

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 Information
Employee Document
Employee Schedule
Personal Time Off
Calendar
Notes
Certificate
Checklist
Preferences

Employee Information
Employee Details
Additional contacts
Email Signature
Employee Billing Hours

Employee Information

Designation <input type="text" value="Select Designation"/>	Employee ID* <input type="text" value="Employee ID"/>	First Name* <input type="text" value="First Name"/>	Middle Name <input type="text" value="Middle Name"/>
Last Name* <input type="text" value="Last Name"/>	Email* <input type="text" value="Email"/>	Date Of Birth* 📅 <input type="text" value="MM/DD/YYYY"/>	
Gender* <input type="text" value="Select Gender"/>	Hire Date* 📅 <input type="text" value="MM/DD/YYYY"/>	Facility <input type="text" value="Select Facility"/>	Address* <input type="text" value="Address"/>
Apartment No <input type="text" value="Apartment No"/>	City* <input type="text" value="City"/>	Zip Code* <input type="text" value="XXXXX"/>	State* <input type="text" value="Select State"/>
State Registration ID <input type="text" value="State Registration ID"/>	Professional License Number <input type="text" value="Professional License Number"/>	Latitude <input type="text" value="Latitude"/>	Longitude <input type="text" value="Longitude"/>
Group(s) <input type="text" value="Select"/>	Account Status Locked Unlocked	Update Location Yes No	

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 Information Employee Document Employee Schedule Personal Time Off Calendar Notes Certificate Checklist Preferences

Employee Information **Employee Details** Additional contacts Email Signature Employee Billing Hours

Username*
Username

Role*
Select Role

4 digit IVR Pin?
4 digit IVR Pin

Skills
Select Skills

Preferences
Enter Preference

Signature
Upload Signature

SSN?
xxx-xx-xxxx

Mobile Number / IVR ID?
(xxx) xxx-xxxx

HHA NPI #?
HHA NPI #

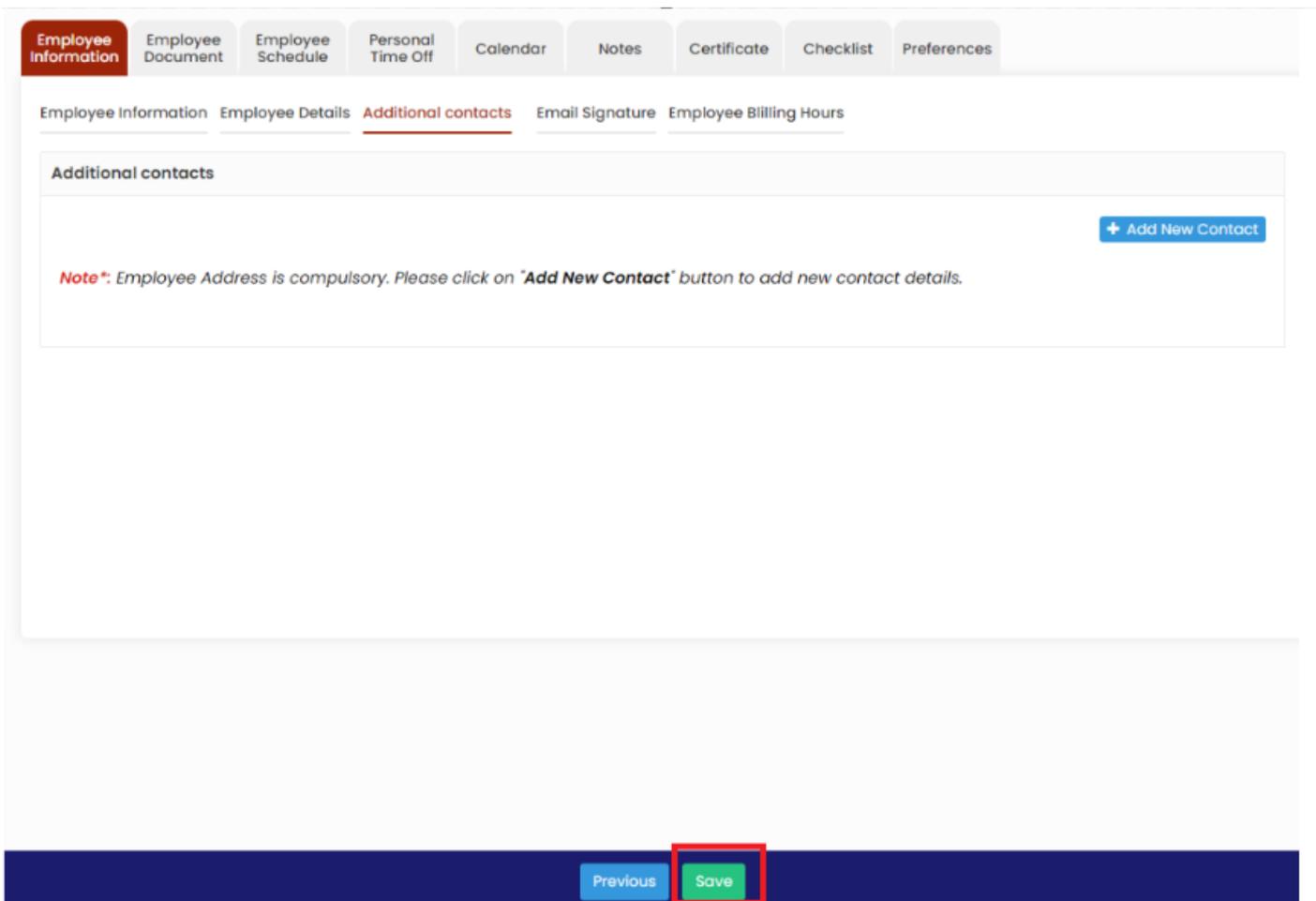
Service*
Select

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

Signature

Previous Next

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.



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

Refresh Active Select + Add Employee

Employee ID: Employee ID Name: Name Email: Email Designation: Designation Role: Select Role Mobile Number: Mobile Number Group(s): Select Search Reset

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

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

Powered by Myezcare LLC

Signature

[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 Unlock		

[Cancel](#)
[Next](#)

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

Username* tanya	SSN ? XXX-XX-XXXX
Password Password	Confirm Password Confirm Password
Resend Registration Email	
Role * Registered Nurse	Mobile Number / IVR ID ? (666) 666-6666
4 digit IVR Pin ? 1234	HHA NPI # ? HHA NPI #
Skills Select Skills	Service* Personal Care
Preferences Enter Preference	
Signature Upload Signature	

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

Signature

Previous Next

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

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 Information Employee Document Employee Schedule Personal Time Off Calendar Notes Certificate Checklist Preferences

Employee Information Employee Details Additional contacts Email Signature Employee Billing Hours

Email Signature

Name*

Description

B *I* U **T**

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 Information Employee Document Employee Schedule Personal Time Off Calendar Notes Certificate Checklist Preferences

Employee Information Employee Details Additional contacts Email Signature Employee Billing Hours

Employee Working Hours/Rate

Regular Working Hours per

Regular Working/Hour Rate

Overtime/Hour Rate

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