

## INSTRUCTIONS FOR PAID TIME OFF ACTIVITY FORM TIMESHEET – A SEPARATE TIMESHEET MUST BE COMPLETED BY EACH PCA FOR EACH CONSUMER

### PLEASE NOTE:

- MassHealth regulations state that the consumer has a responsibility to utilize PCA services in accordance with the number of Day/Evening hours per week and Night hours per night authorized by MassHealth.
- MassHealth PCA regulations require the PCAs to have their PCA payments direct deposited into their bank or debit card account.
- MassHealth prohibits payment to any PCA whose name appears on the Office of Inspector General (OIG) List of Excluded Individuals and Entities (LEIE)

### ONLY USE THIS FORM TO REPORT PCA PAID TIME OFF!

1. **Please mail, fax or deliver this signed timesheet by 12:00 P.M. on the Monday** after the biweekly cycle ends to ensure timely payment. Incomplete or illegible timesheets or timesheets not signed by both employer/surrogate and the PCA will be returned. Please *do not send the timesheet twice*. Be sure to keep a copy of the timesheet for the employer's records.
2. **Record the payroll period dates.** The payroll period runs for 2 weeks. Each week starts on Sunday and runs through Saturday. Please check the payroll calendar for your schedule.
3. **Record the Employer and PCA information.** On the top left side of the timesheet, write the employer number (4 digits) and name. On the top right side, write the last four digits of the PCA's social security number and name. A timesheet missing any of this information may not be processed and may be returned.
4. **Record the PTO time.** PTO time ***MUST reflect the scheduled time the PCA was to work***. PTO time must be reported in 15-minute increments on the Paid Time Off Activity Form Timesheet or the Fiscal Intermediary will round the time up to the next 15-minute increment. Please complete the timesheet indicating the PTO time taken on each day, making sure to put in and out times (representing the start and end of the PTO).
  - There are 2 lines of boxes per day to record the PTO time that the PCA was scheduled to work, with circles to record AM or PM. The time the PCA was scheduled to start, "Time In" should be recorded in hours and minutes and the circle for AM or PM should be filled in completely. Next, the time that PCA was scheduled to leave, "Time Out" should be recorded in hours and minutes and the circle for AM or PM should be filled in. Then, the total time for that shift that the PCA was scheduled to work should be recorded in hours and minutes. For example, 8:00 AM to 10:15 AM equals a total time of 2:15.
  - If the PCA was scheduled to come back and work more hours later the same day, but took PTO, that information should be recorded in the second row in the same day.
  - If your PCA was schedule to work more than two shifts on the same day, a separate PCA Paid Time Off Activity Form Timesheet is necessary. (Remember to fill out all the required information again.)
5. **Night Time PTO.** You must have authorization from MassHealth for Night hours for your PCA to take PTO during Night hours (time between midnight and 6:00 AM). If you are approved for Night hours, record the time the PCA was scheduled to work between 12:00 AM and 6:00 AM, under in and out times. Time will be paid in 15-minute increments. Please split Day and Night hours correctly. If the PCA was scheduled to work from Saturday 10:00 PM to Sunday 2:00 AM, then the two hours from 10:00 PM to 12:00 AM (midnight) are Day hours on Saturday and the two hours from 12:00 AM to 2:00 AM are Night hours on Sunday. (You will be starting a new week.)
6. **Marking Instructions.** For optimum accuracy, please:
  - Write in BLACK PEN ONLY
  - Write numbers as large and legible as possible without touching sides of boxes.
  - Mark squares by filing them in completely. Do not check or circle them.
  - When recording hours or minutes in the Tot. Day/Eve Hours column, be sure to use hours plus minutes in 15-minute increments. For example, 1:00 PM to 2:30 PM is 1:30 not 1 ½ or 1.5.
  - If you have any questions, please call FI or your skills trainer for clarification before submitting the timesheet.