

KanTime User Guide

KMobile App



iLIFE

Choice. With Confidence.

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Note: Through out the KMobile app, the word Clinician is used for Employees

What is the KMobile?

KMobile V2 is a mobile app for Employees to manage timesheets and electronic visit verification (EVV). It even works offline and syncs data when online.

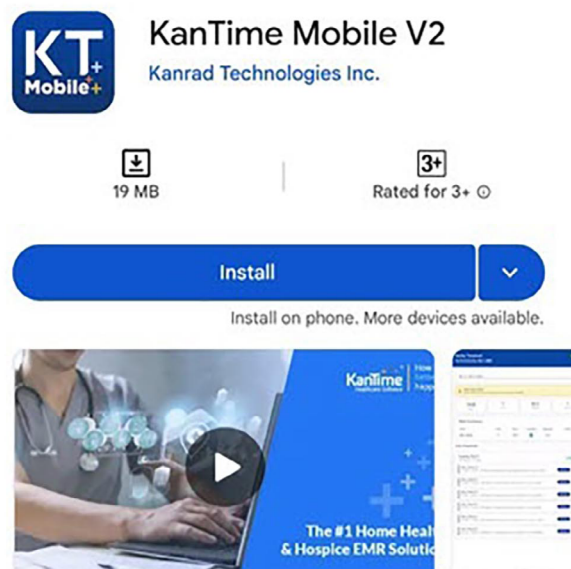


App Features:

- Check in and check out of visits directly from their mobile device.
- View and switch between scheduled visits.
- Create new visits or make visit corrections when necessary.
- Access essential tools such as the Calendar, Visit Details, and Client/Employer Information to stay organized and maintain complete, accurate records.

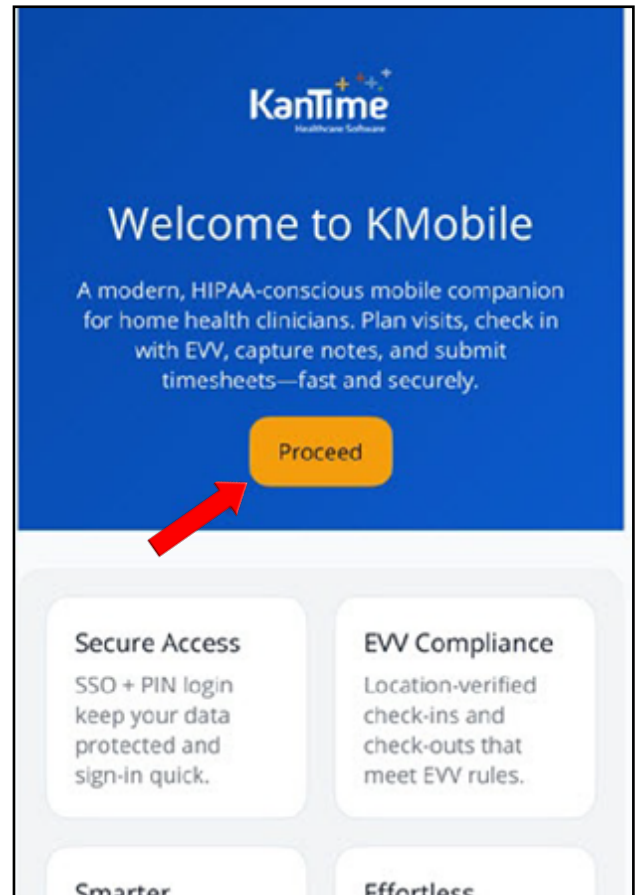
Installing the App:

1. Open the Google Play Store (for Android devices) or the App Store (for Apple devices)
2. Search for “KanTime Mobile V2” and tap install.
3. Android requires version 8+, iOS requires version 9.0+.
4. Once the app is installed, you will find it on your device’s home screen.



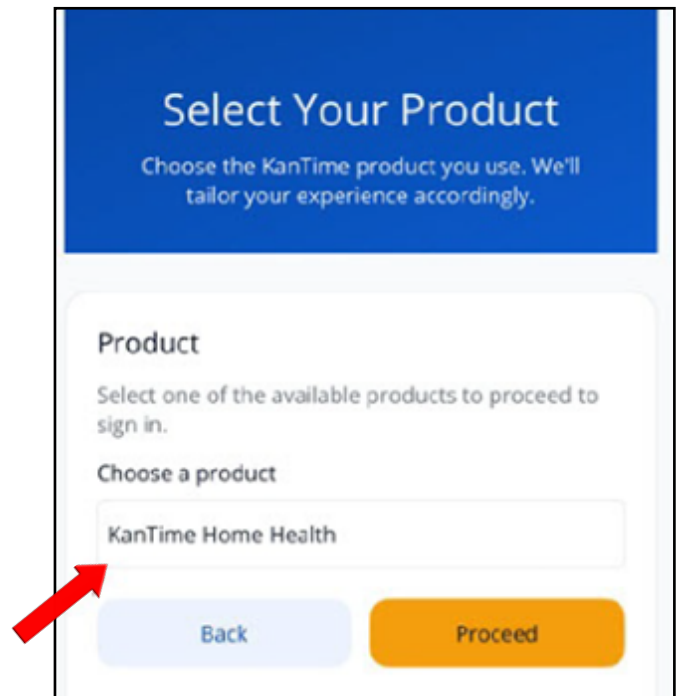
iOS (Apple) App:

Launch the KanTime Mobile V2 iOS app.
Click **Proceed**



On the Sign-In screen, select the following options:

Product: KanTime Home Health



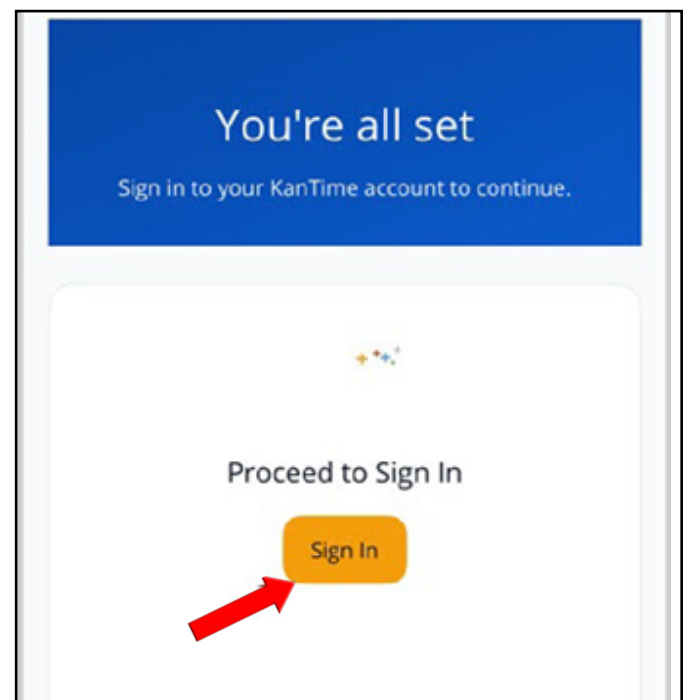
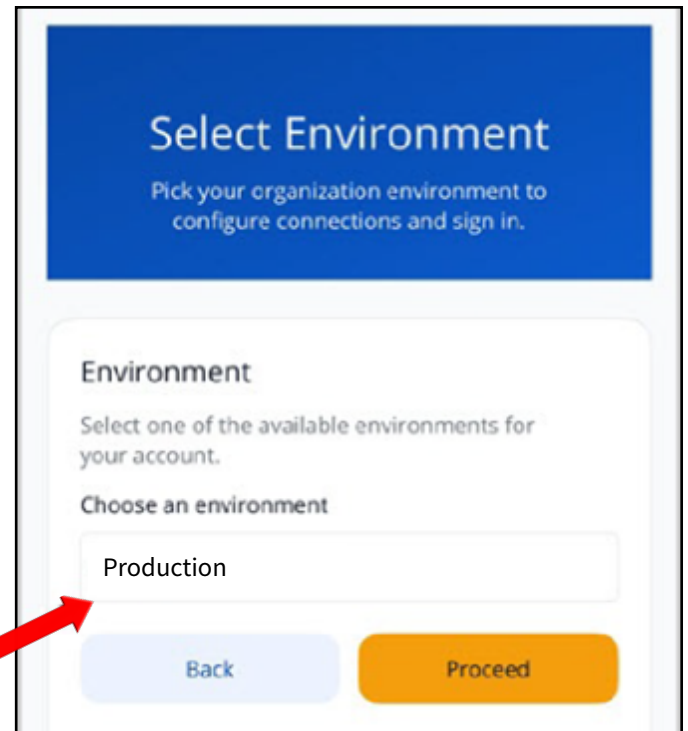
iOS (Apple) App:

Open the KanTime Mobile V2 iOS app.

On the Sign-In screen,
select the following options:

Environment: Production

After selecting the product and
environment, the app will bring you to
the login page.



Logging In on Android and iOS:

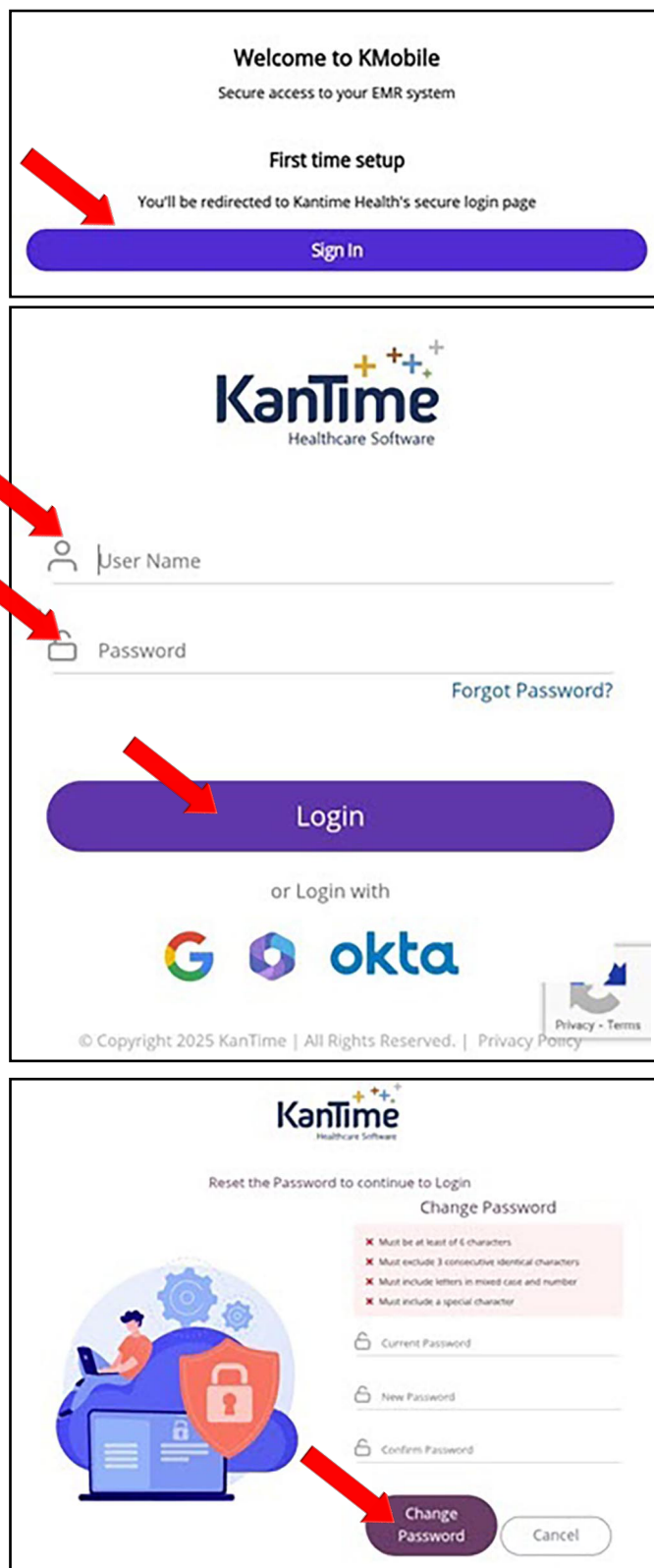
To log in, click the **Sign in** button

Enter your username and password from iLIFE and click **Login**.

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

On a successful first-time login, the system will redirect you to the **Change Password** screen. Enter and confirm your new password, then click **Change Password**.

After updating the password, the system will automatically navigate to the PIN Setup screen, where the user can create a secure PIN for quick future logins.



Welcome to KMobile
Secure access to your EMR system

First time setup
You'll be redirected to Kantime Health's secure login page

Sign In

KanTime
Healthcare Software



User Name

Password

[Forgot Password?](#)

Login

or Login with

  **okta**

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KanTime
Healthcare Software

Reset the Password to continue to Login

Change Password

- ✗ Must be at least 6 characters
- ✗ Must exclude 3 consecutive identical characters
- ✗ Must include letters in mixed case and number
- ✗ Must include a special character

Current Password

New Password

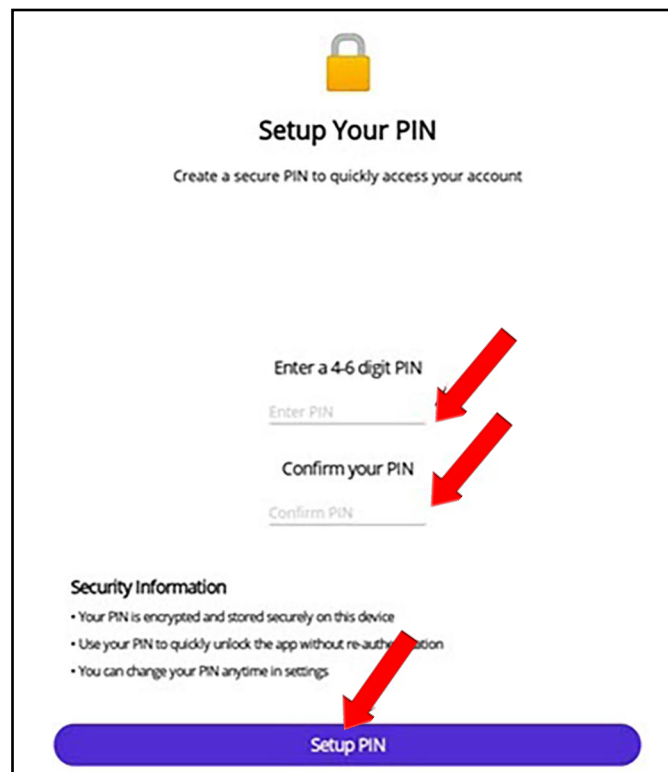
Confirm Password

Change Password Cancel

Setting up your PIN:

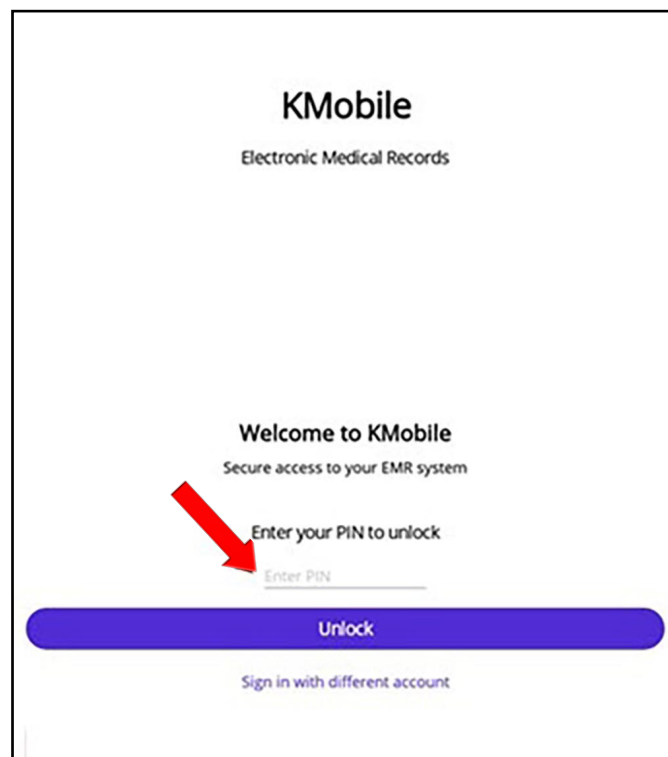
Once you log in, you will be prompted to create a 4 to 6 digit PIN. This PIN provides secure and quick access to the app.

- Enter the PIN number of your choice.
- Then enter it again in the confirm your PIN line.
- Then click Setup PIN.



You can use the PIN you set to open the app.

- Enter your PIN
- Click Unlock



Dashboard

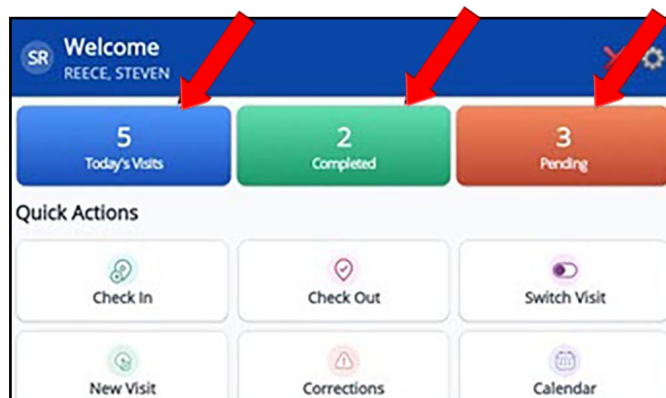
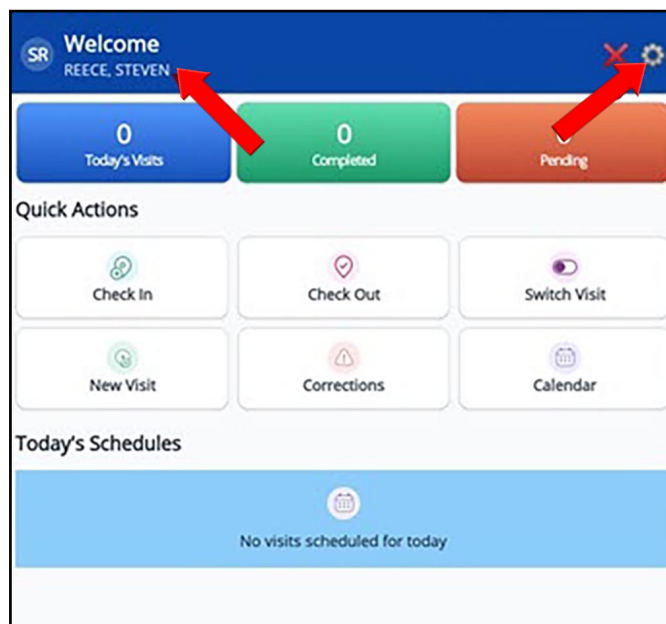
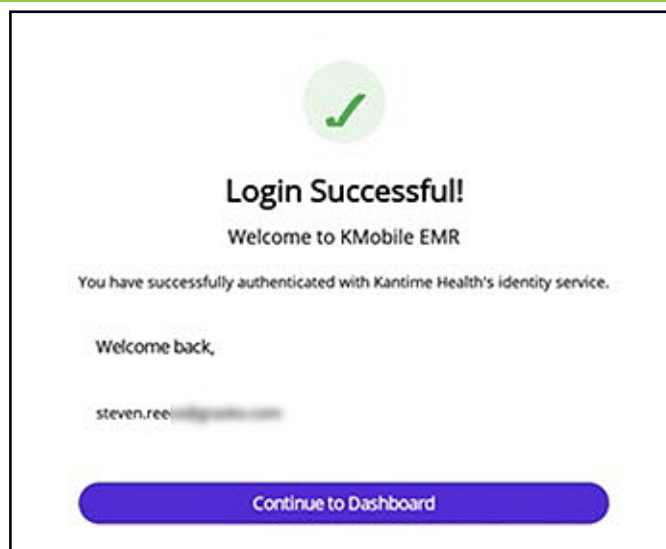
After you enter your PIN, the 'Login Successful' screen will appear, confirming you are logged in.

NOTE You will remain logged-in for 12 hours. After 12 hours, the app will display an "Unauthorized" message. Click OK and you will be brought back to the Sign-In screen and must log in again to continue using the app.

Once the 'Continue to Dashboard' button is clicked, you will see the dashboard.

The **Dashboard** provides an overview of the Employee's daily schedule and quick access to essential actions.

- Top left is the user's name with a welcome message.
- Top right, the circle gear icon will bring you to settings.
- **Today's Visit:** This section shows the total number of visits scheduled for the Employee today.
- **Completed:** This section shows the total number of visits completed today by the Employee.
- **Pending:** This section shows the total number of visits that are still pending for the current day, indicating visits that the Employee has not yet completed or documented.



Dashboard

Quick Actions

Allows easy access to commonly used functions:

Check In: Allows the Employee to start a visit and record the visit start time.

Check Out: Used to complete a visit and record the end time.

Switch Visit: Allows the Employee to checkout of one scheduled session and check in to other visits simultaneously when required.

New Visit: Lets the Employee create and document a new visit in the system.

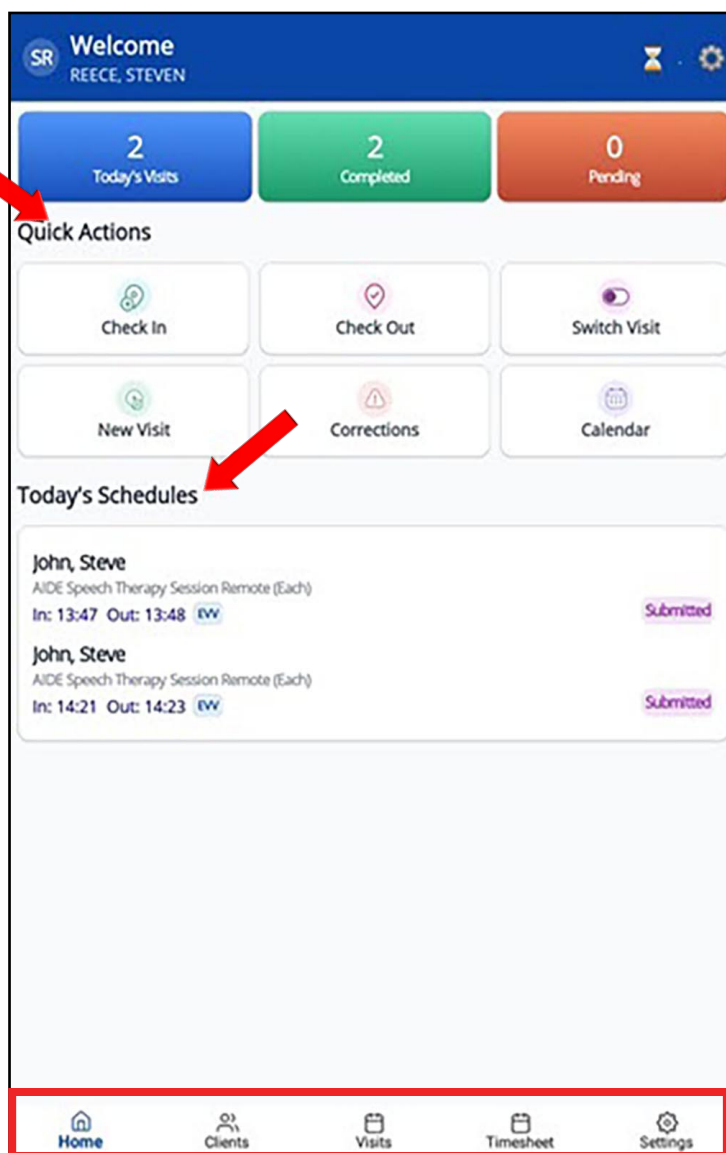
Corrections: Allows the Employee to correct previously entered or submitted visit information.

Calendar: Displays the Employee's schedule in a calendar view, showing upcoming visits and appointments.


In the middle, the **Today's Schedules**


section lists all visits scheduled for the current day. If no visits are scheduled, a message such as "No visits scheduled for today" is displayed. **iLIFE will not be using schedules at this time, but Employers have the option to do so.**


The navigation bar at the bottom of the dashboard provides quick access to other options, including **Home**, **Clients**, **Visits**, **Timesheet**, and **Settings**.



Sync

After logging in you will need to do a Full Sync to get data from the KanTime Online system into the mobile app. If you do not sync the system, information for the Employee or Employer will not be in the app. To start the sync, click the **Settings** icon  in the top right corner and one in the lower right corner.

If the data has not been synced to the mobile device, a not synced  icon will be shown.

If data sync is in progress, a hour glass icon will be shown. 

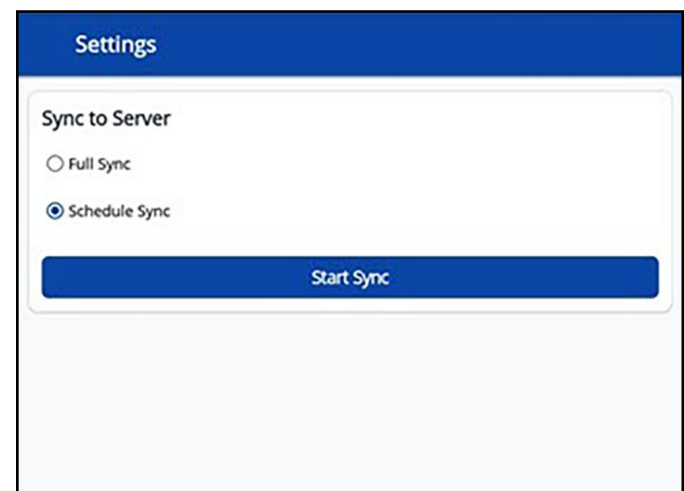
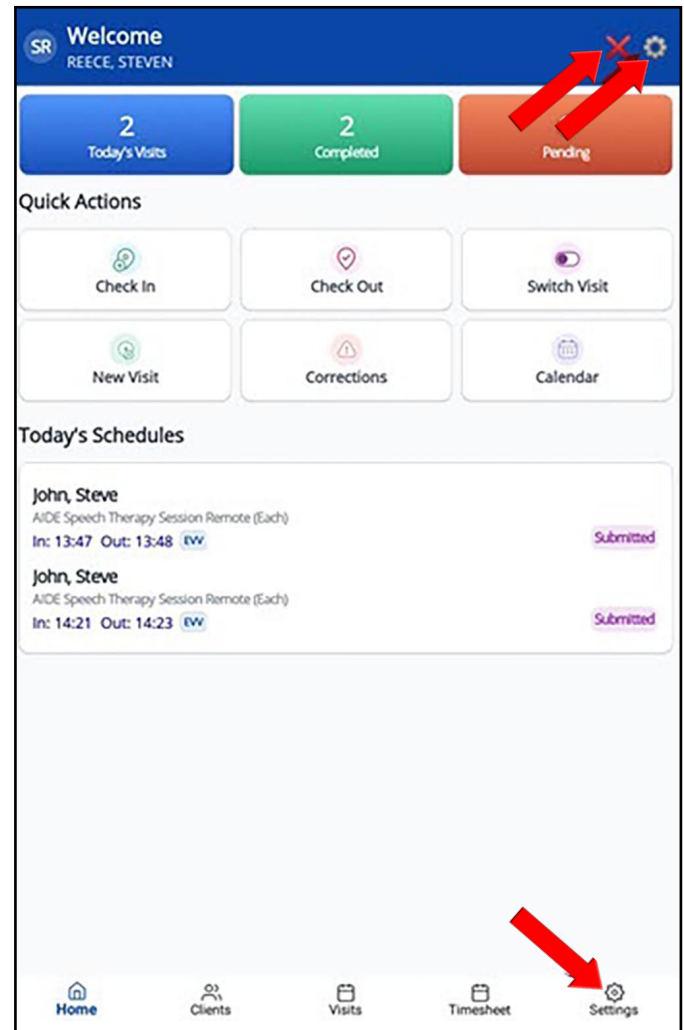
Once data sync is complete, a check mark icon will appear.



NOTE

Please do a full sync at the beginning and ending of each day.

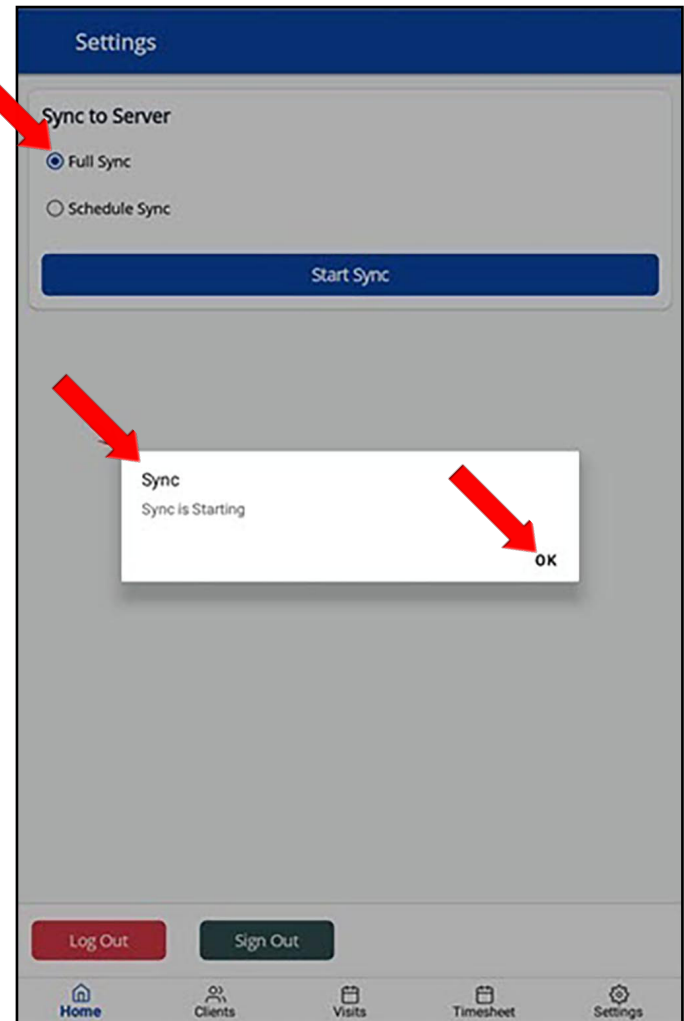
The Settings page has two options — **Full Sync** and **Schedule Sync**.



Sync

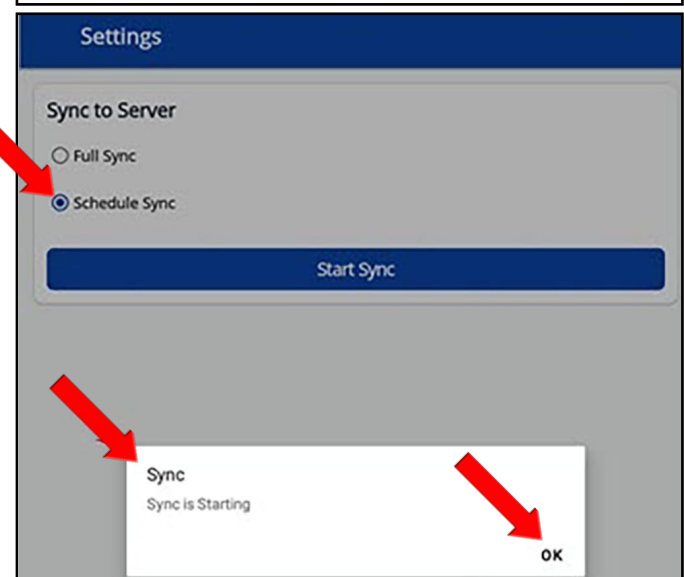
Full Sync:

- Use for the first time you sync your device after the first log in.
- Select the **Full Sync** option to download and update all data from KanTime Online to the mobile device.
- Then, **tap the Start Sync button** to begin the sync. A confirmation pop-up will appear with the message “Sync is starting”.
- **Tap OK** to confirm and start a full data sync.



Schedule Sync: Once the user makes any changes or updates in the KanTime Mobile V2 app, use the Schedule Sync option to upload and sync the modified data back to KanTime Online.


- **Tap Start Sync** to begin. A confirmation pop-up will appear with the message “Sync is starting”.
- **Tap OK to confirm** and start a Schedule Sync.




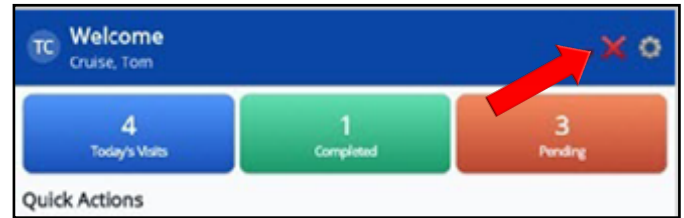
NOTE

The Schedule Sync runs automatically every 15 minutes, provided the KanTime Mobile V2 app is connected to the internet.

Sync

A Employee can click on the cross icon on the dashboard  to quickly sync the information.

Once the sync is complete a check mark will appear. 



Sign out: To sign out of the KanTime Mobile V2 app, tap the Sign Out button. A confirmation pop-up will appear with the message “Are you sure you want to sign out?” Tap OK to confirm and log out of the app.

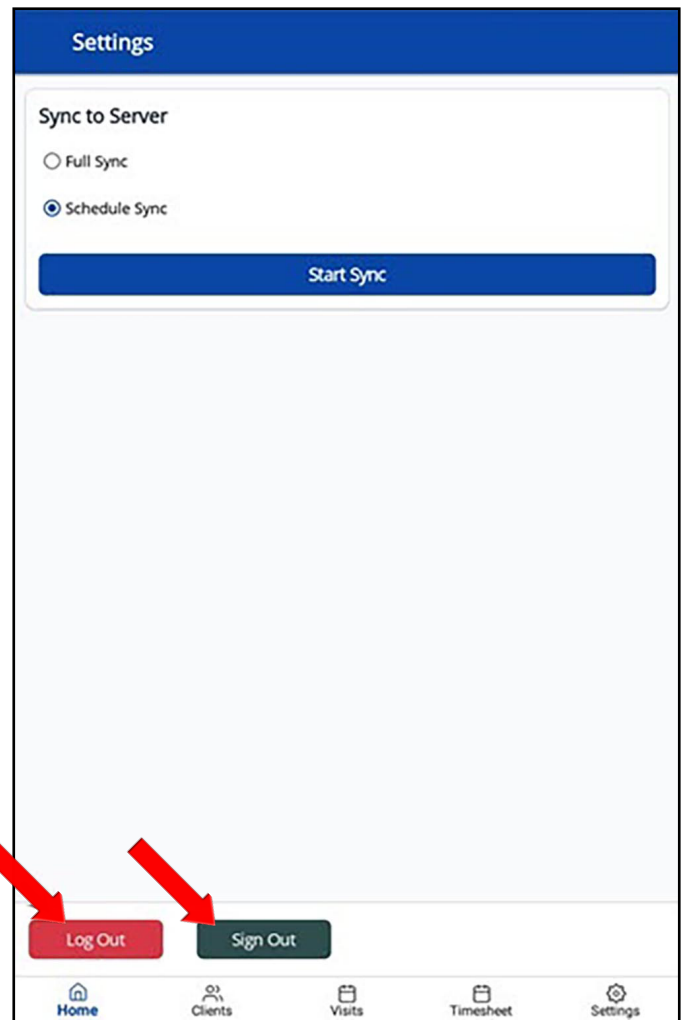
NOTE

Only one KanTime user can use a device. KanTime does not support signing in with a different account on the same device.

Log Out: To log out of the KanTime Mobile V2 app, tap the Log Out button. A confirmation pop-up will appear with the message “Are you sure you want to log out?” Tap OK to confirm and log out of the app.

NOTE

Log out should not be used unless the user wants to log in again and create a new 4 to 6 digit PIN to access the KanTime Mobile V2 app. However, if the user has only signed out of the account (without logging out), they can use their previously created PIN to sign back into the KanTime Mobile V2 app.



Punching In

How to Punch In

Click **New Visit** - which allows Employees to manually create a punch in the KanTime Mobile app.

NOTE

iLIFE will not have scheduled visits but Employees have the option to add them.

To create a new visit

Go to the Dashboard and tap on the **New Visit** box.

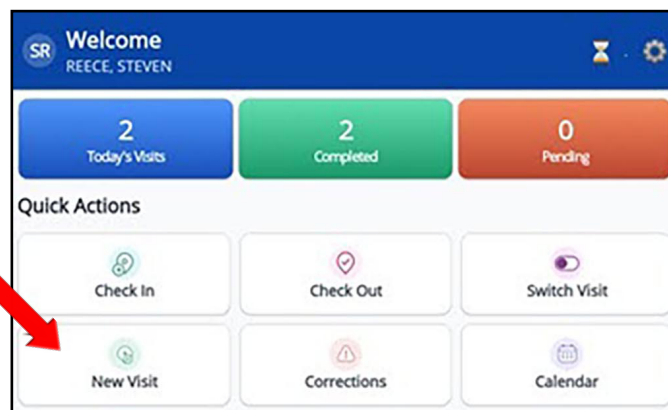
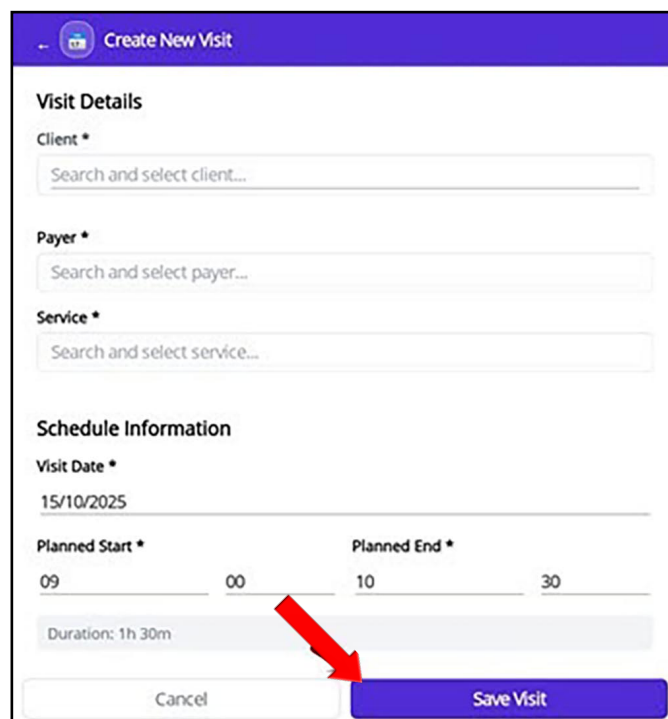
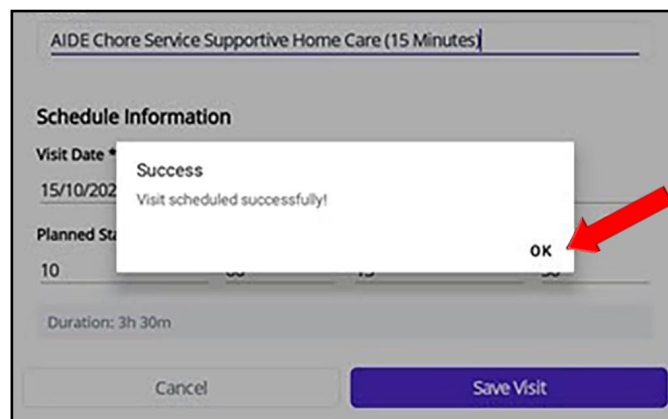
The Create New Visit screen will appear, Enter the required details

- Client/Employer
- Payer
- Service
- Visit date
- Time of start and end of visit

After filling in all the necessary fields, tap the **Save Visit** on an Android device or **Create Visit** if you are using an iOS device button to save the visit.

Once you save the visit, a pop-up window will appear with the message 'Visit scheduled successfully.' Tap **OK** to close the message.

The new visit will now be listed under today's scheduled visits in the app.

Punching Out

How to Punch out

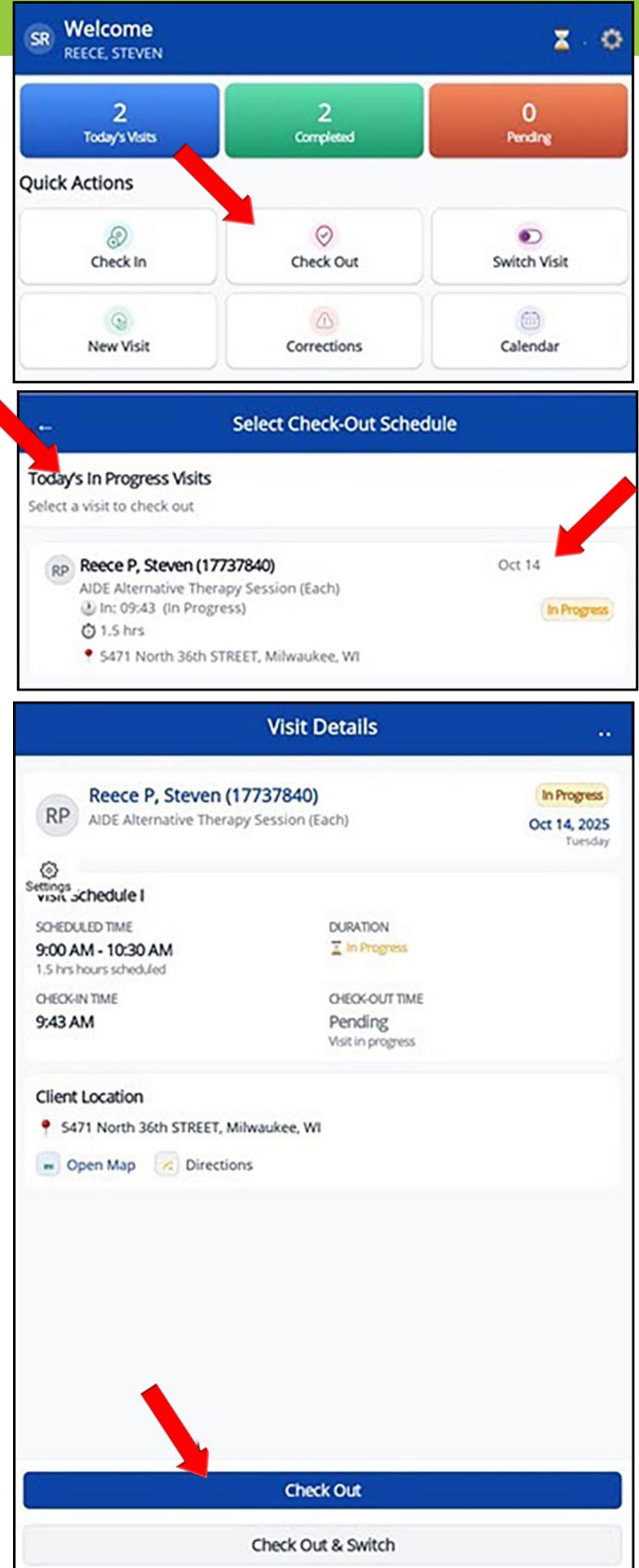
Click the **Check-Out** button on the dashboard.

This will show all of today's visits along with important details, such as the Employer's name and ID, service type, planned start and end times, total hours allowed for each visit, Employer address, and the current visit status.

Tap on the visit to check out.

The **Visit Details** screen appears, which shows an overview of the selected visit for checkout. You can review important information such as the scheduled time and current status of the visit, the total hours scheduled, and the Employer location, which includes options to open the map or view directions.

At the bottom of the screen, a **Check-Out** button is available for users to proceed with the check-out process. After reviewing the visit details, tap the **Check-Out button** to end the visit.

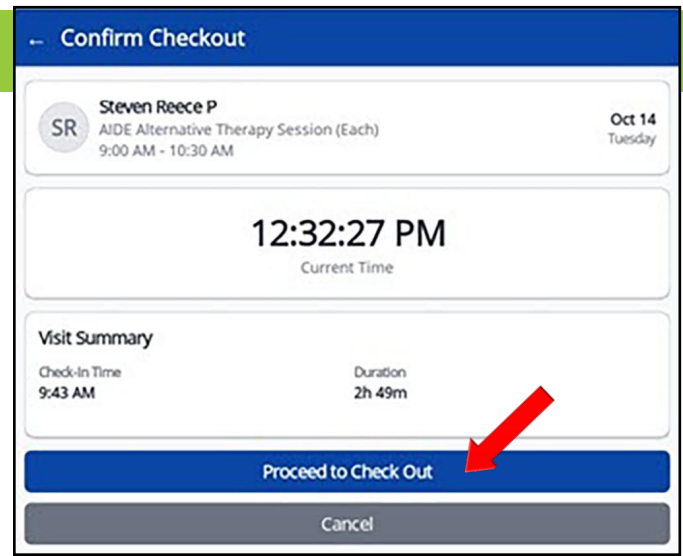


Punching Out

Once you click on check-out, the **Confirm Check-Out** screen will open, where the Employee can verify their selection before proceeding.

To confirm the check-out, tap **Proceed to Check-Out**.

If you wish to cancel the action, select **Cancel** to return to the previous screen.



Confirm Checkout

SR Steven Reece P
AIDE Alternative Therapy Session (Each)
9:00 AM - 10:30 AM

Oct 14
Tuesday

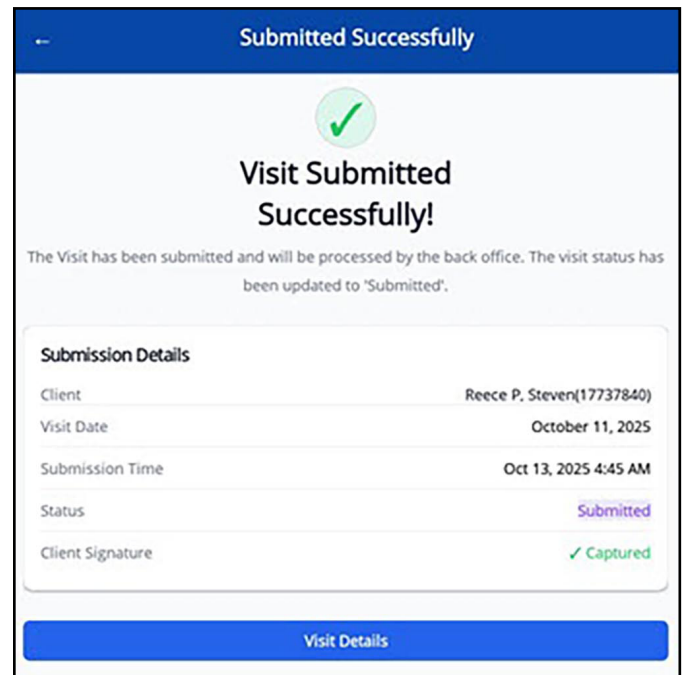
12:32:27 PM
Current Time

Visit Summary


Check-In Time 9:43 AM	Duration 2h 49m
--------------------------	--------------------

Proceed to Check Out (indicated by a red arrow)

Cancel



Submitted Successfully



Visit Submitted Successfully!

The Visit has been submitted and will be processed by the back office. The visit status has been updated to 'Submitted'.

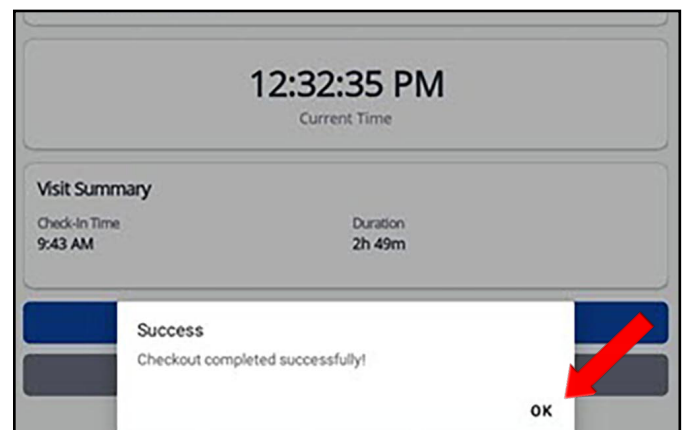
Submission Details

Client	Reece P, Steven(17737840)
Visit Date	October 11, 2025
Submission Time	Oct 13, 2025 4:45 AM
Status	Submitted
Client Signature	✓ Captured

Visit Details

Once confirmed, a pop-up message will appear stating 'Check-Out completed successfully.'

Tap **OK** to close the message.



12:32:35 PM
Current Time

Visit Summary

Check-In Time 9:43 AM	Duration 2h 49m
--------------------------	--------------------

Success
Checkout completed successfully!

OK (indicated by a red arrow)

Punching Out

You will then be redirected to the updated Visit Details screen, where the visit status will change to Completed, showing the check-out has been successfully recorded.

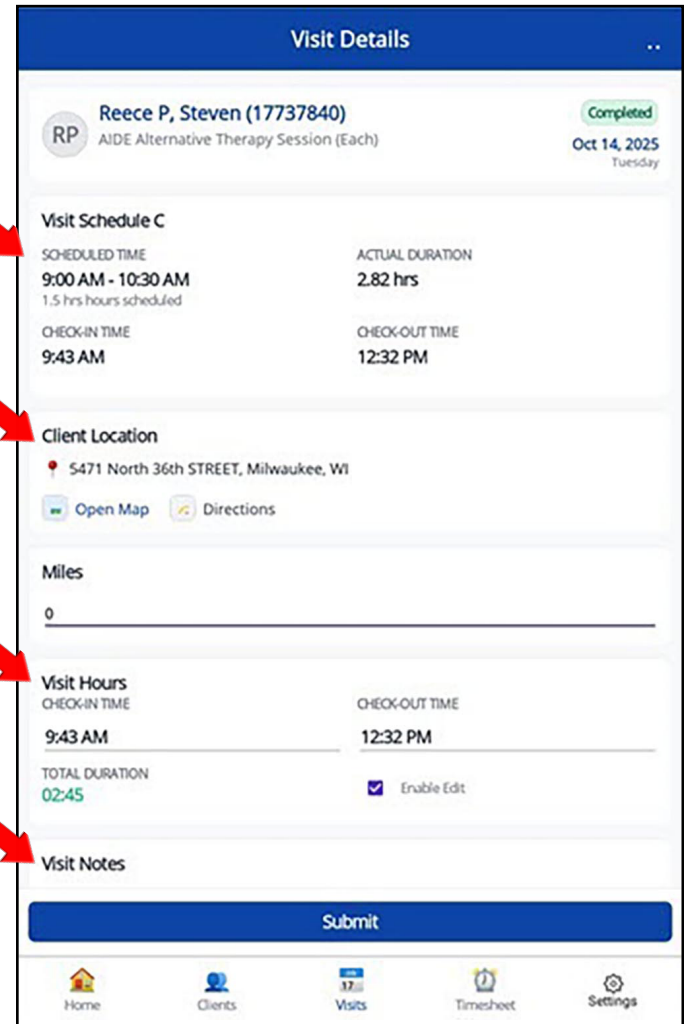
The Visit Details screen allows Employees to view, edit, and complete visit information, visit hours, notes, and Employer signatures. This section explains each component of the screen and how to use it.

Visit Schedule

- **Scheduled Time:** Shows the scheduled start and end times for the visit.
- **Actual Duration:** Shows the total time between Check-In and Check-Out.
- **Check-In / Check-Out Time:** Shows the check-in and check-out times entered by the Employee.

Client Location

- **Address:** Displays the Employer's address.
- **Open Map:** Opens the Employer's location in map view within the device.
- **Directions:** Provides turn-by-turn directions using your device's default map app.



Visit Details

RP Reece P, Steven (17737840)
AIDE Alternative Therapy Session (Each)

Completed
Oct 14, 2025
Tuesday

Visit Schedule C

SCHEDULED TIME	ACTUAL DURATION
9:00 AM - 10:30 AM 1.5 hrs hours scheduled	2.82 hrs

CHECK-IN TIME	CHECK-OUT TIME
9:43 AM	12:32 PM

Client Location

5471 North 36th STREET, Milwaukee, WI

[Open Map](#) [Directions](#)

Miles

0

Visit Hours

CHECK-IN TIME	CHECK-OUT TIME
9:43 AM	12:32 PM

TOTAL DURATION
02:45

☒ Enable Edit

Visit Notes

Submit

Home Clients Visits Timesheet Settings

NOTE Internet connectivity is required for map and navigation features.

Digital Signature

Client Signature: Two Employer signature options are available in KanTime Mobile V2. The Employee can capture either a digital signature or a voice signature:

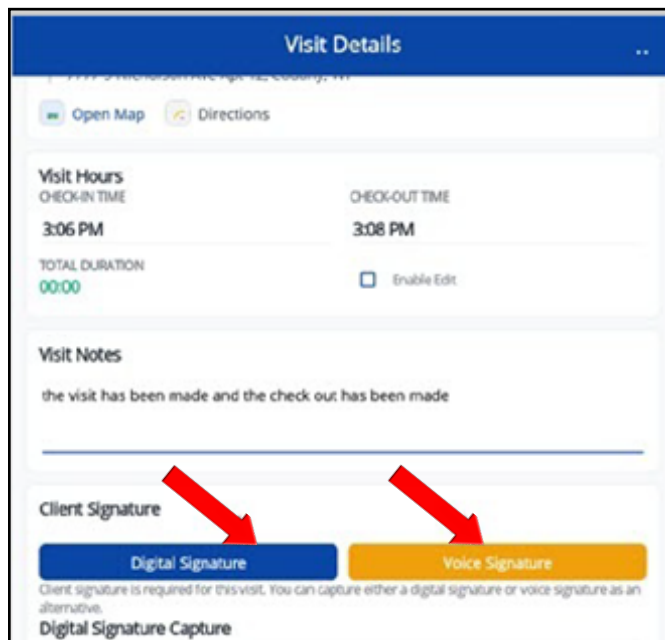
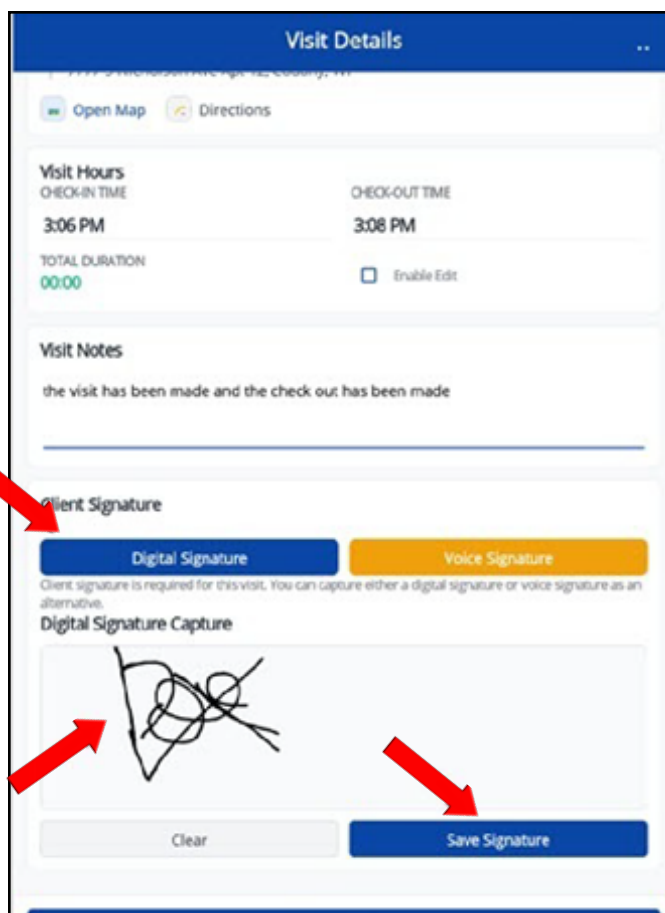
NOTE

It is up to the Employer whether they prefer to provide a signature at the end of each shift using the Employee's KMobile app or on a biweekly basis in the web portal before the timesheet due date.

Digital Signature: This feature allows the Employer to provide their handwritten signature directly on the device.

To use it:

1. Click the **Digital Signature** button.
2. A signature capture space will appear.
3. Have the Employer sign in the designated area.
4. Tap **Save Signature** to store it, or select Clear if you need to re-enter the signature.

Voice Signature

Voice Signature: This feature allows the Employer to provide a voice-based signature.

To use it:

1. Click the **Voice Signature** button.
2. A voice signature capture space will appear.
3. Click **Start** to begin recording the voice signature.
4. Click **Stop** to end the recording.
5. Click **Clear** to delete the recording. Please redo the steps above to re-record the signature.
6. Click **Save** to store the voice signature.

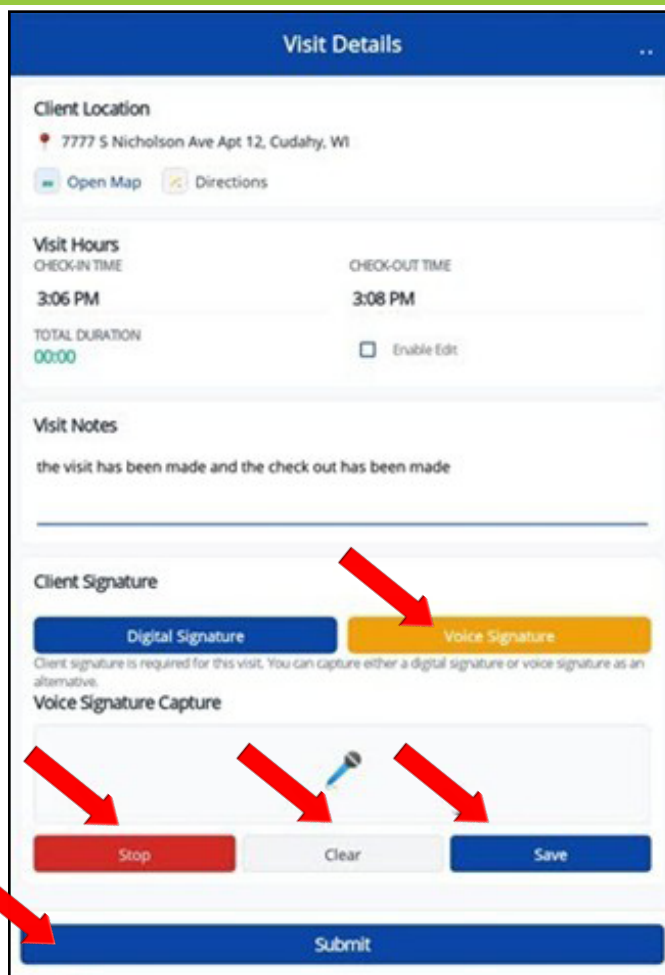
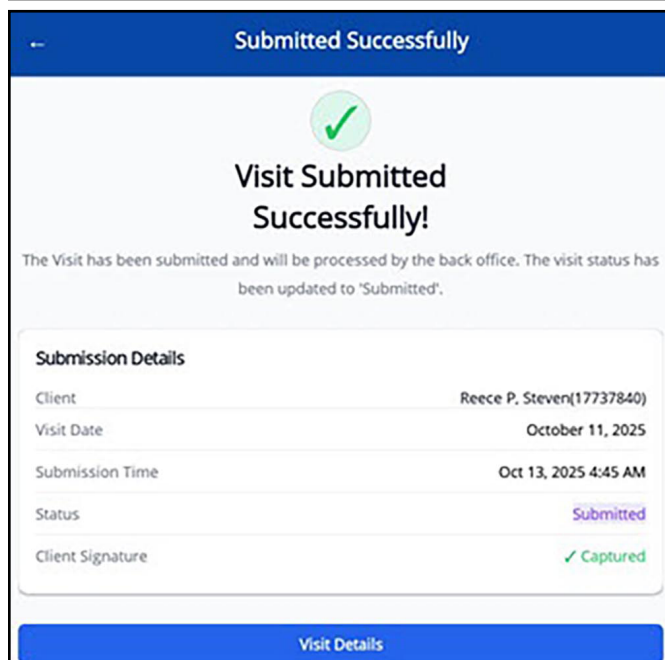
Click the **Submit** button to submit the visit. This action will change the visit status from Completed to Submitted.

Syncing the information to the KanTime Online System

The visit data is automatically uploaded to the KanTime Online system every 15 minutes, as long as the mobile device is connected to the internet. If an immediate upload is needed, the Employee can also perform a manual Schedule Sync.

(See page 11) Once the information has been uploaded, it can be viewed under the All Pending Visits screen in the KanTime Online system.

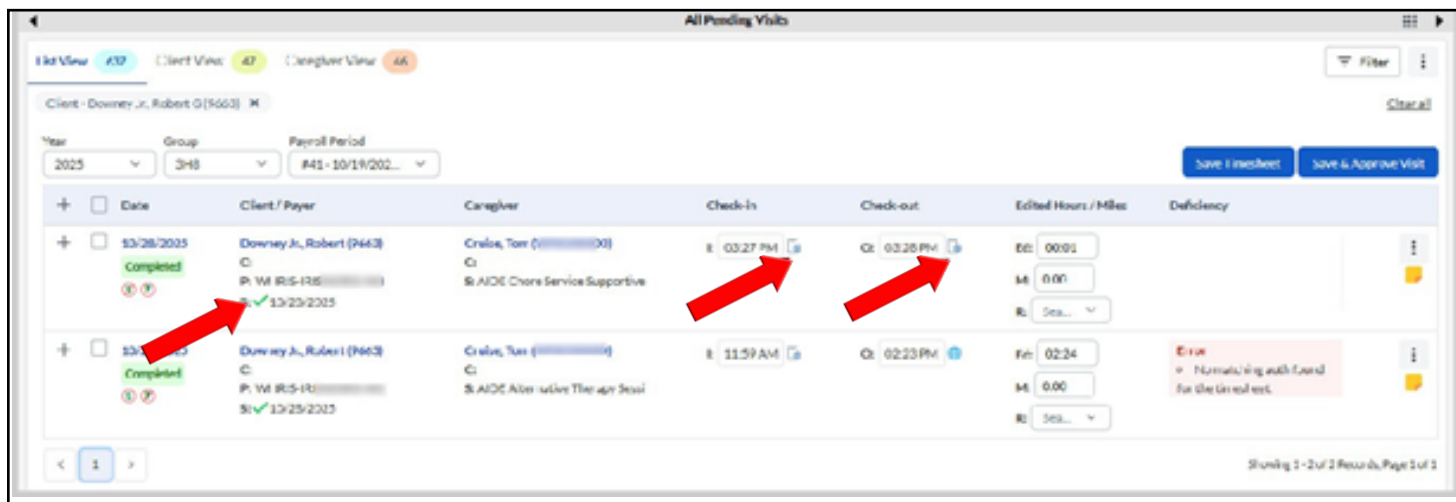
<https://www.kantimehealth.net>


Viewing Visits on KanTime Website

To view timesheets on the website <https://www.kantimehealth.net>

Go to Timesheet then Pending Visits and click All Pending Visits



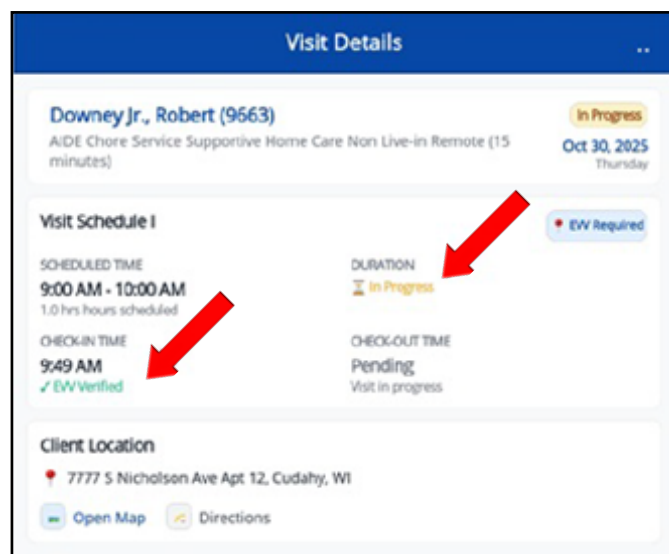
	Date	Client / Payer	Caregiver	Check-In	Check-Out	Edited Hours / Miles	Deficiency
+	10/28/2025	Downey Jr, Robert (9663) C: WI IRIS-IRIS S: 10/28/2025	Crales, Tom (1000000000) C: S: AIDE Chore Service Supportive	10/28/2025 03:27 PM	10/28/2025 03:28 PM	Ed: 00:01 M: 0.00 R: Sec...	
+	10/28/2025	Downey Jr, Robert (9663) C: WI IRIS-IRIS S: 10/28/2025	Crales, Tom (1000000000) C: S: AIDE Chore Service Supportive	10/28/2025 11:59 AM	10/28/2025 02:23 PM	Ed: 02:24 M: 0.00 R: Sec...	Error Normalizing with Care for the client visit.

The phone icon  in the Check-In and Check-Out section shows that the Employee completed these actions using the KanTime Mobile V2 app.

If the Employee saved the Employer's signature while submitting the visit, a green tick mark along with the date of signature will show next to the S in the Client/Payer Details section. If the Employer did not sign during submission, a cross mark will be displayed in that section.

Visit Status: Once the Employee syncs the KanTime Mobile V2 data with the KanTime Online system, all visits with statuses such as Planned, In Progress, or Completed will be updated to show the current status from the mobile app.

For example, visits marked as **In Progress** in KanTime Mobile V2 will be updated in the KanTime Online system with the same Check-In time.



Visit Details

Downey Jr, Robert (9663)
AIDE Chore Service Supportive Home Care Non Live-in Remote (15 minutes)
Oct 30, 2025 Thursday

Visit Schedule I

SCHEDULED TIME
9:00 AM - 10:00 AM
1.0 hrs hours scheduled

CHECKIN TIME
9:49 AM
✓ EV Verified

DURATION
In Progress

CHECKOUT TIME
Pending
Visit in progress

Client Location
7777 S Nicholson Ave Apt 12, Cudahy, WI
Open Map Directions

Switch Visit

The **Switch Visit** button allows Employee to log out from the current visit or change a service code and log in to another scheduled visit at the same time. This option is useful when multiple service codes or visits are started around the same time, allowing a quick switch between visits without manually checking out and checking in separately.

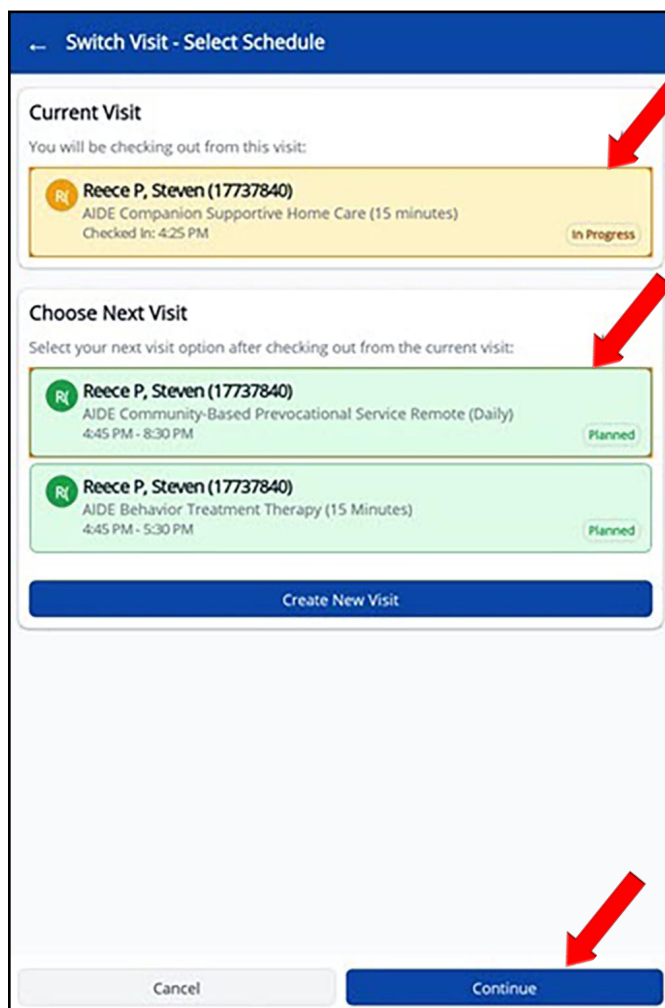
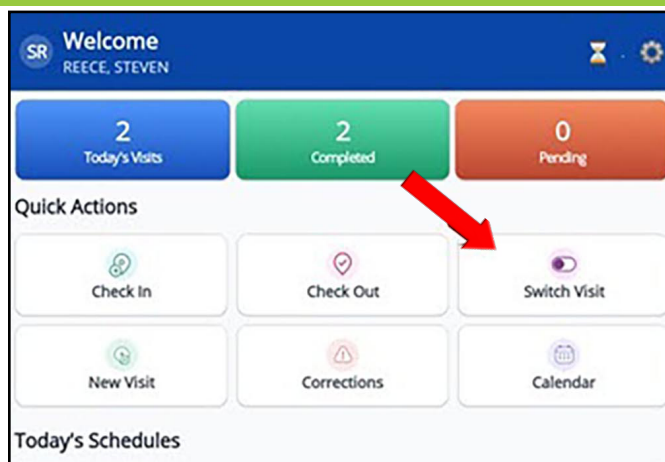
Tap the **Switch Visit** box on the home screen.

The ‘**Switch Visit – Select Schedule**’ screen shows today’s scheduled visits, in two sections: Current Visit and Choose Next Visit.

Current Visit section shows the visit in progress.

Next Visit section lists the remaining visits for the day that are yet to be checked in.

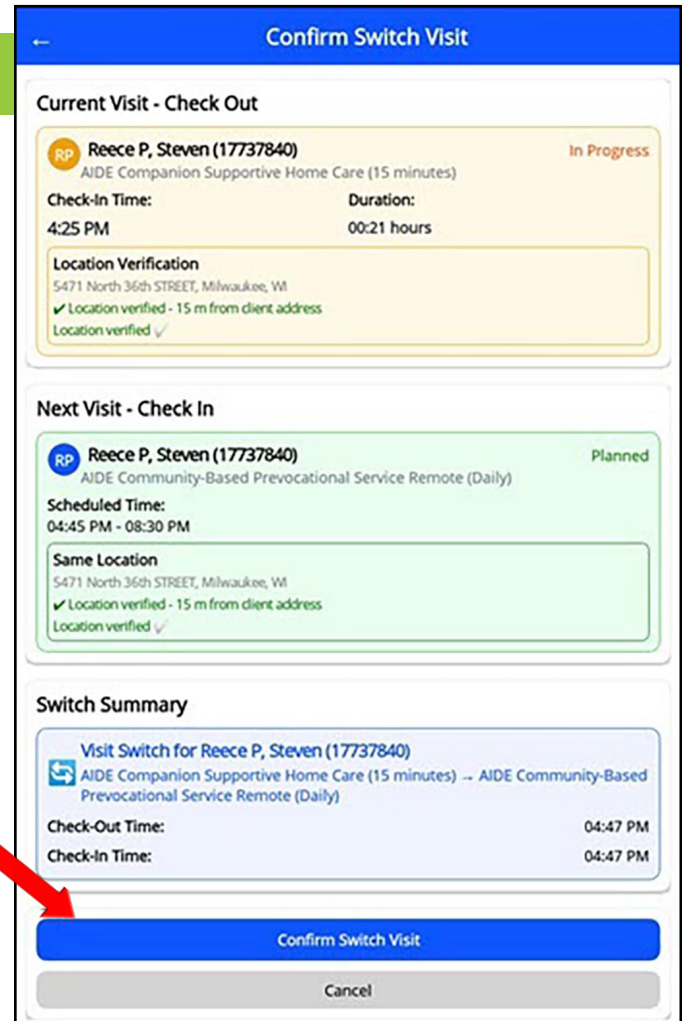
Select the visit you wish to switch to from the list, then tap **Continue** to proceed.



Switch Visit

Review the visit details such as Employer name, service, scheduled time, and location.

Tap **Confirm Switch Visit** to change to the new visit.



Confirm Switch Visit

Current Visit - Check Out

RP Reece P, Steven (17737840) In Progress
AIDE Companion Supportive Home Care (15 minutes)

Check-In Time: 4:25 PM Duration: 00:21 hours

Location Verification
5471 North 36th STREET, Milwaukee, WI
✓ Location verified - 15 m from client address
Location verified ✓

Next Visit - Check In

RP Reece P, Steven (17737840) Planned
AIDE Community-Based Prevocational Service Remote (Daily)

Scheduled Time: 04:45 PM - 08:30 PM

Same Location
5471 North 36th STREET, Milwaukee, WI
✓ Location verified - 15 m from client address
Location verified ✓

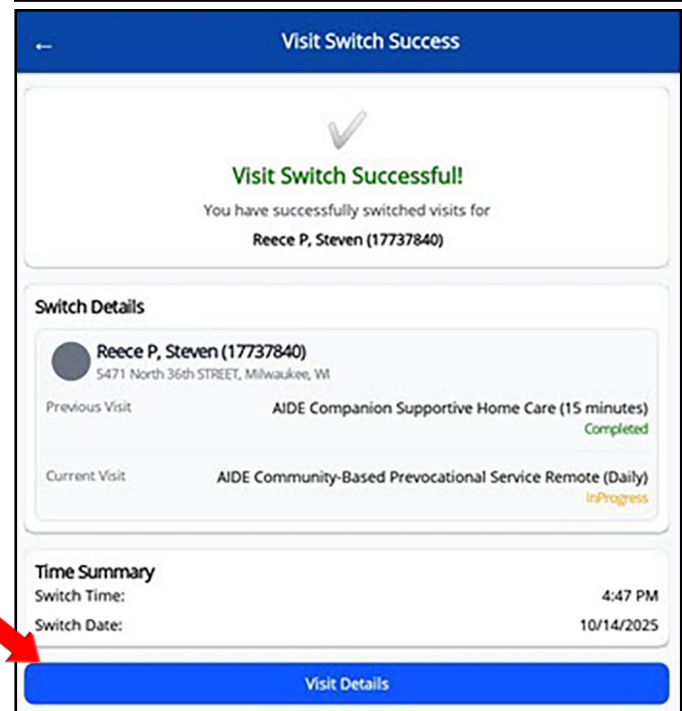
Switch Summary

Visit Switch for Reece P, Steven (17737840)
AIDE Companion Supportive Home Care (15 minutes) → AIDE Community-Based Prevocational Service Remote (Daily)

Check-Out Time: 04:47 PM
Check-In Time: 04:47 PM

Confirm Switch Visit (blue button)
Cancel (grey button)

A 'Visit switch success' screen will be displayed with switch details and time summary. Tap the **Visit Details** button to view the Visit Details screen of the newly switched visit.



Visit Switch Success

✓
Visit Switch Successful!
You have successfully switched visits for
Reece P, Steven (17737840)

Switch Details

Reece P, Steven (17737840)
5471 North 36th STREET, Milwaukee, WI

Previous Visit: AIDE Companion Supportive Home Care (15 minutes) Completed

Current Visit: AIDE Community-Based Prevocational Service Remote (Daily) InProgress

Time Summary

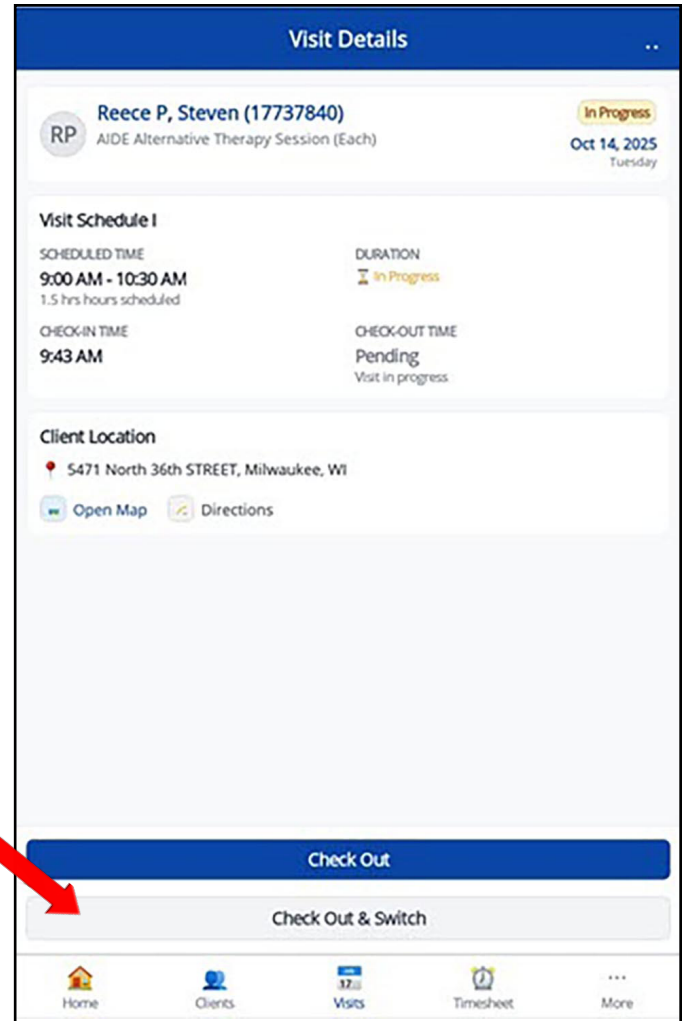
Switch Time: 4:47 PM
Switch Date: 10/14/2025

Visit Details (blue button)

Switch Visit

The Employee can also switch visits in the Check Out screen by clicking on **Check Out & Switch**.

The user will be brought to the ‘**Switch Visit—Select Schedule**’ screen. Go back to [page 20](#) for instructions on how to select the right information



Visit Details

Reece P, Steven (17737840)
AIDE Alternative Therapy Session (Each)

In Progress
Oct 14, 2025
Tuesday

Visit Schedule I

SCHEDULED TIME	DURATION
9:00 AM - 10:30 AM 1.5 hrs hours scheduled	In Progress

CHECK-IN TIME	CHECK-OUT TIME
9:43 AM	Pending Visit in progress

Client Location
5471 North 36th STREET, Milwaukee, WI

[Open Map](#) [Directions](#)

Check Out

Check Out & Switch

Home Clients Visits Timesheet More

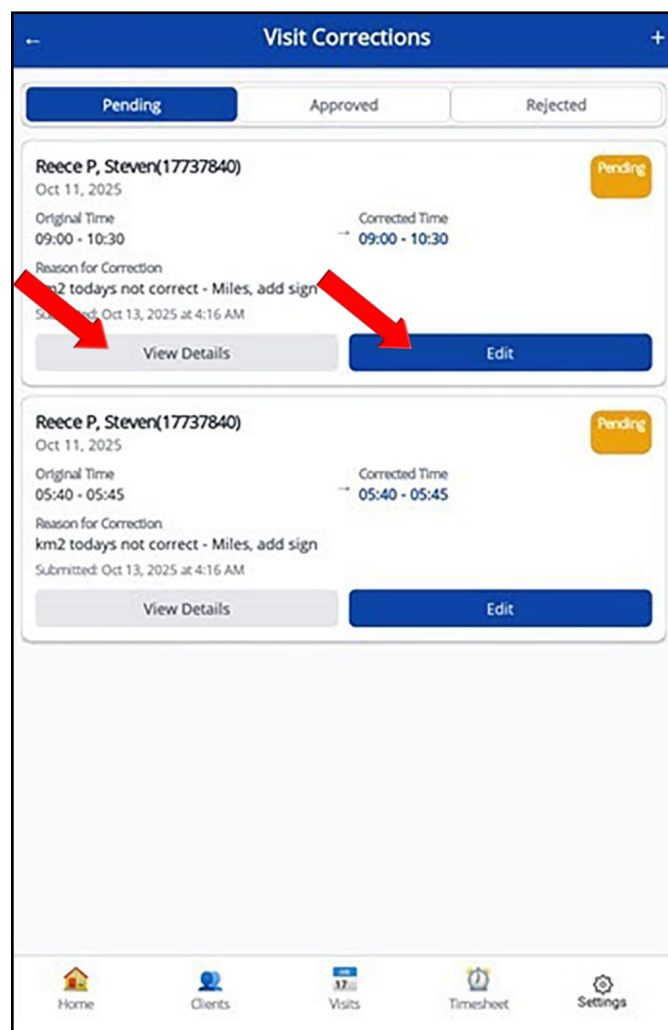
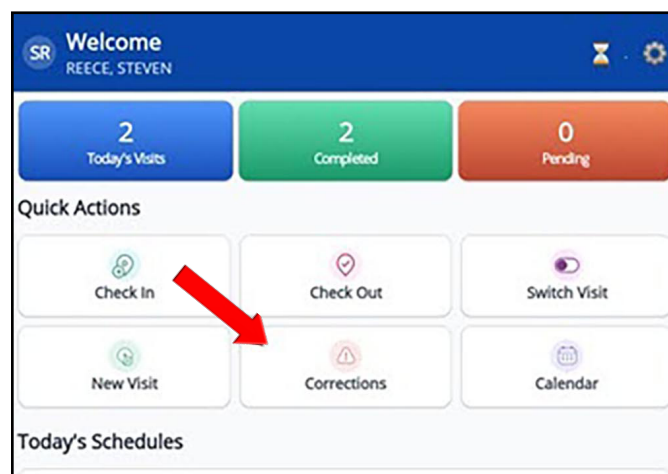
Corrections

The Corrections feature allows Employees to review and correct visits that have been sent back by the Employer portal for updates or corrections. This confirms that all visit information remains correct, complete, and compliant with Employer requirements.

To access this feature, tap on the **Corrections** box on the Dashboard.

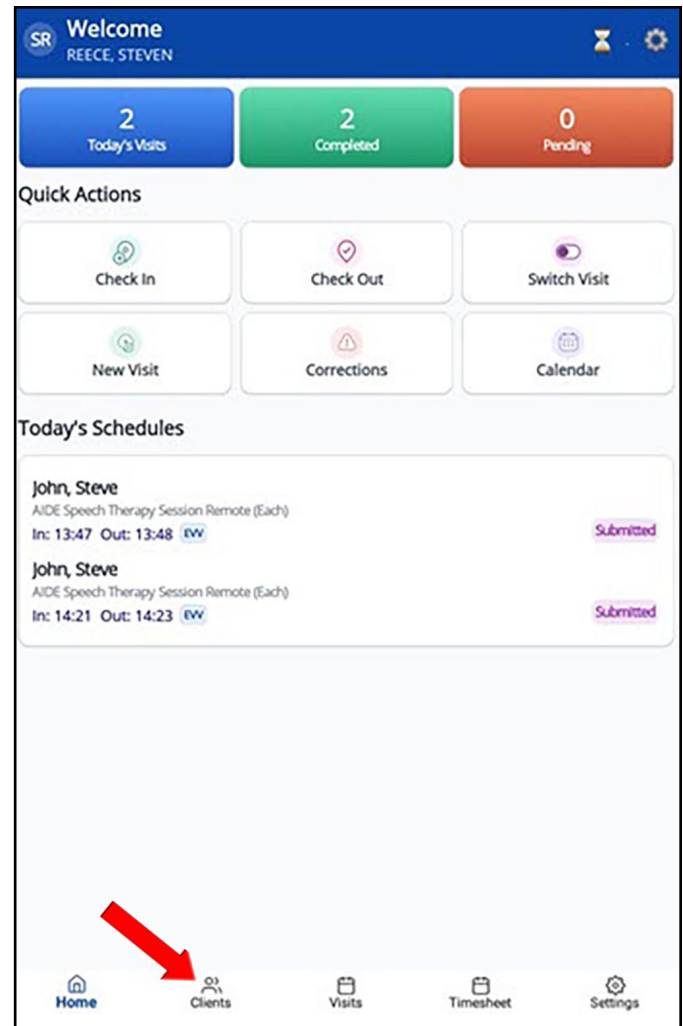
The Corrections screen will open, displaying a list of visits that have been returned for correction.

- To view the visit details, tap the **View** option. The visit details screen will then be displayed.
- To edit a visit, tap the **Edit** option. The Edit Visit screen will appear, where the Employee can make the necessary updates.
- After completing the corrections, tap **Submit**. The corrected visit will then be resubmitted to the Employer for review.

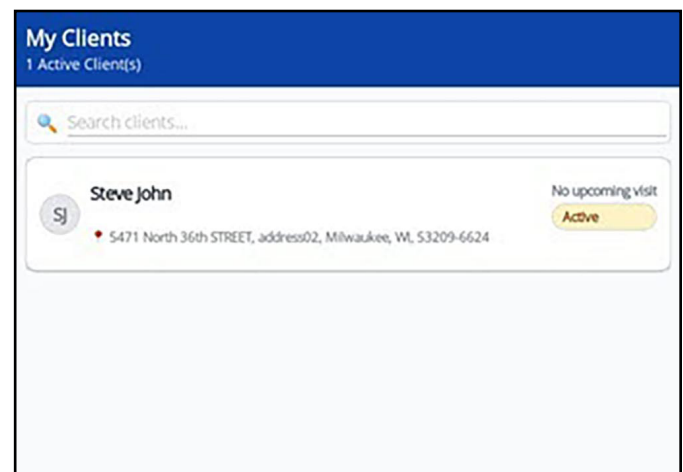


Clients

To access the Employers in KanTime Mobile, tap on the “**Clients**” icon located on the bottom navigation bar.



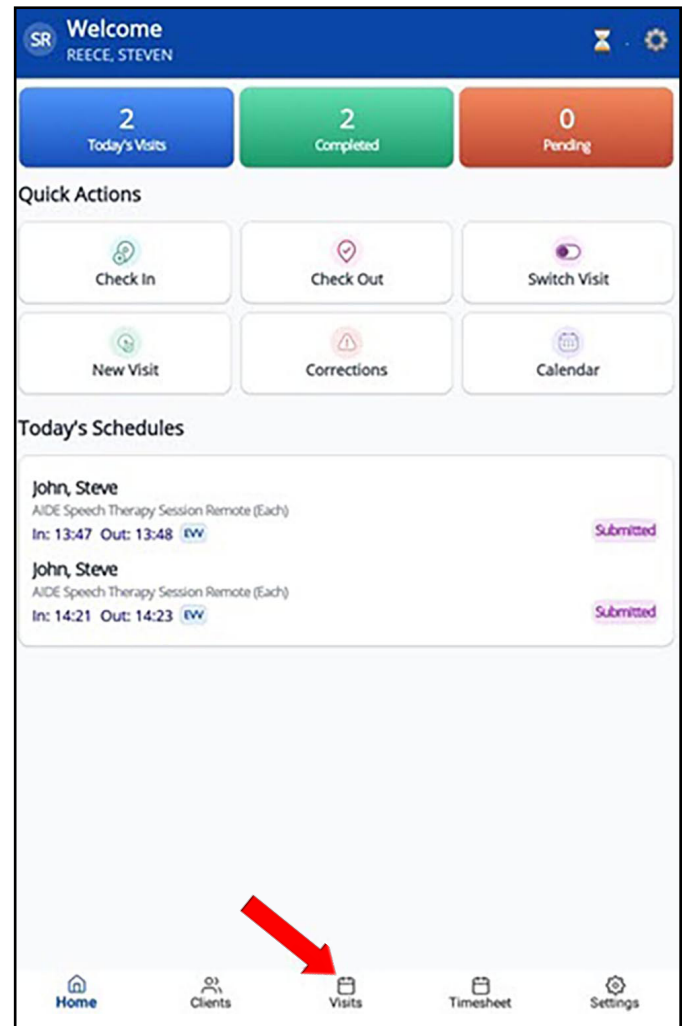
The Clients screen displays a list of all Employers associated with the Employee, providing quick access to Employer details and visit information.



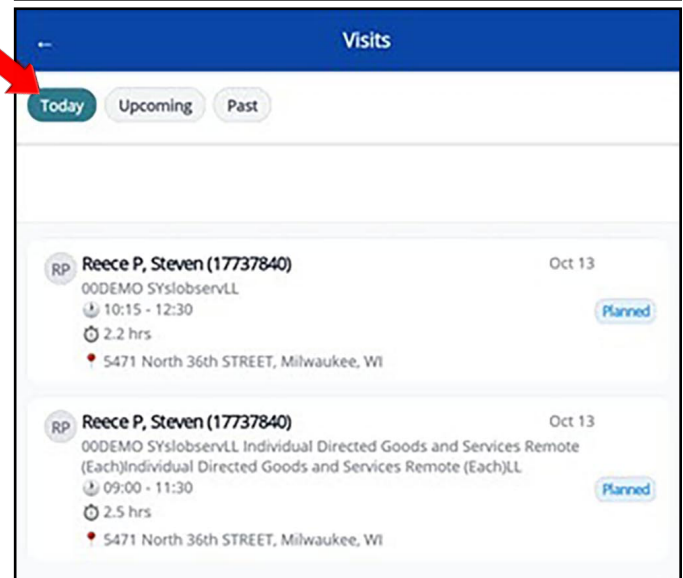
Visits

To access the visits in KanTime Mobile, tap on the “**visits**” icon located on the bottom navigation bar.

The Visits screen shows all your scheduled, ongoing, and completed visits. It is divided into three tabs — **Today**, **Upcoming**, and **Past** — allowing Employees to track their time worked.



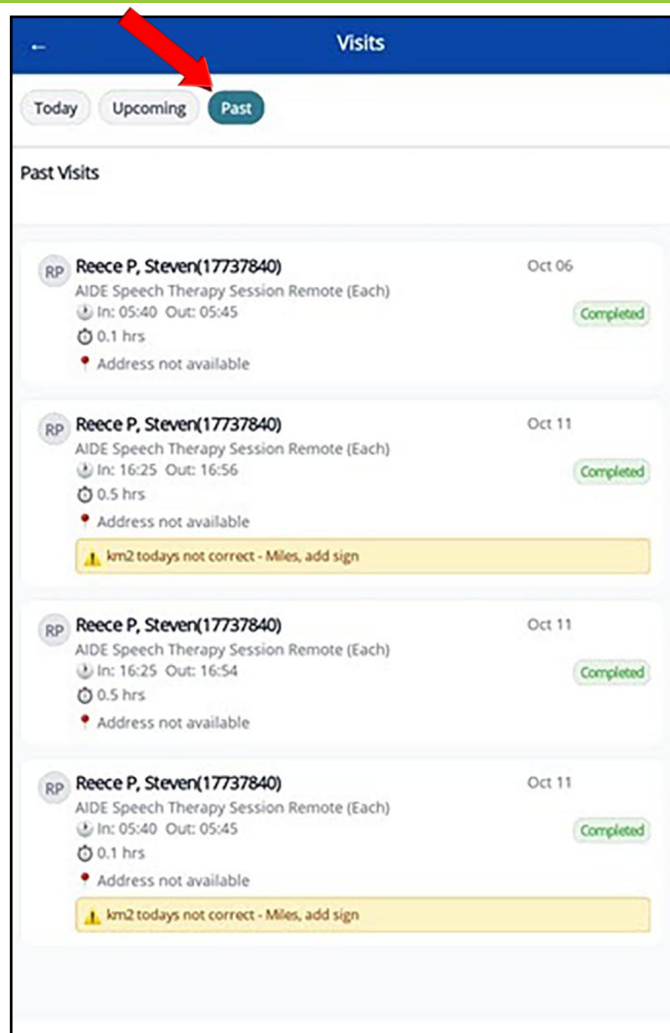
Today Tab: This tab displays all visits scheduled for the current day. It includes important details such as the Employer’s name, service type, check-in and check-out times, total time spent, Employer address, today’s date, and the visit status.



Visits

Upcoming Tab: This tab shows visits scheduled for the next 14 days beyond the current date. Employees can view Employer information, service name, scheduled date and time, and address to help prepare.
iLIFE will not be using scheduled visits at this time.

Past Tab: This tab displays visits from the past 14 days. It displays visit details, including Employer name, service, check-in and check-out times, total duration, and visit status, allowing Employees to review previously completed visits when needed.

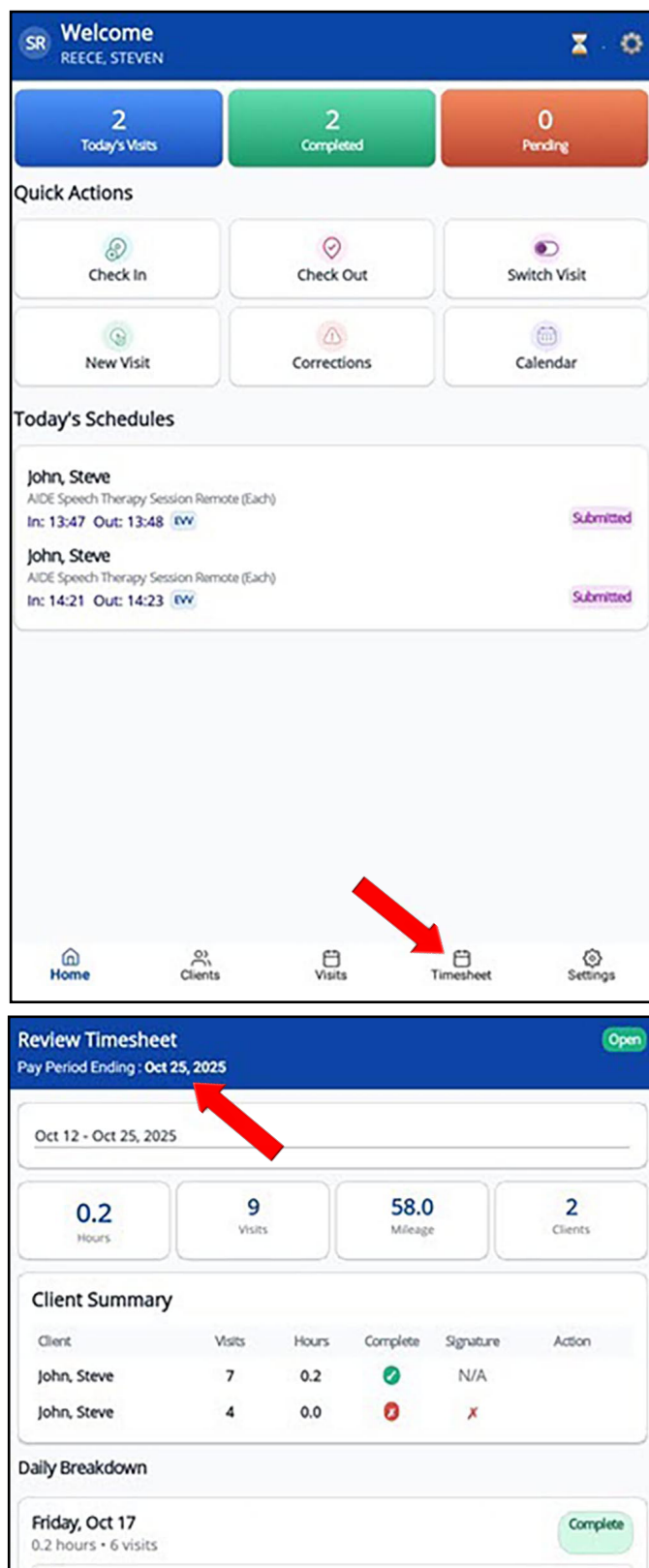


Timesheet

The **Timesheet** icon in KanTime Mobile V2 allows users to review and submit their work hours, visits, mileage, and Employer interactions for a specific pay period.

To access the Timesheet module in KanTime Mobile, tap on the “**Timesheet**” icon located on the bottom navigation bar.

Once selected, the “Review Timesheet” screen will open, displaying the timesheet details for the current pay period. At the top of the screen, the user will see the **Pay Period Ending Date** (for example, Oct 25, 2025), which shows the specific payroll cycle the user is reviewing.



Timesheet

To view or change the pay period, tap on the **'Choose pay period'** dropdown located near the top of the screen. A list of available pay periods will appear. From this list, select the desired pay period to review all recorded data, including your visits, hours, and mileage for that specific timeframe.

At the top of the screen, you'll see a summary of the Employee's work data for the selected period:

Hours – Total billable hours recorded.

Visits – Total number of visits completed.

Mileage – Total traveled.

Clients – Number of Employers you served during the period.

Client Summary: The Employer summary section provides a quick summary per Employer:

Client Name – Displays Employer names (e.g., John, Steve).

Visits – Total visits made to that Employer

Hours – Total hours recorded for that Employer.

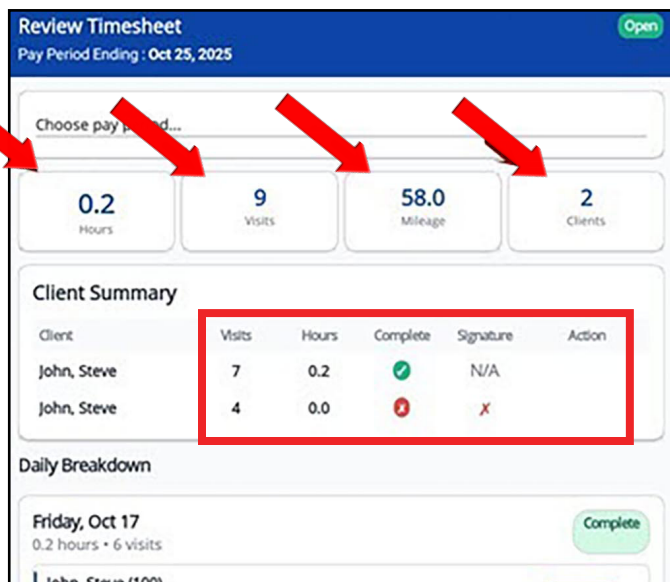
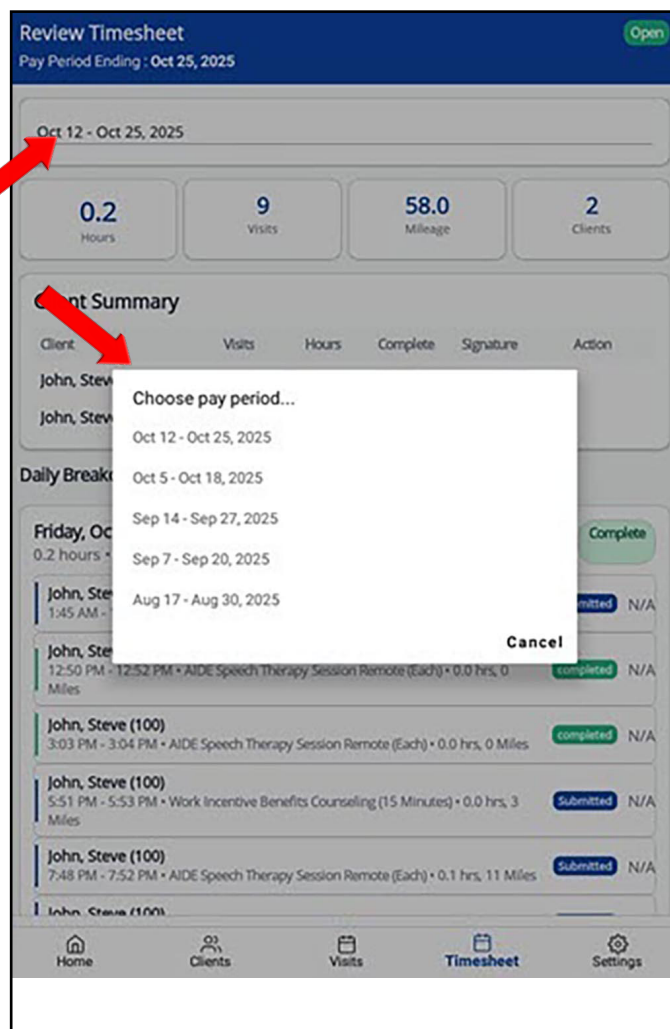
Complete – Shows whether all visits are complete:

✓ Green check = Complete

✗ Red cross = Incomplete

Signature – Shows if Employer signature is captured or missing.

Action – Allows more actions if available.



Timesheet

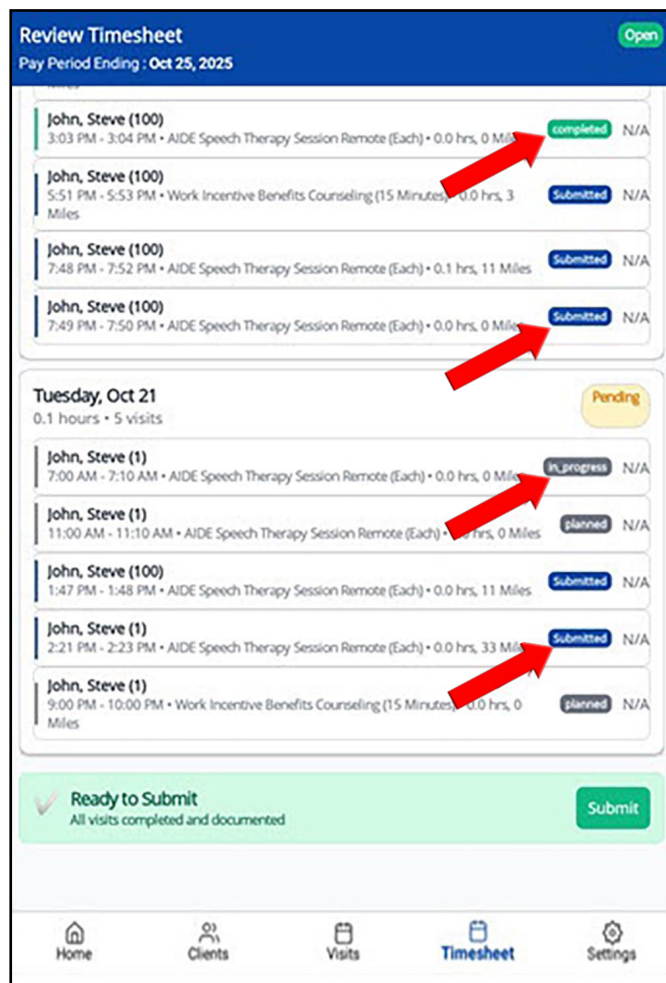
Daily Breakdown: This section lists visits by date, showing all activities and their completion status.

Each visit line shows:

- **Client Name and ID:** Shows the Employer's name along with their unique identification number.
- **Time Range:** Shows the start and end time of the recorded visit.
- **Service Type:** Shows the type of service provided during the visit.
- **Hours & Mileage recorded:** Reflects the total time worked and distance traveled for that visit.
- **Status:** Shows the current progress or state of the visit.

Visit status:

- **Completed** – Visit has been finished and documented.
- **Submitted** – Visit details have been submitted for approval.
- **Pending** – Visit has not yet been reviewed or is waiting for completion.
- **In Progress** – The ongoing visit is currently being documented.
- **Planned** – Visit scheduled but not started.



Review Timesheet Open

Pay Period Ending : Oct 25, 2025

Client Name & ID	Time Range	Service Type	Hours & Mileage	Status	Notes
John, Steve (100)	3:03 PM - 3:04 PM	AIDE Speech Therapy Session Remote (Each)	0.0 hrs, 0 Miles	Completed	N/A
John, Steve (100)	5:51 PM - 5:53 PM	Work Incentive Benefits Counseling (15 Minutes)	0.0 hrs, 3 Miles	Submitted	N/A
John, Steve (100)	7:48 PM - 7:52 PM	AIDE Speech Therapy Session Remote (Each)	0.1 hrs, 11 Miles	Submitted	N/A
John, Steve (100)	7:49 PM - 7:50 PM	AIDE Speech Therapy Session Remote (Each)	0.0 hrs, 0 Miles	Submitted	N/A

Tuesday, Oct 21 0.1 hours • 5 visits Pending

Client Name & ID	Time Range	Service Type	Hours & Mileage	Status	Notes
John, Steve (1)	7:00 AM - 7:10 AM	AIDE Speech Therapy Session Remote (Each)	0.0 hrs, 0 Miles	In Progress	N/A
John, Steve (1)	11:00 AM - 11:10 AM	AIDE Speech Therapy Session Remote (Each)	0.0 hrs, 0 Miles	Planned	N/A
John, Steve (100)	1:47 PM - 1:48 PM	AIDE Speech Therapy Session Remote (Each)	0.0 hrs, 11 Miles	Submitted	N/A
John, Steve (1)	2:21 PM - 2:23 PM	AIDE Speech Therapy Session Remote (Each)	0.0 hrs, 33 Miles	Submitted	N/A
John, Steve (1)	9:00 PM - 10:00 PM	Work Incentive Benefits Counseling (15 Minutes)	0.0 hrs, 0 Miles	Planned	N/A

Ready to Submit Submit

All visits completed and documented

Home Clients Visits **Timesheet** Settings

Timesheet

At the bottom of the screen, a green banner will appear:

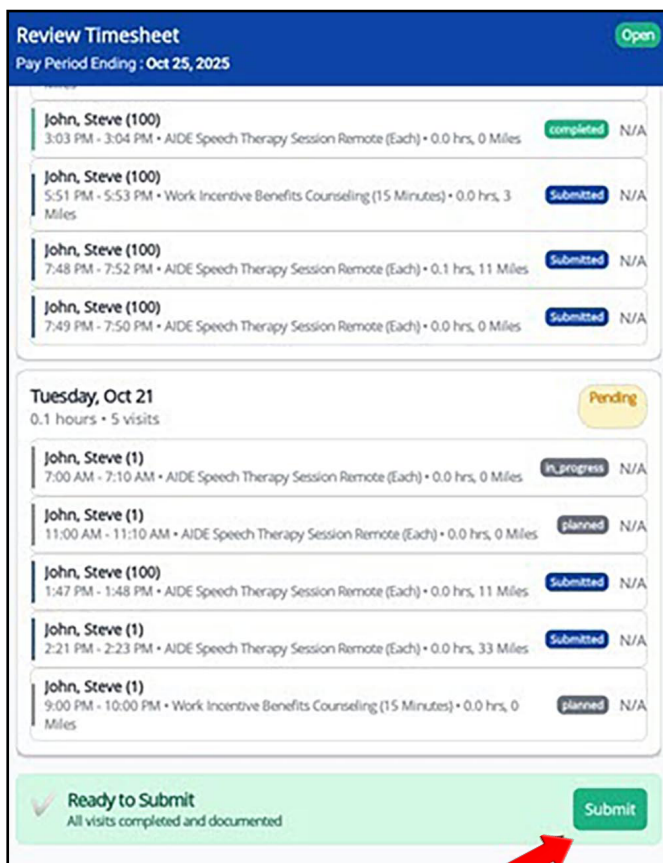
‘Ready to Submit – All visits completed and documented’. Click the **submit** button to submit the timesheet for a specific pay period. The timesheet will be sent for review and payroll processing.

If some schedules are pending submission, users will get a pop-up with the message **‘Cannot submit: Some Schedules are still pending’**.

Once the Employee submits the timesheet, it is sent to the Employer Portal, where the Employer can review the submitted details. If no changes are required, then the Employer can approve the timesheet.

If any changes are needed, the Employer returns the timesheet for correction. When returning a timesheet, the Employer can include a correction message stating the needed adjustments, allowing the Employee to review the feedback and make the necessary updates before resubmitting.

If any visits are in Planned, In Progress, or Pending Sync status, the timesheet submission will be blocked. Employees must ensure all visits are submitted or completed before submitting the timesheet.



Review Timesheet Open

Pay Period Ending : Oct 25, 2025

John, Steve (100)	3:03 PM - 3:04 PM • AIDE Speech Therapy Session Remote (Each) • 0.0 hrs, 0 Miles	completed	N/A
John, Steve (100)	5:51 PM - 5:53 PM • Work Incentive Benefits Counseling (15 Minutes) • 0.0 hrs, 3 Miles	Submitted	N/A
John, Steve (100)	7:48 PM - 7:52 PM • AIDE Speech Therapy Session Remote (Each) • 0.1 hrs, 11 Miles	Submitted	N/A
John, Steve (100)	7:49 PM - 7:50 PM • AIDE Speech Therapy Session Remote (Each) • 0.0 hrs, 0 Miles	Submitted	N/A

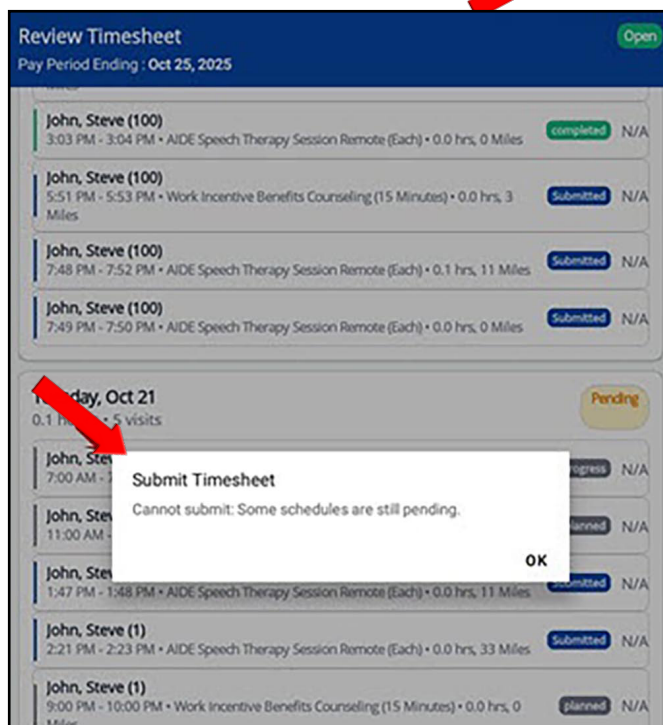
Tuesday, Oct 21 Pending

0.1 hours • 5 visits

John, Steve (1)	7:00 AM - 7:10 AM • AIDE Speech Therapy Session Remote (Each) • 0.0 hrs, 0 Miles	In progress	N/A
John, Steve (1)	11:00 AM - 11:10 AM • AIDE Speech Therapy Session Remote (Each) • 0.0 hrs, 0 Miles	planned	N/A
John, Steve (100)	1:47 PM - 1:48 PM • AIDE Speech Therapy Session Remote (Each) • 0.0 hrs, 11 Miles	Submitted	N/A
John, Steve (1)	2:21 PM - 2:23 PM • AIDE Speech Therapy Session Remote (Each) • 0.0 hrs, 33 Miles	Submitted	N/A
John, Steve (1)	9:00 PM - 10:00 PM • Work Incentive Benefits Counseling (15 Minutes) • 0.0 hrs, 0 Miles	planned	N/A

Ready to Submit
All visits completed and documented

Submit



Review Timesheet Open

Pay Period Ending : Oct 25, 2025

John, Steve (100)	3:03 PM - 3:04 PM • AIDE Speech Therapy Session Remote (Each) • 0.0 hrs, 0 Miles	completed	N/A
John, Steve (100)	5:51 PM - 5:53 PM • Work Incentive Benefits Counseling (15 Minutes) • 0.0 hrs, 3 Miles	Submitted	N/A
John, Steve (100)	7:48 PM - 7:52 PM • AIDE Speech Therapy Session Remote (Each) • 0.1 hrs, 11 Miles	Submitted	N/A
John, Steve (100)	7:49 PM - 7:50 PM • AIDE Speech Therapy Session Remote (Each) • 0.0 hrs, 0 Miles	Submitted	N/A

Tuesday, Oct 21 Pending

0.1 hours • 5 visits


John, Steve (1)	7:00 AM - 7:10 AM • AIDE Speech Therapy Session Remote (Each) • 0.0 hrs, 0 Miles	In progress	N/A
John, Steve (1)	11:00 AM - 11:10 AM • AIDE Speech Therapy Session Remote (Each) • 0.0 hrs, 0 Miles	planned	N/A
John, Steve (100)	1:47 PM - 1:48 PM • AIDE Speech Therapy Session Remote (Each) • 0.0 hrs, 11 Miles	Submitted	N/A
John, Steve (1)	2:21 PM - 2:23 PM • AIDE Speech Therapy Session Remote (Each) • 0.0 hrs, 33 Miles	Submitted	N/A
John, Steve (1)	9:00 PM - 10:00 PM • Work Incentive Benefits Counseling (15 Minutes) • 0.0 hrs, 0 Miles	planned	N/A

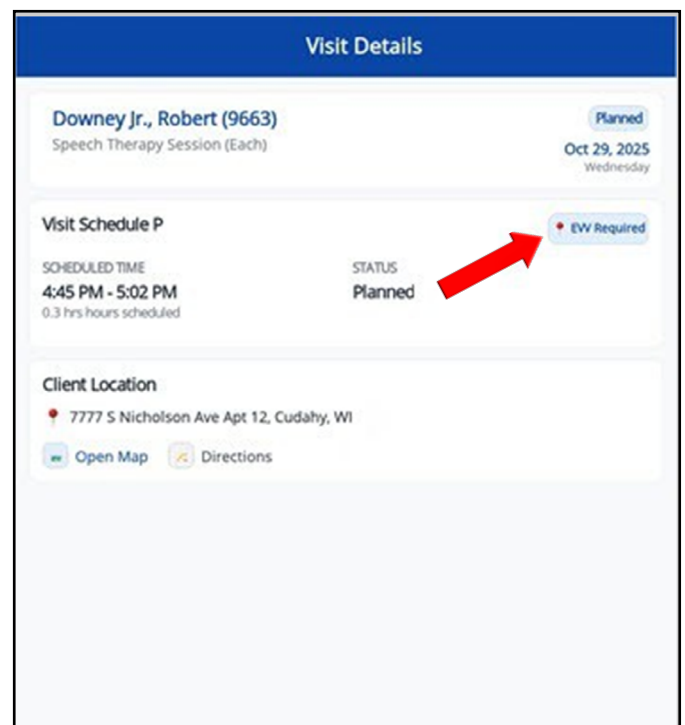
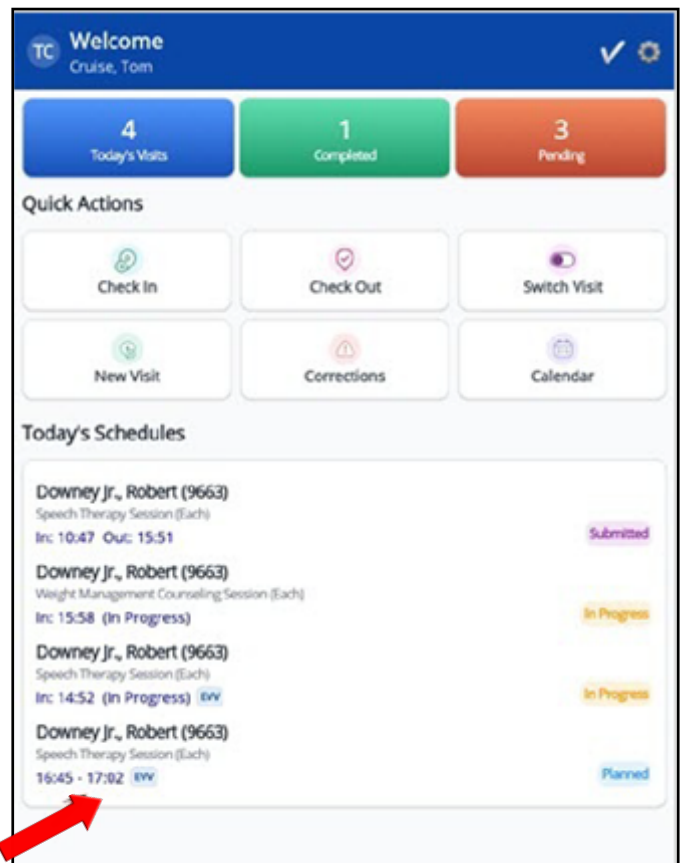
Submit Timesheet
Cannot submit: Some schedules are still pending.

OK

EVV

The KanTime Mobile V2 app ensures that EVV Visits are recorded accurately at the Employer's location. The app checks that Services are provided at the correct place and time by the assigned Employee, meeting DHS requirements for EVV.

The EVV indicator  in the KanTime Mobile V2 app makes it easy to see if a visit has EVV.



EVV

Check-In and Check-Out for EVV Visits:

Follow the steps below to go through the EVV check-in and check-out process.

Check In: The Check-In Process in KanTime Mobile V2 allows Employees to accurately record the start of their EVV visits at the Employer's location. The system verifies the Employee's GPS location to ensure compliance, with an option for manual check-in if the location does not match.

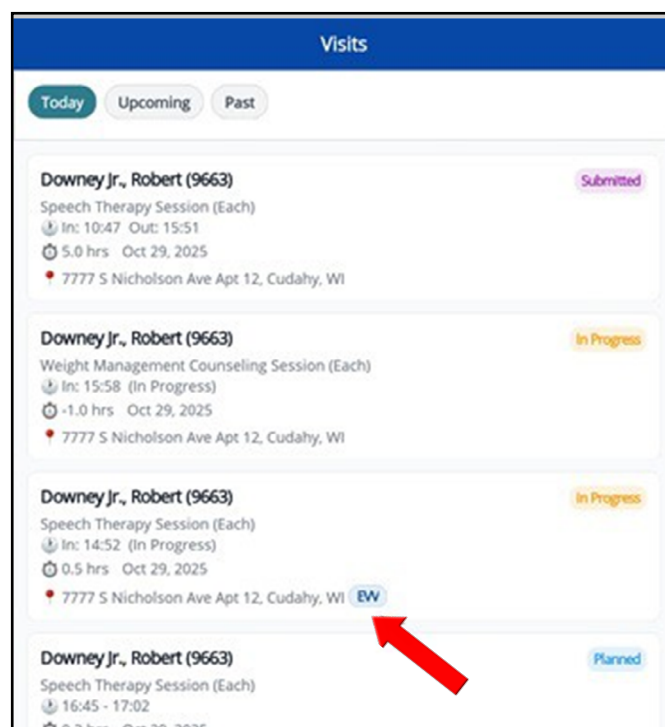
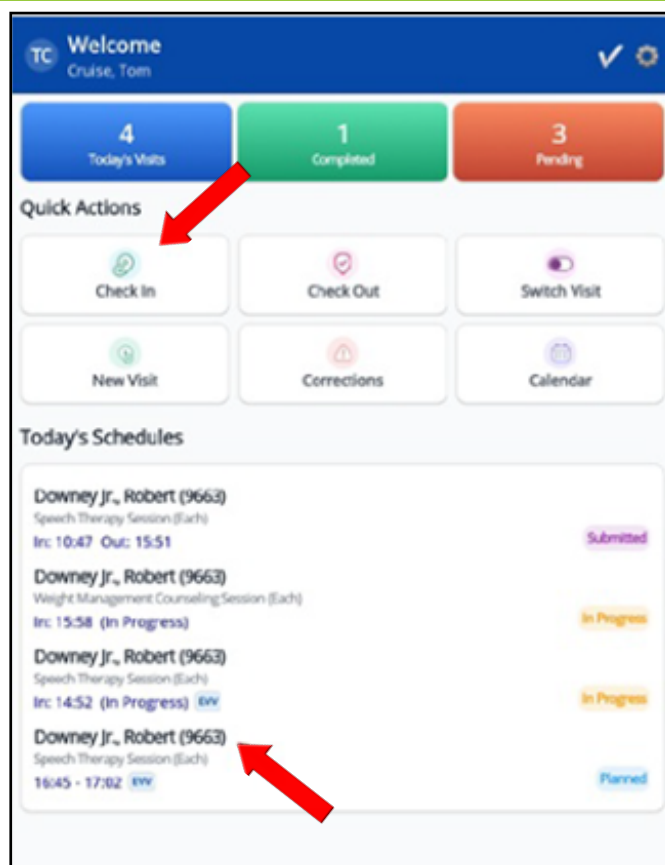
Accessing the EVV Visit to Check In:

Under Quick Actions on the Dashboard, tap **Check-In**.

Other ways to access Check-In:

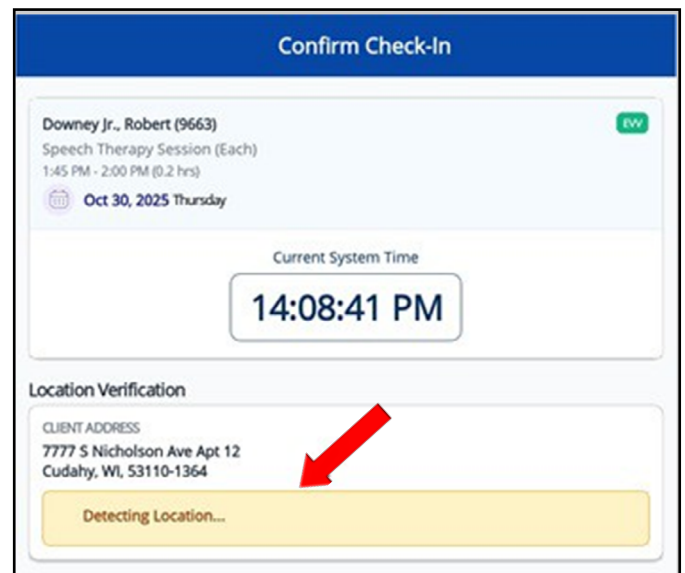
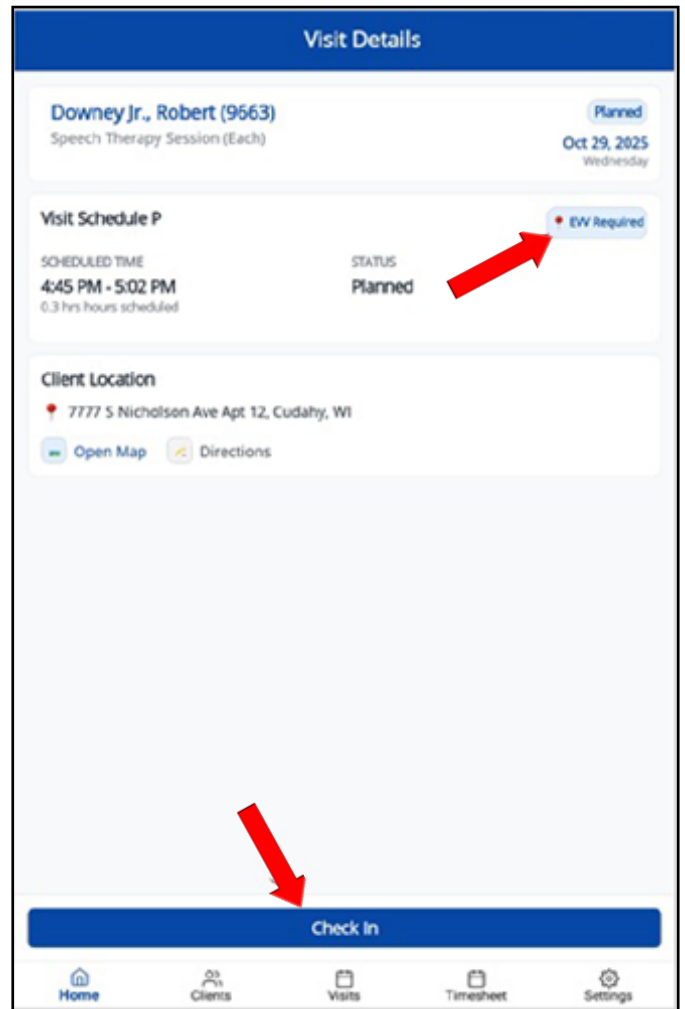
- From Today's Schedule
- From the Visits screen

Look for the EVV indicator **EV** to identify the visit. Once you find the EVV-enabled visit that needs to be checked in, tap on it to proceed.



EVV Check In

Initiating Check-In: Once the Employee selects an EVV-enabled visit, they will be taken to the Check-In screen. Tap the **Check-In** button. The system will automatically confirm the Employee's GPS location to complete the check-in process.

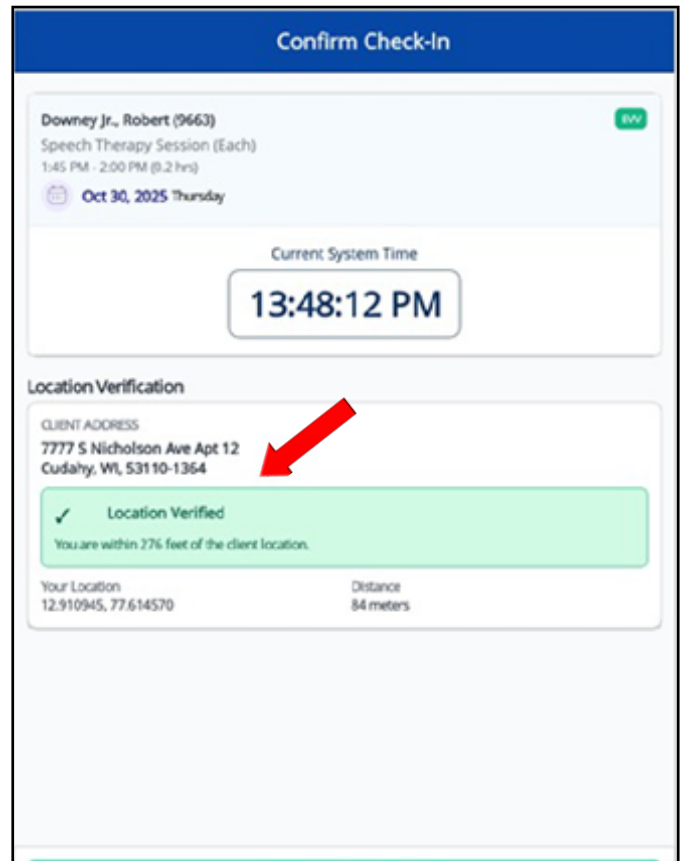


EVV Check In

Location Verification: The system will verify the Employee's location by matching the Employer's address.

If the locations match, a **Confirm Check-In** screen will appear.

Click **Proceed to Check-In** to complete the check-in process successfully.



Confirm Check-In

Downey Jr., Robert (9663)
Speech Therapy Session (Each)
1:45 PM - 2:00 PM (0.2 hrs)
Oct 30, 2025 Thursday

Current System Time
13:48:12 PM

Location Verification

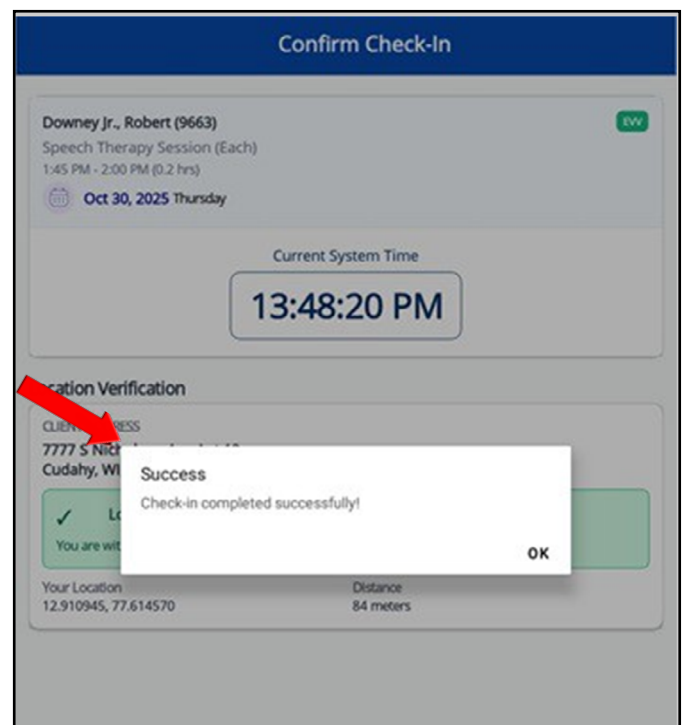
CLIENT ADDRESS
7777 S Nicholson Ave Apt 12
Cudahy, WI, 53110-1364

✓ Location Verified
You are within 276 feet of the client location.

Your Location: 12.910945, 77.614570
Distance: 84 meters

A success confirmation message will appear stating: **"Check-in completed successfully!"**

Click **OK**



Confirm Check-In

Downey Jr., Robert (9663)
Speech Therapy Session (Each)
1:45 PM - 2:00 PM (0.2 hrs)
Oct 30, 2025 Thursday

Current System Time
13:48:20 PM

Location Verification

CLIENT ADDRESS
7777 S Nicholson Ave Apt 12
Cudahy, WI, 53110-1364

✓ Location Verified
You are within 276 feet of the client location.

Your Location: 12.910945, 77.614570
Distance: 84 meters

Success
Check-in completed successfully!

OK

EVV Check Out

Check Out: The Check-Out process in KanTime Mobile V2 allows Employees to verify the end of their EVV visits at the Employer's location. The system can verify the Employee's GPS location to ensure compliance.


Accessing the EVV Visit to Check Out:

On the Dashboard under Quick Actions, tap the **Check-Out** button.

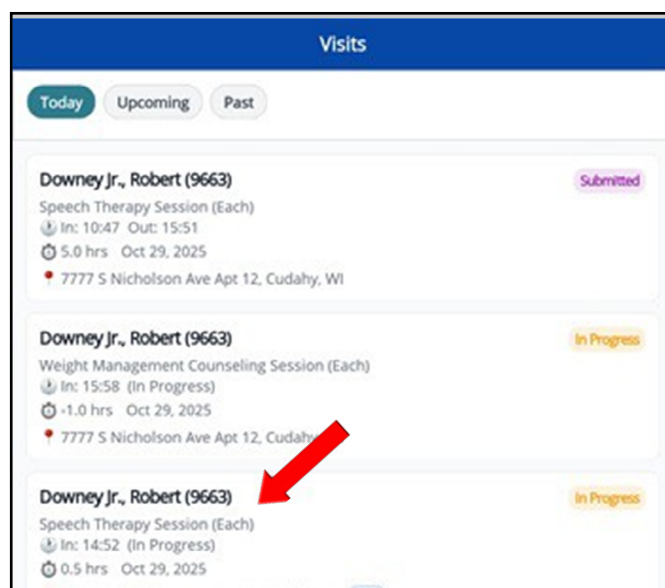
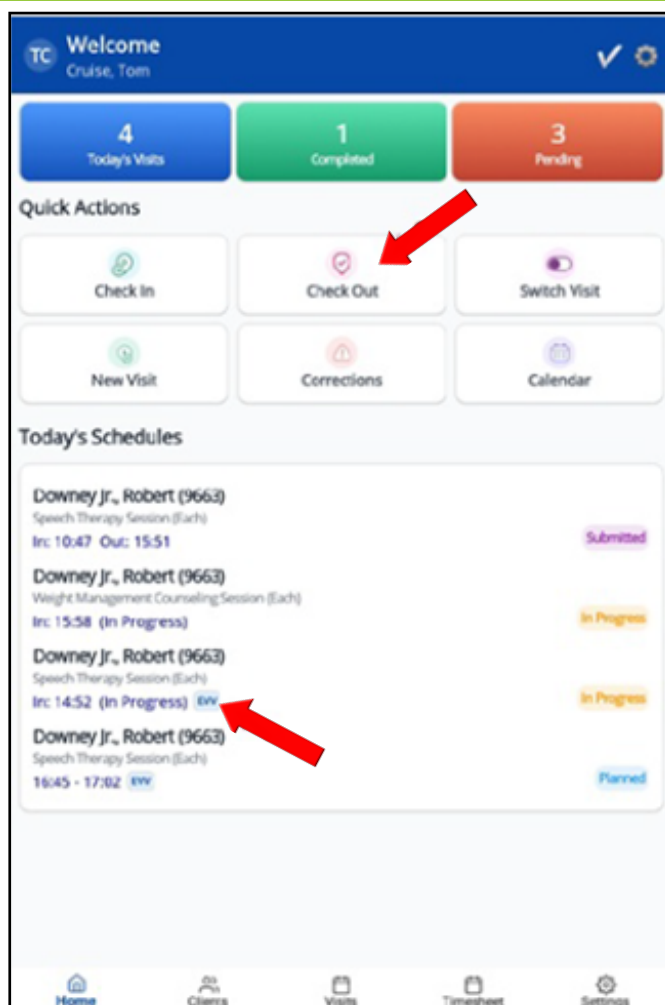
Other ways to access Check-In:

From Today's Schedule

From the Visits screen

Look for the EVV indicator to identify the visit. Once you find the EV  nabled visit that needs to be checked out.

Tap on that visit to add information.



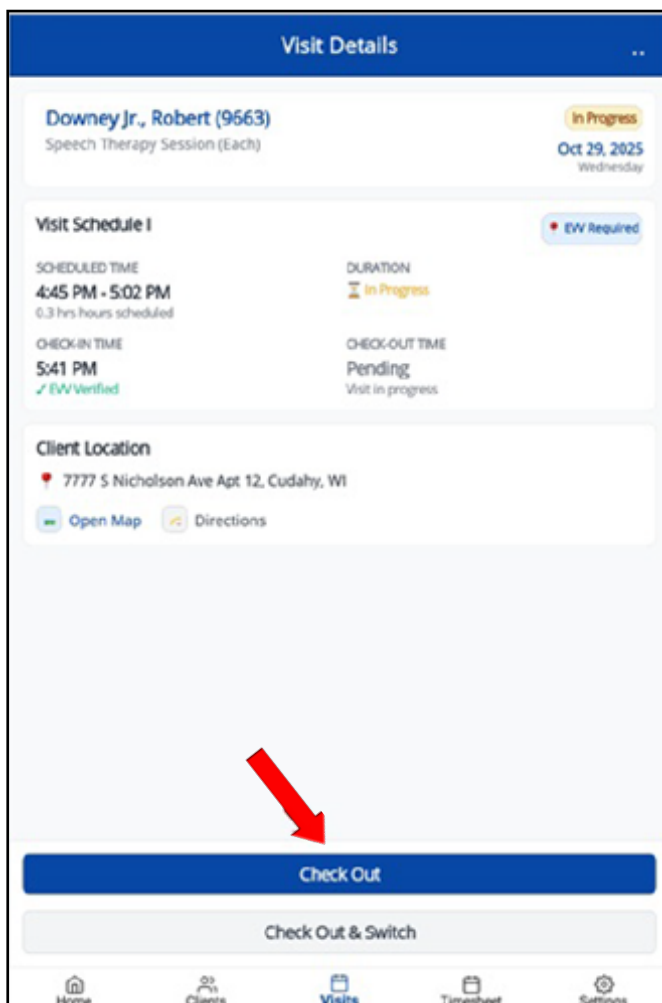
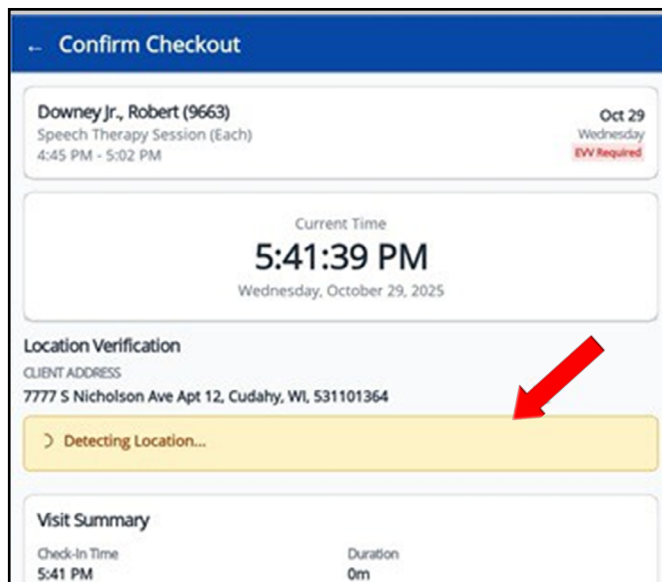
EVV Check Out

Starting a Check-Out:

Once the Employee selects an EVV-enabled visit, they will be taken to the Check-Out screen.

Tap the **Check-Out** button.

The system will automatically detect the Employee's GPS location to complete the check-out process.

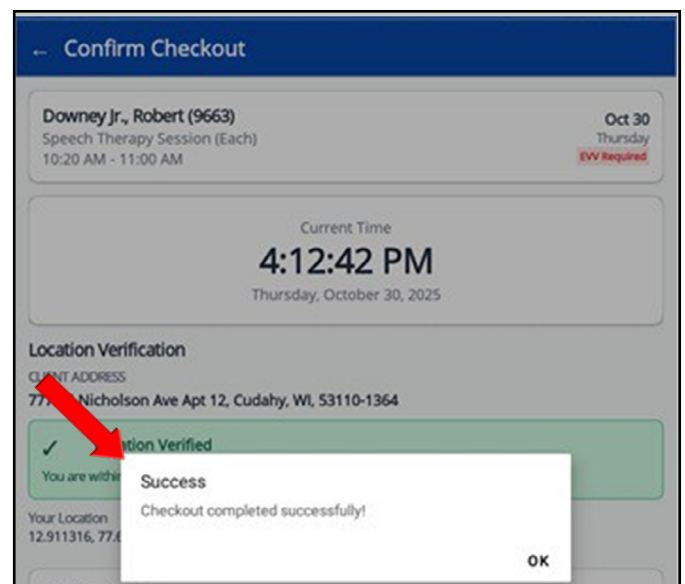
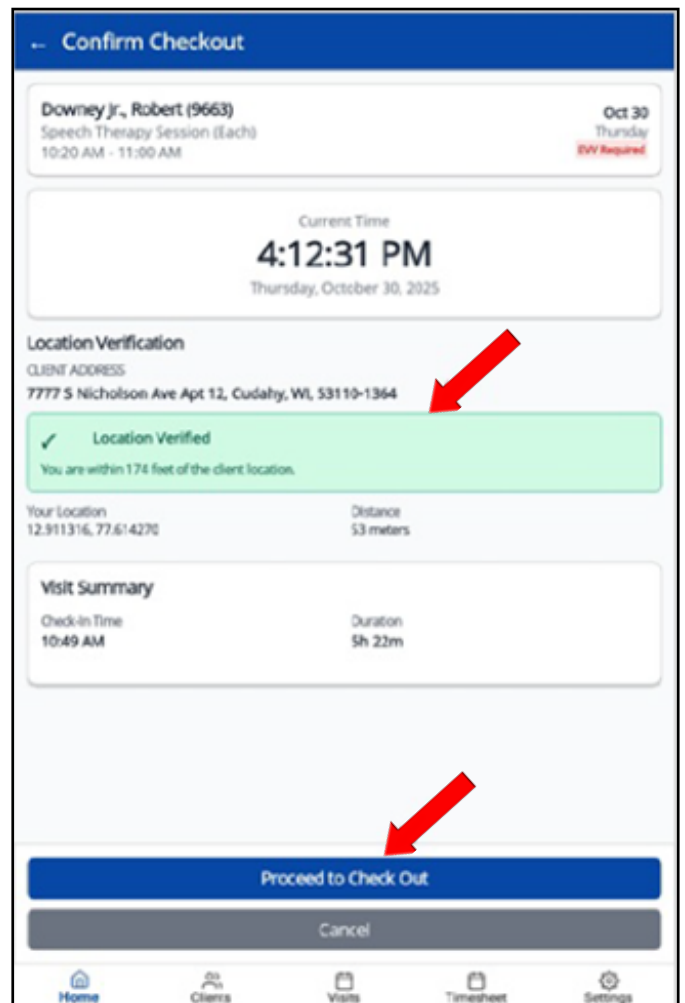
EVV Check Out

Location Verification:

The system will verify the Employee's location against the Employer's address. If the locations match, a **Confirm Check-Out** screen will appear.

Click **Proceed to Check-Out** to complete the check-out process successfully.

A success confirmation message will appear stating: **"Check-out completed successfully!"**
Click **OK**.



Internet Connection

Internet Connectivity Notes:

The KanTime Mobile V2 app can operate without an internet connection, allowing Employees to continue their work even when offline.

Performing a Full Sync each time a user logs in to the KanTime Mobile V2 app is essential to ensure that all the necessary data from KanTime Online is synchronized to the device. A sync is required so that an Employer or iLIFE receives the timesheet information to approve time worked by the due date. An active internet connection is required to perform a Schedule Sync, ensuring that data from the mobile device is synchronized with the KanTime Online system.

The KanTime Mobile V2 app automatically performs a Schedule Sync every 15 minutes when the mobile device is connected to the internet.

If the auto Schedule Sync fails due to no internet connection, the Employee can manually initiate a sync once the connection is restored, this ensures that all visit data and documentation from the KanTime Mobile V2 app are successfully uploaded to KanTime Online.

To start a sync go to [page 10](#) for instructions.