

Morning Glory Homecare, Inc.

Clocking In/Telephony

All caregivers are required to clock-in/out through our telephony system, 844-402-4549, or by logging into the caregiver portal either from a computer (Desktop) or a cell phone/tablet (Mobile) at <http://app.clearcareonline.com> (provided you have given us your email address). Timesheets are only required for hours you cannot clock-in on (office work, vacation, trainings, etc).

How do I report my mileage?

Mileage should be reported through Telephony. Report all mileage, and the office will pay mileage at .25 for miles over 30 round trip per day, with a \$10/max.

What do I do if I am unable to clock in or out through Telephony?

If for some reason Telephony won't accept your time (either won't let you clock in or out), you may text your name, client's name, and clock in and out times to (618) 223-8882 or reply to a missed clock-in message. The office staff will then be able to correct your time in the computer system.