

KanTime User Guide
FOB Device
Paper Timesheets



iLIFE

Choice. With Confidence.

Generating the FOB Code

You must get a FOB code at the start and end of your shift. If you perform multiple services, you will need to get a FOB code at the beginning and end of each service completed.

Be sure to have something to write your FOB codes on, along with the employer, date, time, and service performed for each FOB code check in and check out pair.

1. To generate a FOB code, hold the FOB with the screen facing you and the button on top. This large button on top is Button 1.

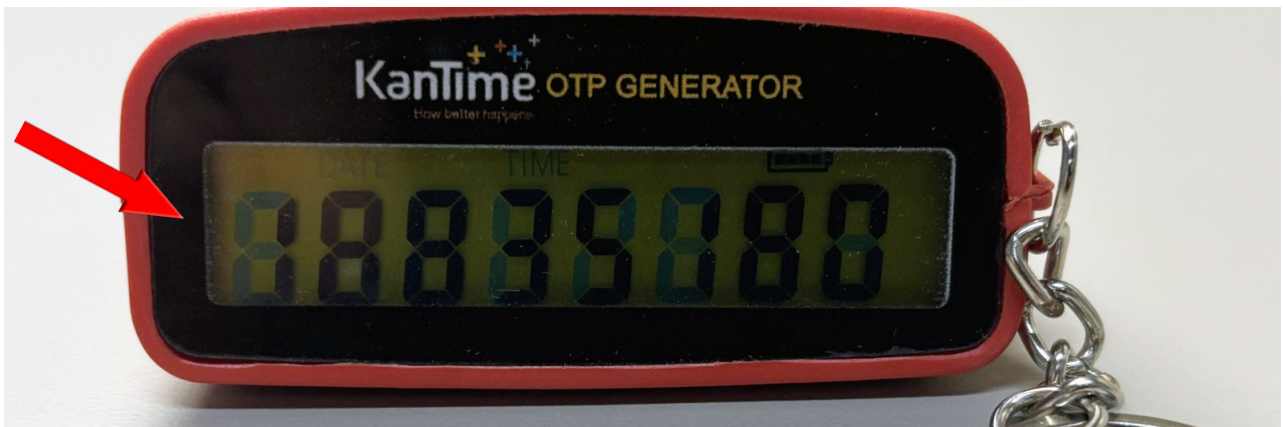


Generating the FOB Code

- When Button 1 is pressed, the LCD screen will display the starting screen, showing nine zeros (this is where the FOB code will be displayed), as well as the Date, Time, and battery level on the top.



- After you see the starting screen (as shown above), press the top button (Button 1).
- The screen will flash numbers and then show the FOB code (an 8-digit number). This is the number you will enter for your EVV (electronic visit verification) requirement.



Punching In On A Paper Timesheet - Using FOB Device

1. Add the date, time and check the box if it is AM or PM on the FOB Timesheet.
2. Press down on Button 1 on the FOB Device.
3. Write the FOB code on the FOB EVV Timesheet.
4. The code will disappear after 1 minute, if you did not write down the code, press Button 1 again and write down the number that shows.



iLIFE Fiscal Agent Employee FOB Timesheet

 Pay Period End Date: 9/6/2025

 Service Provider/Employee Name: John Doe

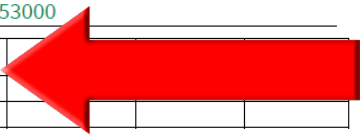
 Employee number/ Program: 123456 / Family Care

 Employer/Client Name: Mary Smith

 Employer/Client Address: 124 Hickory St. Somewhere, WI 53000
Instructions:

- Only one pay period per timesheet
- Time must be recorded in 15-minute increments
For example: 01:00, 01:15, 01:30, 01:45
Exception: Midnight should be entered as 11:59 PM
- Check "AM" or "PM" for each line (noon = 12 PM)
- Employees may not be paid more than the service amount authorized on the

Date Worked	Start Time	AM	PM	FOB Code	End Time	AM	PM
8/25/2025	11:45	X		18835180			



Punching Out On A Paper Timesheet - Using FOB Device

To punch out write the following on the same line you previously punched in on:

1. Add the date, time and check the box if it is AM or PM on the FOB Timesheet.
2. Press down on Button 1 on the FOB Device.
3. Write the FOB code on the FOB EVV Timesheet.
4. The code will disappear after 1 minute, if you did not write down the code, press Button 1 again and write down the number that shows.
5. Write the your total number of hours worked
6. Lastly write the service code for your visit.



iLIFE Fiscal Agent Employee FOB Timesheet

iLIFE, LLC Fiscal Agent

Service Provider/Employee Name: John Doe

Employee number/ Program: 123456 / Family Care

Employer/Client Name: Mary Smith

Employer/Client Address: 124 Hickory St. Somewhere, WI 53000

Pay Period End Date: 9/6/2025

Instructions:

- Only one pay period per timesheet
- Time must be recorded in 15-minute increments
For example: 01:00, 01:15, 01:30, 01:45
- *Exception:* Midnight should be entered 11:59 PM
- Check "AM" or "PM" for each line (noon 12 PM)
- Employees may not be paid more than the service amount authorized on the Employee/Clients plan.

Date Worked	Start Time	AM	PM	FOB Code	End Time	AM	PM	FOB Code	Hours Worked	Service Type
8/25/2025	11:45	X		11381332	5:00		X	85262240	5.25	S