

New Employee

A new employee in an Adult day care is an individual recently hired to provide care, support, and assistance to elderly or disabled adults attending the facility.

Adding Employee Information

Note: All Fields marked with * are mandatory and must be filled out, otherwise the system will generate an error indicating that the required information is missing.

1. Locate the +Add option under Employee Tab.



2. Click +Add option to update the Employee Information. Enter the Employee information in the required field and Click Next option.

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Employee Information

Designation

Select Designation

Last Name*

Last Name

Gender*

Select Gender

Apartment No

Apartment No

State Registration ID

State Registration ID

Group(s)

Select

Employee ID*

Employee ID

Email*

Email

Hire Date*

MM/DD/YYYY

City*

City

Professional License Number

Professional License Number

Account Status

LockedUnlocked

First Name*

First Name

Date Of Birth*

MM/DD/YYYY

Facility

Select Facility

Zip Code*

XXXXX

Latitude

Latitude

Update Location

YesNo

Middle Name

Middle Name

Address*

Address

State*

Select State

Longitude

Longitude

Cancel

Next

3. The Employee details screen appears. In Employee details, update the username with the format (first name initials and last name). Also enter the 4 digit IVR Pin which is used to login using Mobile Application for each employee. The user can add the signature of the Employee by using the option Upload Signature. After completing the required field, Click Next option.

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Username*

Username

Role*

Select Role

4 digit IVR Pin?

4 digit IVR Pin

Skills

Select Skills

Preferences

Enter Preference

Signature

Upload Signature

Note*:Preferable image ratio: 1:4 (80 X 320) and maximum allowed file size: 2MB.

Signature

SSN?

XXX-XX-XXXX

Mobile Number / IVR ID?

(XXX) XXX-XXXX

HHA NPI #?

HHA NPI #

Service*

Select

PreviousNext

4. The Additional Contacts screen appears in which the user can update the additional contact details of the employee by using the +Add New Contact option and Click Save button.

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Additional contacts

+ Add New Contact

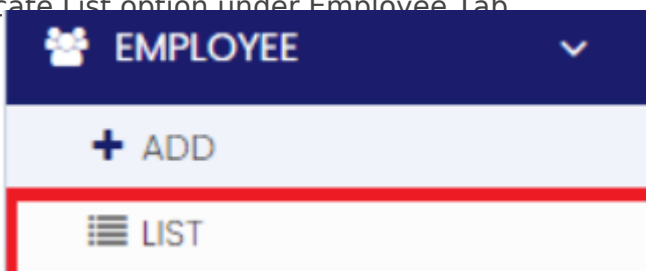
Note*: Employee Address is compulsory. Please click on "Add New Contact" button to add new contact details.

PreviousSave

Editing Employees Information

To navigate through the process of editing Employee information, follow these steps:

1. Locate List option under Employee Tab



2. Select the Employee from the list to edit the information. Click the blue color Edit option under Action on the right side of the screen for editing the Employee information or click on the Employee name.

LIST OF EMPLOYEES

| Employee ID | Name | Email | Designation | Role | Mobile Number | Group(s) | | |
|--------------------------|----------------------|----------------|---------------------------|---------------------|------------------|----------------|-----------|--------------------------|
| Employee ID | Name | Email | Designation | Select Role | Mobile Number | Select | Search | Reset |
| <input type="checkbox"/> | T 008 | Tanya Catts | 101hunter101sam@gmail.com | Registered Nurse | Registered Nurse | (666) 666-6666 | Demo ALEX | <input type="checkbox"/> |
| <input type="checkbox"/> | D E01 | David D | david@myezcare.com | Administrator | Super Admin | (343) 535-3535 | | <input type="checkbox"/> |
| <input type="checkbox"/> | M Maria456 | Maria Garcia | Maria@gamil.com | Registered Nurse | HHA | (789) 787-9878 | | <input type="checkbox"/> |
| <input type="checkbox"/> | W William1122 | William Garcia | William@gmail.com | PCA/CNA | Office Assistant | (789) 787-8778 | | <input type="checkbox"/> |
| <input type="checkbox"/> | J James789 | James Johnson | James@gmail.com | Service Facilitator | Clinical Team | (457) 878-7887 | | <input type="checkbox"/> |
| <input type="checkbox"/> | M DEMO-12 | Moshe Lubel | moshe@zrpath.com | Administrative | Super Admin | N/A | | <input type="checkbox"/> |
| <input type="checkbox"/> | F 12398 | fayyaz m | fahadneyamjr@gmail.com | Administrator | PCA/CNA | (031) 311-1019 | | <input type="checkbox"/> |
| <input type="checkbox"/> | J James123 | James Smith | jamessmith@gmail.com | Administrator | Administrator | (123) 456-7899 | | <input type="checkbox"/> |
| <input type="checkbox"/> | R Robert321 | Robert Smith | Robert@gmail.com | Administrative | Clinical Team | (656) 565-6665 | | <input type="checkbox"/> |
| <input type="checkbox"/> | A E-Demo-001 | Alex Toth | paymagnet@gmail.com | Administrator | Administrator | (347) 480-9560 | Demo ALEX | <input type="checkbox"/> |

3. The following screen appears to edit the required information of the Employee.

Employee Information

Employee Document

Employee Schedule

Personal Time Off

Calendar

Notes

Certificate

Checklist

Preferences

Employee Information

Employee Details

Additional contacts

Email Signature

Employee Billing Hours

MYEZCARE2

Tanya Catts
Registered Nurse
EMP ID : 008

Signature

Powered by Myezcare LLC

Print

Employee Information

Designation

Registered Nurse

Employee ID*

008

First Name*

Tanya

Middle Name

Middle Name

Last Name*

Catts

Email*

101hunter101sam@gmail.com

Date Of Birth*

05/30/2022

Associated With*

Home Care

Gender*

Female

Hire Date*

06/01/2022

Facility

Select Facility

Address*

3445 Pacific Coast Highway

Apartment No

Apartment No

City*

Torrance

Zip Code*

90505

State*

California

State Registration ID

State Registration ID

Professional License Number

Professional License Number

Latitude

33.802169

Longitude

-118.3452008

Group(s)

Demo Alex

Account Status

Locked

Cancel

Next

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Username*

tanya

Password

Password

Resend Registration Email

Role*

Registered Nurse

4 digit IVR Pin?

1234

Skills

Select Skills

Preferences

Enter Preference

Signature

Upload Signature

Note*:Preferable image ratio: 1:4 (80 X 320) and maximum allowed file size: 2MB.

Signature

SSN?

XXX-XX-XXXX

Confirm Password

Confirm Password

Mobile Number / IVR ID?

(666) 666-6666

HHA NPI #?

HHA NPI #

Service*

Personal Care

PreviousNext

Click Update option in Additional contact screen to update the information for the Employee.

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Additional contacts

+ Add New Contact

Note*: Employee Address is compulsory. Please click on "Add New Contact" button to add new contact details.

| Contact Type | Name | Phone | Address | Email | Added By | Actions |
|--------------|---------------|----------------|---------|-------|---------------|-------------------------------------|
| Relative 2 | Garcia, Henry | (789) 876-5454 | N/A | N/A | Admin, Master | ✎ ✕ |

Previous

Update

Email signature

The user can update the email signature by using the email signature option. Update the required information and Click Save option.

Employee Tab>>List>>Employee name>>Email signature

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Email Signature

Name*

Name

Description

B

I

U

T

Save

Employee Billing Hours

In Employee Billing Hours option, the user can update the Regular working hours, Regular Working / Hour Rate and Overtime Rate of the employee.

Employee Tab>>List>>Employee name>>Employee Billing Hours

Employee InformationEmployee DocumentEmployee SchedulePersonal Time OffCalendarNotesCertificateChecklistPreferences

Employee InformationEmployee DetailsAdditional contactsEmail SignatureEmployee Billing Hours

Employee Working Hours/Rate

Regular Working Hours

per

Day

Regular Working/Hour Rate

Overtime/Hour Rate

Save

Cancel

Revision #3

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