change before approving.
- **Sent for Correction**: Number of visits the Employer sent back for correction.

Employer Approval



Once the complete Timesheet is submitted by Employee, the Timesheet can be approved from the Employer Portal. This is indicated by the status “Review & Approve” as shown on the Employee’s card.

1. To approve click on the Employee card
2. Then click the **Approve** button.



3. Once the timesheet is approved, a green message will appear that says “**Timesheet approved successfully**”

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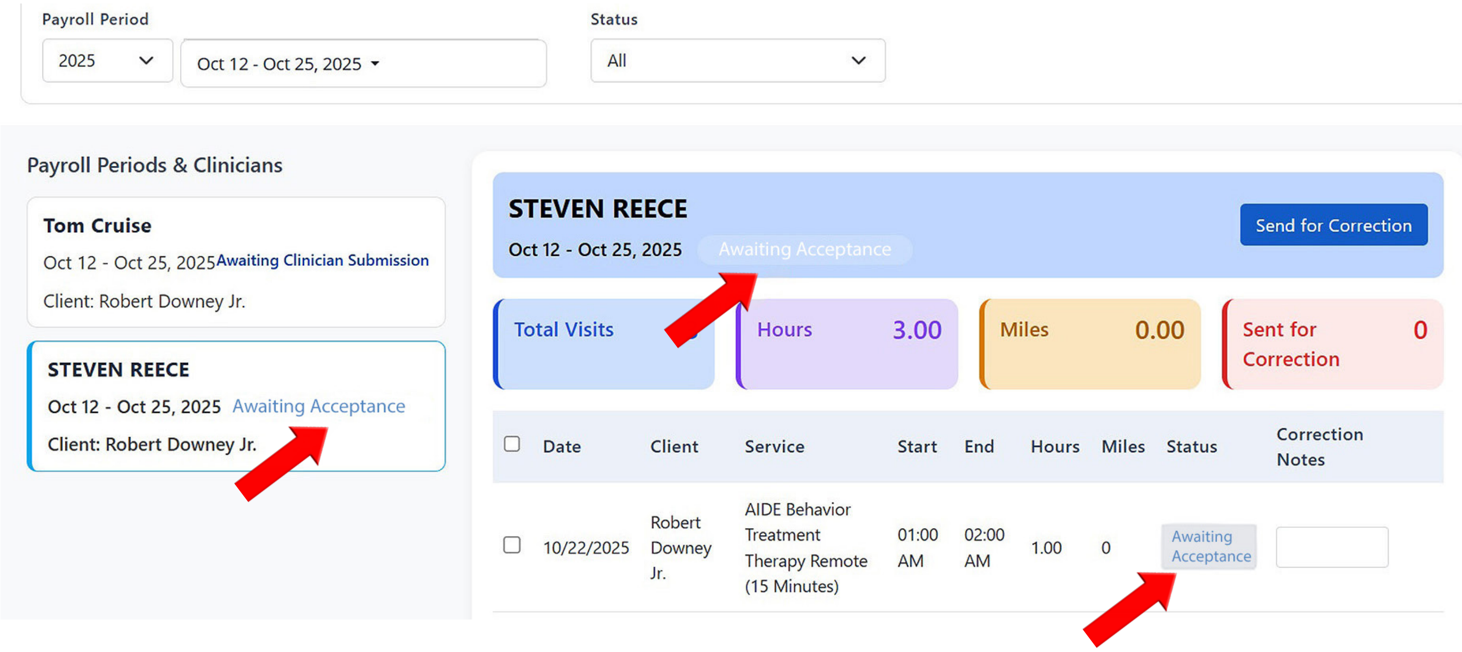
Employer Approval

4. After the Employer Approval, the Timesheet will be sent to iLIFE for validation and the status will be changed to **Awaiting Acceptance**.



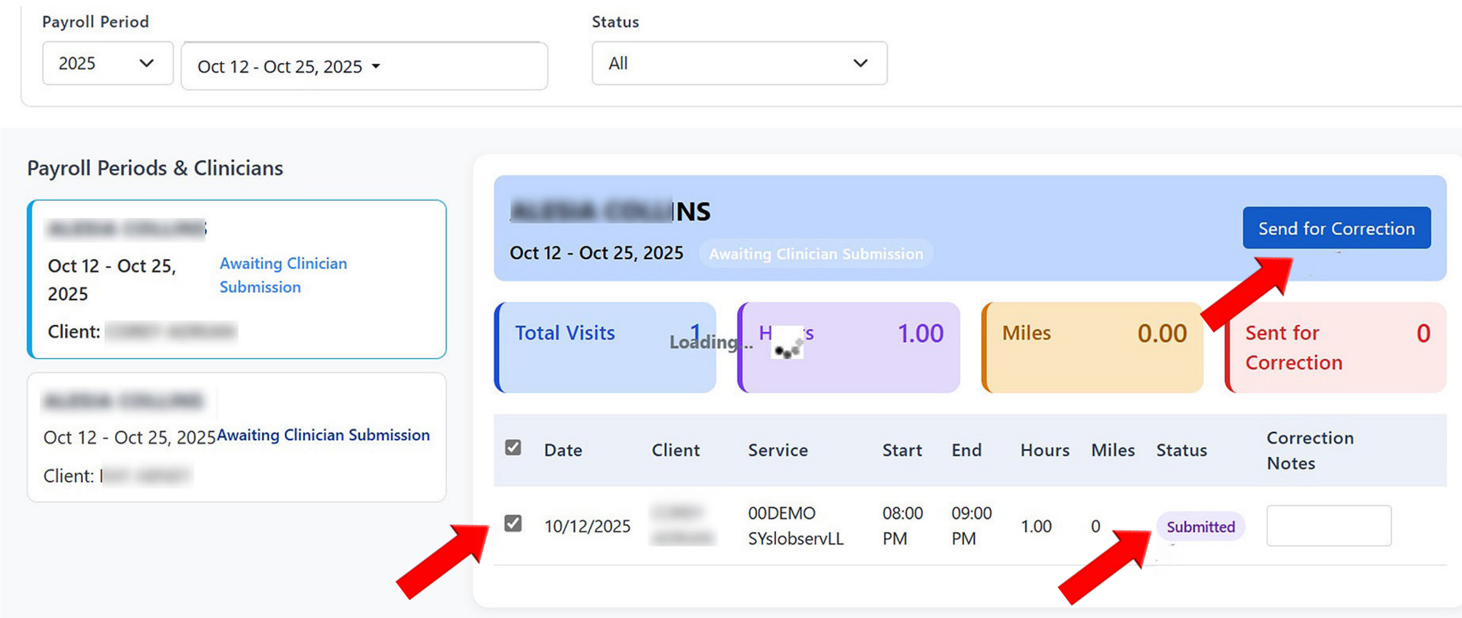
5. Once the Timesheet is reviewed by iLIFE, the status will be changed from Awaiting Acceptance to **Accepted.**

Sending a Visit for Correction

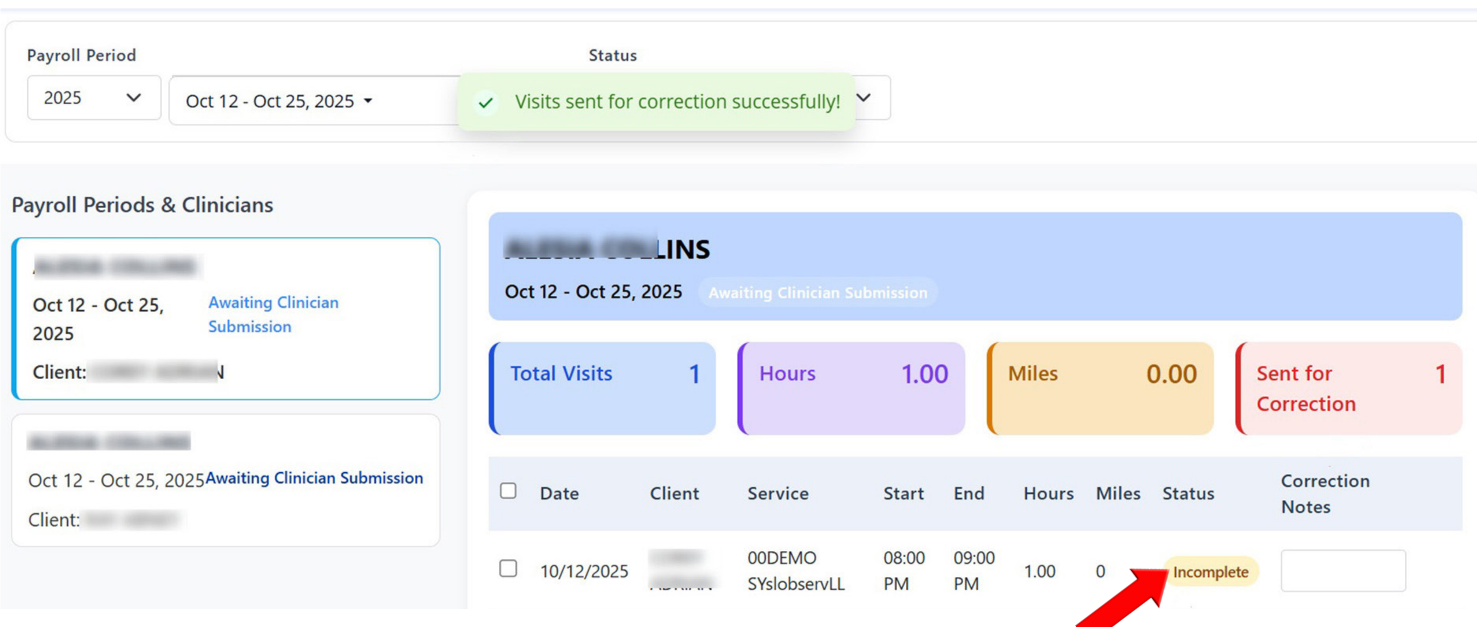
How to send a Visit for Correction from Employer Portal

Only the Visits having **Submitted** Status can be sent for correction.

1. Select the check box of the visit record with Submitted Status of the record that needs correction.
2. Then click on '**Send for Correction**' button.



3. The visit status will change to '**Incomplete**' and the Sent for Correction counter will be updated with the visit count as shown below.



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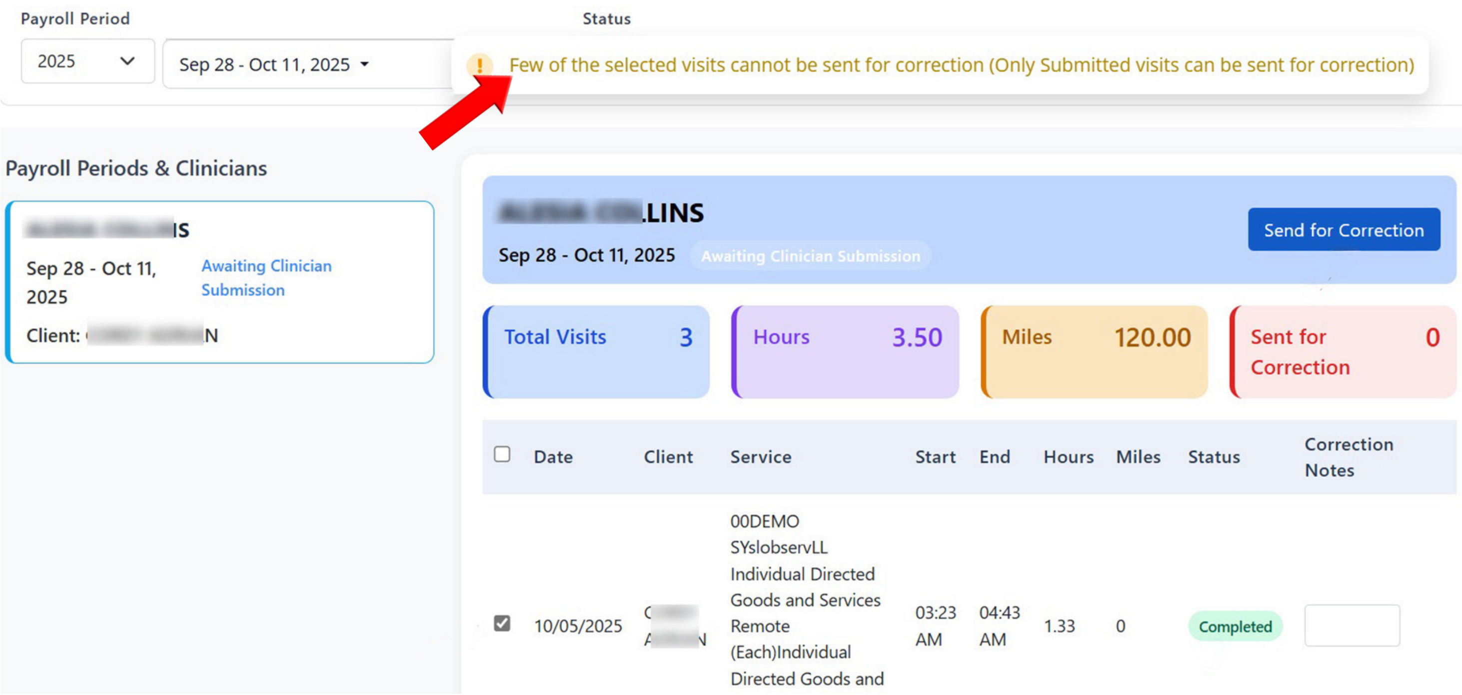
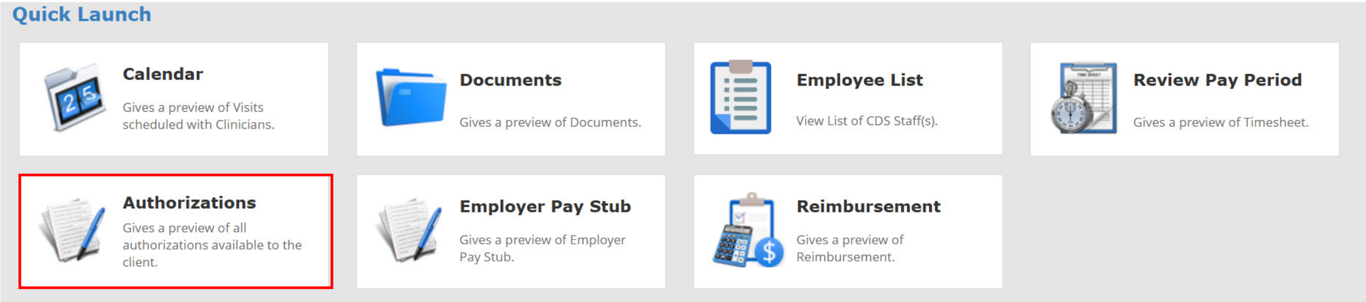
Sending a Visit for Correction

If the Employer tried to send any Visit having a status other than Submitted, then the following error message will display.



Authorizations



The **Authorizations** page is used to view the authorizations available to the Employer/Client, including utilization of each authorization based on what has already been paid.

Clicking on the **Authorizations** button will open the Authorizations list screen. The Client Authorization list and Authorization Summary will be shown.

Authorizations

Client: Downey Jr. , Robert

Auth # & Auth Period	Provider/Payer	Service, Code & Mod.	Frequency & Unit Type	Units/Frq. & Unit Rate	Used Units & %	Used Amount & %	Avail Balance & Units	Total Units & Amount	Status	Notes
clara_test123 S: 05/01/2025 E: 01/28/2026	CG: --- Provider#: --- P: WI IRIS-IRISW(IRIS-WI)	SPC: --- | Code & Mod.: S9123:M1:M2:M3 ---	F: each U: hour M: Timesheet	U/F: 25 UR: $17	0.0 0%	$0 0%	U: 50.0 B: $850	T: 50 A: $850	Active	
111111111111 S: 01/28/2025 E: 10/14/2032	CG: --- Provider#: --- P: WI IRIS-IRISW(IRIS-WI)	SPC: --- | Code & Mod.: G0299 ---	F: weekly U: each M: Timesheet	U/F: 100 UR: $10	0.0 0%	$0 0%	U: 10000.0 B: $100,000	T: 10000 A: $100,000	Active	
2133144 S: 01/11/2025 E: 04/15/2026	CG: --- Provider#: --- P: WI IRIS-IRISW(IRIS-WI)	SPC: --- | Code & Mod.: S9123:M1:M2:M3 ---	F: monthly U: each M: Timesheet	U/F: 30 UR: $13	0.0 0%	$0 0%	U: 500.0 B: $6,500	T: 500 A: $6,500	Active	test

Authorizations

Authorizations

Client: Two , Client

Auth # & Auth Period	Provider & Payer	Service, Code & Mod.	Frequency & Unit Type	Units/Frq. & Unit Rate	Used Units & %	Used Amount & %	Avail Balance & Units	Total Units & Amount	Status	Notes
42784333 **S:** 01/01/2025 **E:** 12/30/2025	**E:** One, Worker (WIW506020) +2 **Provider#:** WIW506020 **P:** WI IRIS-IRISW(IRIS-WI)	**SPC:** 104.23 | **Code & Mod.:** S5125:U1 ---	**F:** weekly **U:** hour **M:** Timesheet	**U/F:** 15.00 **UR:** $14.00	0.0 0%	$0 0%	**U:** 2742.75 **B:** $38,398.50	**T:** 2742.75 **A:** $38,398.50	Active	–

Across the top of the page you will find the Authorization records with information including:

- Authorization & Authorization Period
- Provider/Payer
- Service, Code & Modifications
- Frequency & Unit Type
- Units/Frequency & Unit Rate
- Used Units & Percentage
- Used Amounts & Percentage
- Available Balance & Units
- Total Units & Amount
- Status
- Notes

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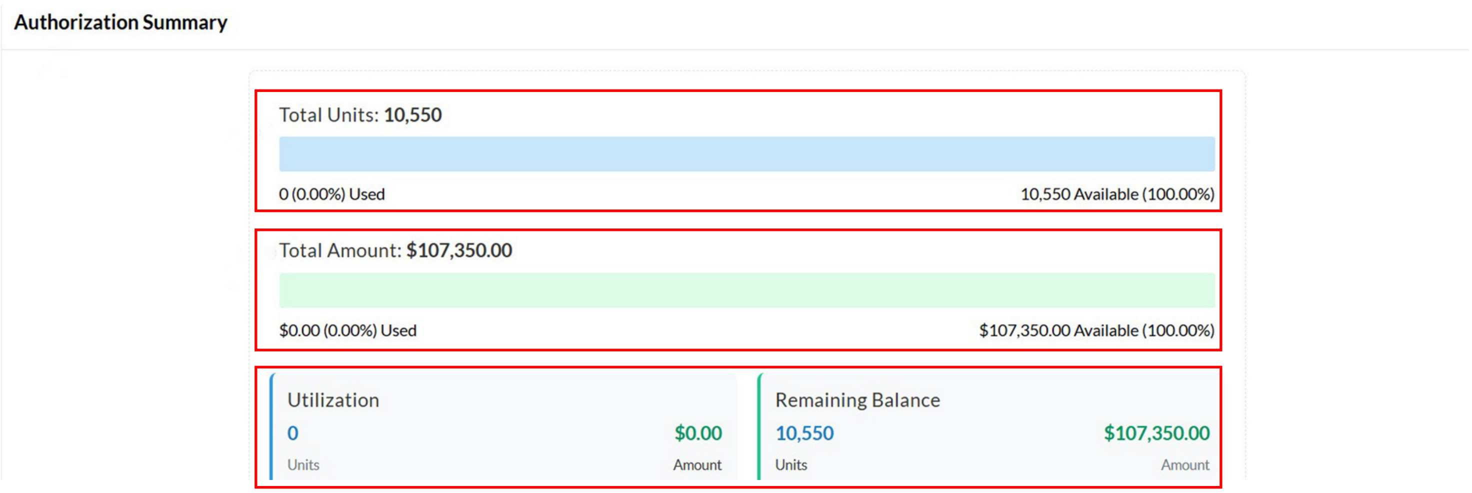
Authorizations

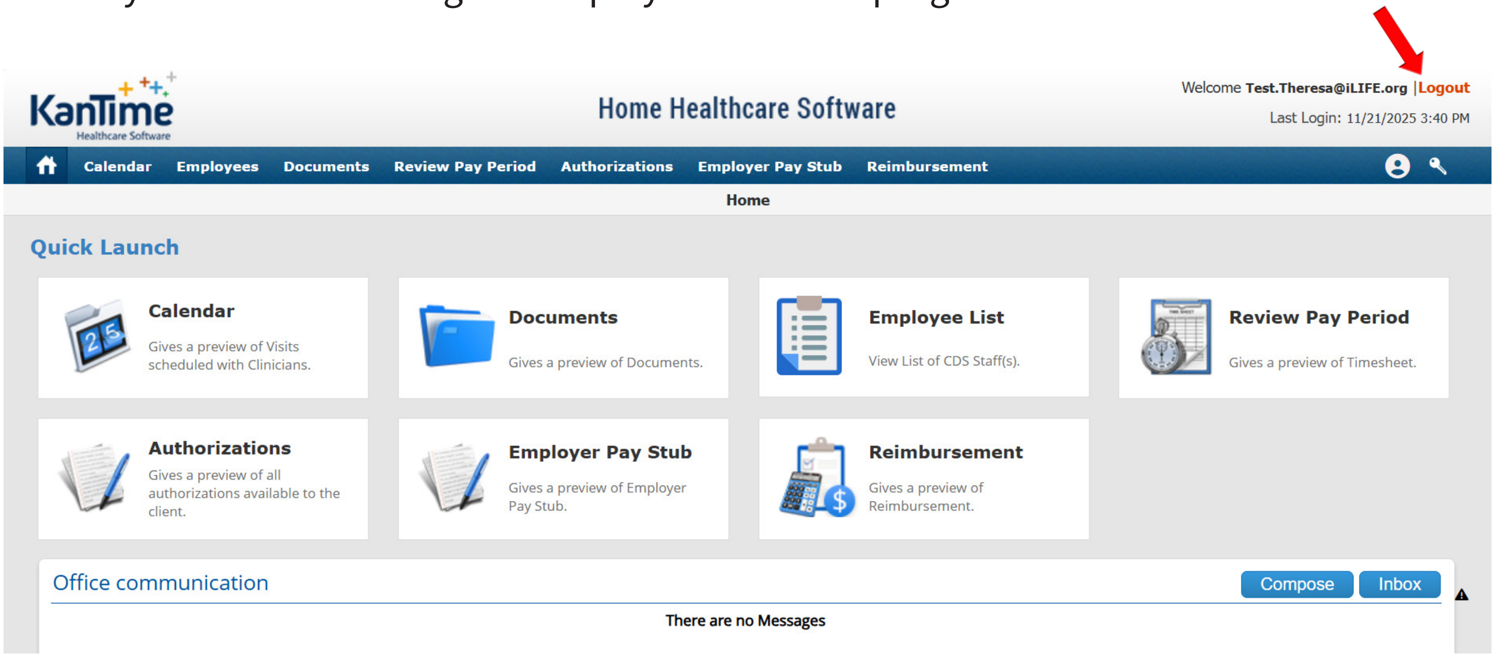


Below Authorization records section, you will find the "**Authorization Summary**" section. This section includes:

- Total Units
- Total Amount
- Utilizations
- Remaining Balance

Logout

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



The following window will be displayed after a successful logout.