

KanTime User Guide

# Employer Portal



**iLIFE**

Choice. With Confidence.

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## 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

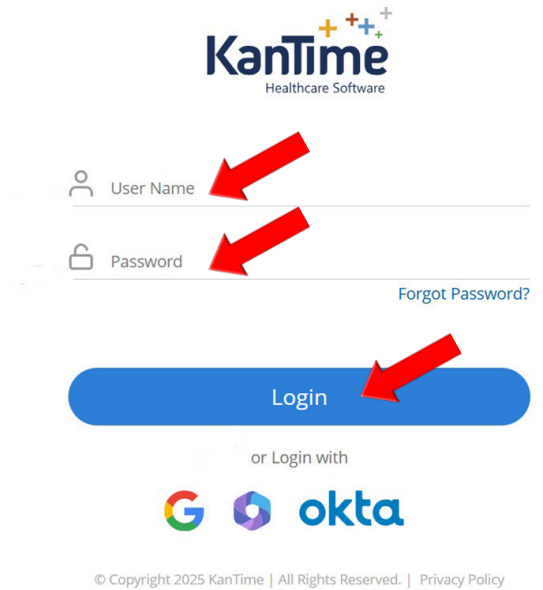
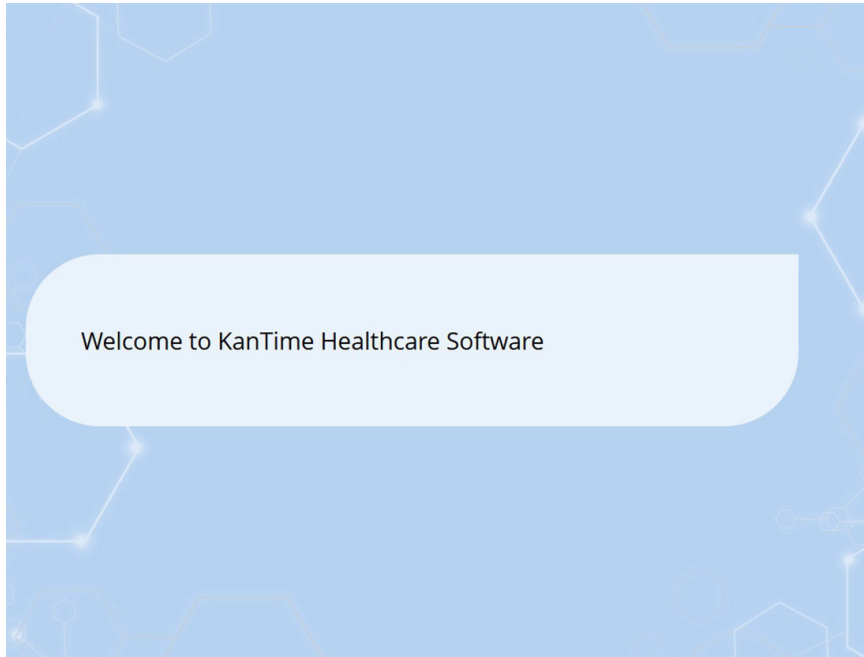
All of this is done through KanTime's simple, easy-to-use portal.

## 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.*

## Logging In



Upon changing the password, you will be redirected to the Login screen.



### Change Password

- ✗ Must be at least of 10 characters
- ✗ Must exclude 3 consecutive identical characters
- ✗ Must include letters in mixed case and number
- ✗ Must include a special character

Current Password

New Password

Confirm Password

Change Password

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.

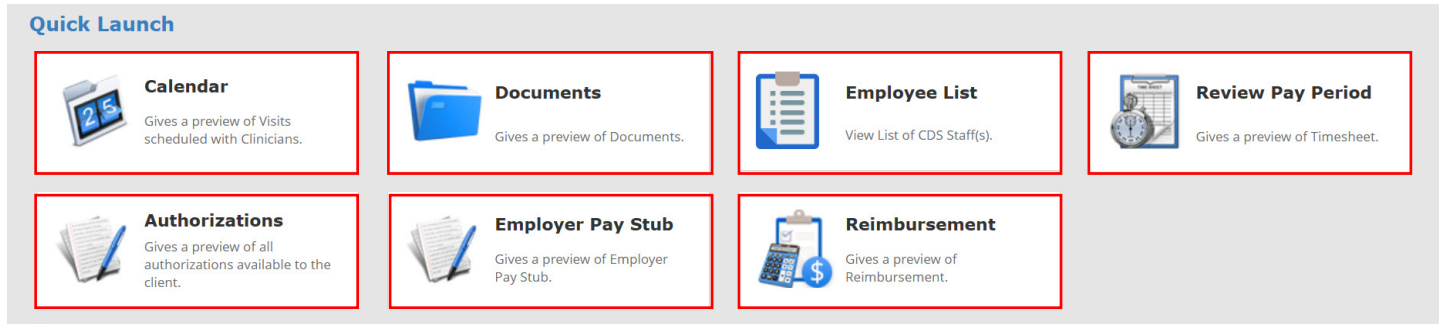


The  symbol will show the Employers information.

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.

## 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

**Patient:** Two, Client    **Month:** October    2025

Print

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Oct 1 Three, Worker 8:00 AM- 5:00 PM	Oct 2	Oct 3	Oct 4
Oct 5	Oct 6	Oct 7	Oct 8 One, Worker 8:00 AM- 1:00 PM	Oct 9	Oct 10	Oct 11
Oct 12	Oct 13	Oct 14	Oct 15	Oct 16	Oct 17	Oct 18
Oct 19	Oct 20	Oct 21	Oct 22	Oct 23	Oct 24	Oct 25
Oct 26	Oct 27	Oct 28	Oct 29	Oct 30	Oct 31	

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

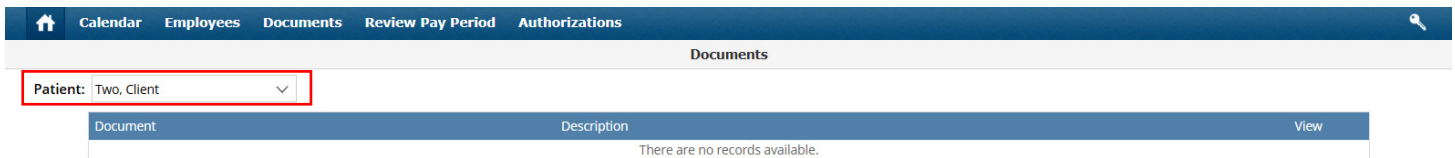
You can choose which Employer/Client you would like to view on the top left side of the page under **Patient** using the drop-down menu.

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



Document	Description	View
There are no records available.		

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

**Employee List**

Client: Two, Client CDS Employer: Two, Client

**Active Staff**

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**.

## Review Pay Period

### Review Pay Periods

Payroll Period  
2025 ▼ Oct 19 - Nov 01, 2025

Status  
All ▼

#### Payroll Periods & Clinicians

Patrick Jane  
Oct 19 - Nov 01, 2025  
Client: Ethan Hunt

Awaiting Clinician Submission

#### Patrick Jane

Oct 19 - Nov 01, 2025 Awaiting Clinician Submission Client: Ethan Hunt

Total Visits 5

Hours 5.00

Miles 0.00

Sent for Correction 0

<input type="checkbox"/>	Date	Client	Service	Start	End	Hours	Miles	Status	Correction Notes
<input type="checkbox"/>		Ethan	AIDE Behavior	12:00	01:00				

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.

## Review Pay Period

### Review Pay Periods

Payroll Period  
2025 ▾  
Oct 19 - Nov 01, 2025

Status  
All ▾

**Payroll Periods & Clinicians**  

**Patrick Jane**  
Oct 19 - Nov 01, 2025  
Client: Ethan Hunt

Awaiting Clinician Submission

**Patrick Jane**  
Oct 19 - Nov 01, 2025  
Awaiting Clinician Submission  
Client: Ethan Hunt

Total Visits 5

Hours 5.00

Miles 0.00

Sent for Correction 0

<input type="checkbox"/>	Date	Client	Service	Start	End	Hours	Miles	Status	Correction Notes
<input type="checkbox"/>		Ethan	AIDE Behavior	12:00	01:00				

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.

Visit Details

Submitted

Oct 2025 Friday

AIDE Behavior Treatment Therapy Remote (15 Minutes)

Visit Schedule S

SCHEDULED TIME  
1:00 AM - 2:00 AM  
1.0 hrs hours scheduled

ACTUAL DURATION  
1.00 hrs

CHECK-IN TIME  
1:00 AM

CHECK-OUT TIME  
2:00 AM

TIME EDIT  
ORIGINAL CHECKIN TIME  
1:00 AM  
MODIFIED CHECKIN  
1:00 AM  
Timesheet Time

ORIGINAL CHECKOUT TIME  
2:00 AM  
MODIFIED CHECKOUT  
2:00 AM  
Timesheet Time

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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

(11/2025)

## Employer Approval

Payroll Period

2025
▼

Oct 12 - Oct 25, 2025
▼

Status

All
▼

Payroll Periods & Clinicians

**Tom Cruise**  
Oct 12 - Oct 25, 2025 **Awaiting Clinician Submission**  
Client: Robert Downey Jr.

**STEVEN REECE**  
Oct 12 - Oct 25, 2025 **Review & Approve**  
Client: Robert Downey Jr.

**STEVEN REECE**  
Oct 12 - Oct 25, 2025 **Review & Approve**

**Total Visits** 3

**Hours** 3.00

**Miles** 0.00

**Sent for Correction** 0

<input type="checkbox"/>	Date	Client	Service	Start	End	Hours	Miles	Status	Correction Notes
<input type="checkbox"/>	10/22/2025	Robert Downey Jr.	AIDE Behavior Treatment Therapy Remote (15 Minutes)	01:00 AM	02:00 AM	1.00	0	Submitted	
		Robert	AIDE Behavior						

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.

Payroll Period

2025
▼

Oct 12 - Oct 25, 2025
▼

Status

✓ Timesheet approved successfully!
▼

Payroll Periods & Clinicians

**Tom Cruise**  
Oct 12 - Oct 25, 2025 **Awaiting Clinician Submission**

**STEVEN REECE**  
Oct 12 - Oct 25, 2025 **Client Approved**

**STEVEN REECE**  
Oct 12 - Oct 25, 2025 **Client Approved**

**Send for Correction**

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

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(11/2025)

## 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**.

Payroll Period

2025

Oct 12 - Oct 25, 2025

Status

All

### Payroll Periods & Clinicians

**Tom Cruise**  
Oct 12 - Oct 25, 2025 **Awaiting Clinician Submission**  
Client: Robert Downey Jr.

**STEVEN REECE**  
Oct 12 - Oct 25, 2025 **Awaiting Acceptance**  
Client: Robert Downey Jr.

**STEVEN REECE**  
Oct 12 - Oct 25, 2025 **Awaiting Acceptance**

Send for Correction

Total Visits

Hours 3.00

Miles 0.00

Sent for Correction 0

<input type="checkbox"/>	Date	Client	Service	Start	End	Hours	Miles	Status	Correction Notes
<input type="checkbox"/>	10/22/2025	Robert Downey Jr.	AIDE Behavior Treatment Therapy Remote (15 Minutes)	01:00 AM	02:00 AM	1.00	0	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.

Payroll Period: 2025 Oct 12 - Oct 25, 2025 Status: All

Payroll Periods & Clinicians

Oct 12 - Oct 25, 2025 Awaiting Clinician Submission

Client: [REDACTED]

Oct 12 - Oct 25, 2025 Awaiting Clinician Submission

Client: [REDACTED]

**ALMA COLLINS**

Oct 12 - Oct 25, 2025 Awaiting Clinician Submission

**Total Visits** 1 **Hours** 1.00 **Miles** 0.00 **Sent for Correction** 0

**Send for Correction**

<input checked="" type="checkbox"/>	Date	Client	Service	Start	End	Hours	Miles	Status	Correction Notes
<input checked="" type="checkbox"/>	10/12/2025	[REDACTED]	00DEMO SYSlobservLL	08:00 PM	09:00 PM	1.00	0	Submitted	

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

Payroll Period: 2025 Oct 12 - Oct 25, 2025 Status: ✓ Visits sent for correction successfully!

Payroll Periods & Clinicians

Oct 12 - Oct 25, 2025 Awaiting Clinician Submission

Client: [REDACTED]

Oct 12 - Oct 25, 2025 Awaiting Clinician Submission

Client: [REDACTED]

**ALMA COLLINS**

Oct 12 - Oct 25, 2025 Awaiting Clinician Submission

**Total Visits** 1 **Hours** 1.00 **Miles** 0.00 **Sent for Correction** 1

<input type="checkbox"/>	Date	Client	Service	Start	End	Hours	Miles	Status	Correction Notes
<input type="checkbox"/>	10/12/2025	[REDACTED]	00DEMO SYSlobservLL	08:00 PM	09:00 PM	1.00	0	Incomplete	





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

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## Authorizations

### Quick Launch



#### Calendar

Gives a preview of Visits scheduled with Clinicians.



#### Documents

Gives a preview of Documents.



#### Employee List

View List of CDS Staff(s).



#### Review Pay Period

Gives a preview of Timesheet.



#### Authorizations

Gives a preview of all authorizations available to the client.



#### Employer Pay Stub

Gives a preview of Employer Pay Stub.



#### Reimbursement

Gives a preview of Reimbursement.

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:

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

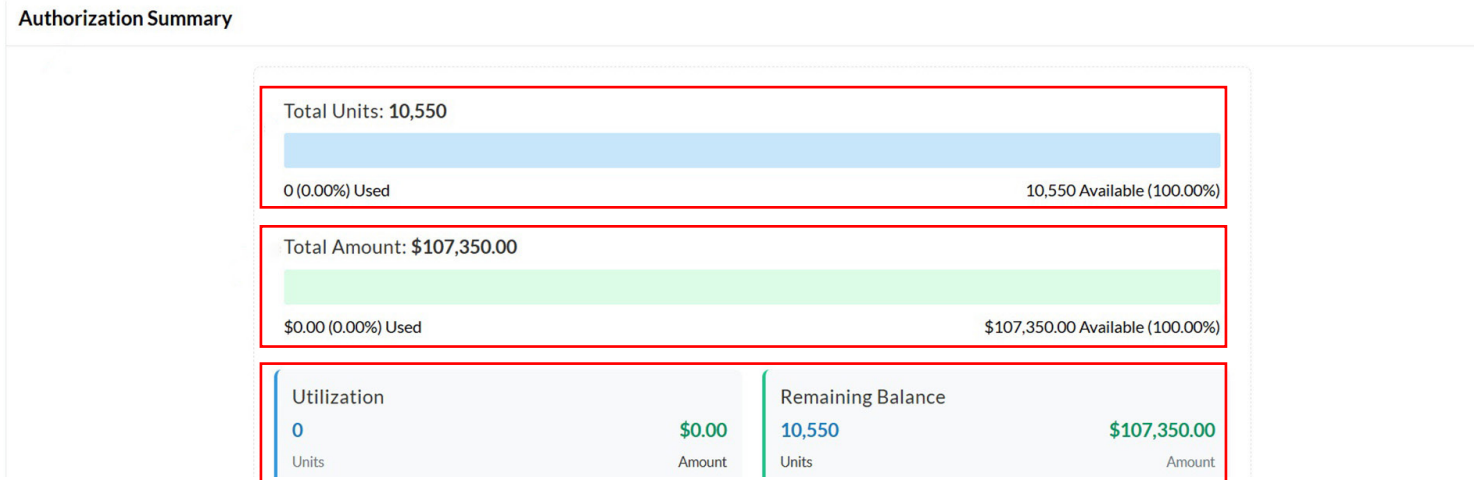
Client: Two , Client

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

## Authorizations

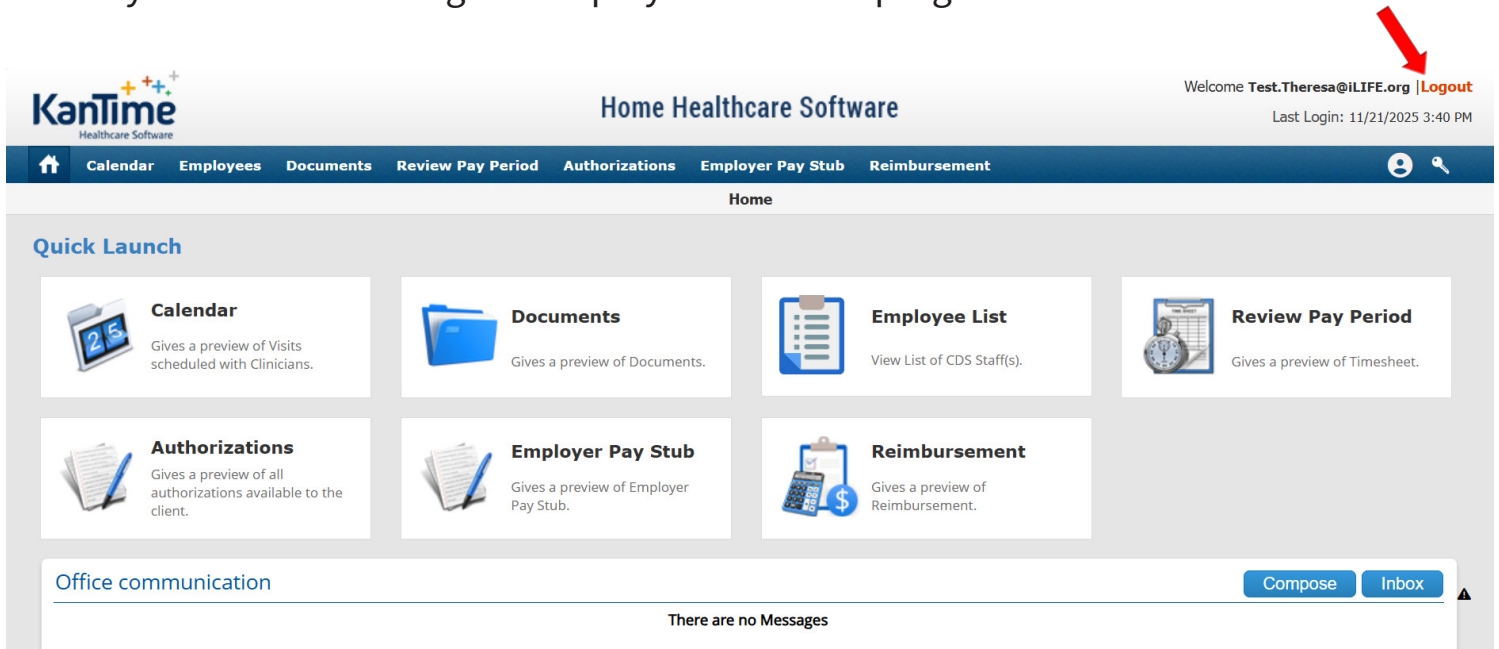


Below Authorization records section, you will find the “**Authorization Summary**” section. This section includes:

- Total Units
- Total Amount
- Utilizations
- Remaining Balance

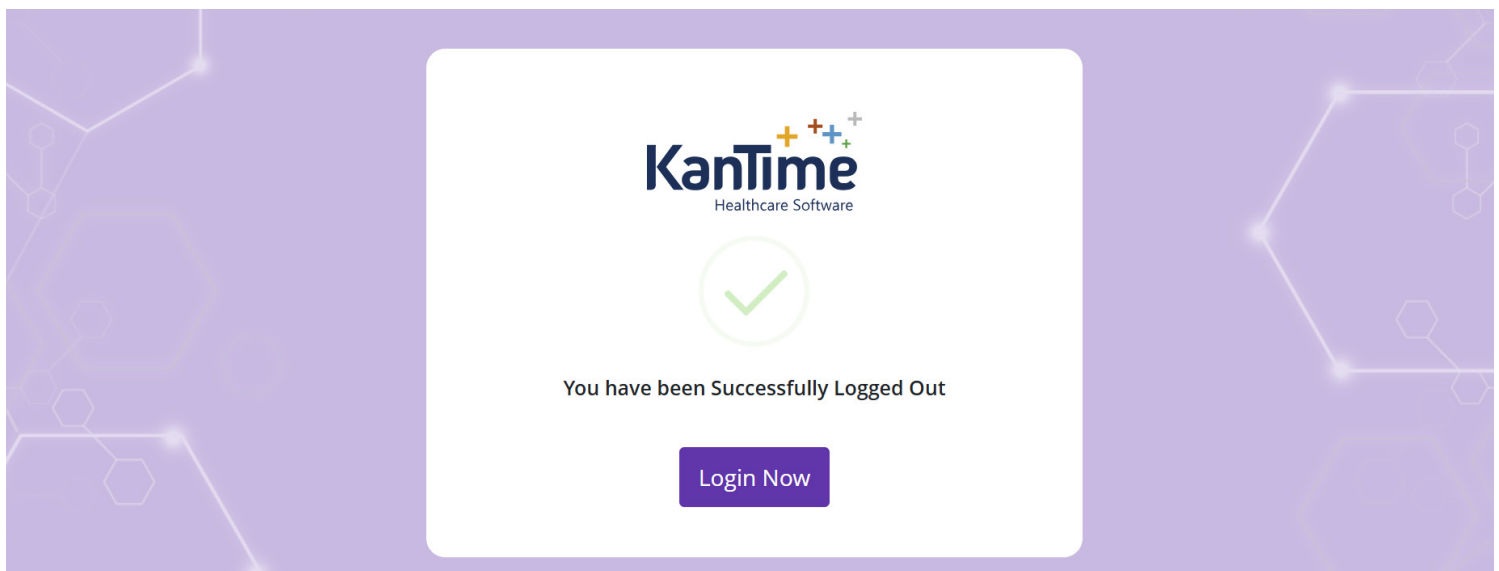
## Logout

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 screenshot shows the KanTime Healthcare Software Home page. The top navigation bar includes links for Calendar, Employees, Documents, Review Pay Period, Authorizations, Employer Pay Stub, and Reimbursement. The user is logged in as Test.Theresa@iLIFE.org, and the last login was on 11/21/2025 at 3:40 PM. A red arrow points to the **Logout** link in the top right corner. The main content area features a 'Quick Launch' section with icons and descriptions for various functions: Calendar, Documents, Employee List, Review Pay Period, Authorizations, Employer Pay Stub, and Reimbursement. At the bottom, there is an 'Office communication' section with 'Compose' and 'Inbox' buttons, and a message stating 'There are no Messages'.

The following window will be displayed after a successful logout.



The screenshot shows the KanTime Healthcare Software login screen. It features the KanTime logo at the top, a large green checkmark in the center, and the text 'You have been Successfully Logged Out'. Below this text is a purple button labeled 'Login Now'.