

INSTRUCTIONS - A SEPARATE TIME SHEET MUST BE COMPLETED BY EACH PCA
NOW AVAILABLE – ELECTRONIC TIMESHEETS – Visit <https://timesheets.tempusunlimited.org/> for details

1.) **REMINDER: MassHealth does not pay for activity time performed by a PCA while the consumer is inpatient in a hospital or nursing home. Activity time performed by a PCA while the consumer is in a hospital or nursing home is considered fraud and will be referred to the Bureau of Special Investigations.**

2.) Please fax or deliver this form by 4:00 P.M. on the Monday after the payroll period ends to ensure timely direct deposits and checks. **Please, do not send the time sheet twice. Time sheets mailed or faxed before the hours are worked will not be processed.**

3.) There are 3 lines of boxes per day to indicate the hours and minutes that a PCA has worked. There are also circles that indicate if the PCA worked during A.M. or P.M. hours. If more than 3 lines of In and Out times are needed for 1 day, please use a second time sheet and **fill in all the information requested concerning the Consumer, PCA, Payroll Period and Signatures. A time sheet without all of this information cannot be processed.**

4.) **Enter the payroll period dates.** The payroll period runs for 2 weeks. It always starts on a Sunday at 12:00 A.M. (not Noon) and runs through the second Saturday at 11:59 P.M. Please check the payroll schedule for dates. If a PCA works from Saturday night at 10:00 P.M. through Sunday morning at 2:00 A.M., the two hours from 10:00 P.M. till 12:00 A.M. are *Day/Eve* Hours on Saturday and the two hours from 12:00 A.M. till 2:00 A.M. are *Night* hours on Sunday. If this happens in the second week of the payroll period, then the 2 Saturday *Day/Eve* Hours would be recorded on this time sheet and 2 Sunday *Night* hours would be recorded on the beginning of the time sheet for the next payroll period.

5.) **The Total Night Hours column (midnight to 6:00 A.M.) should only be used if MassHealth has authorized the consumer for Night Hours. If the consumer is not approved for Night Hours, all hours should be recorded under the Total Day/Eve Hours column. MassHealth and the FI will not pay more than the total number of PCA hours authorized per night.**

6.) Please complete the activity form indicating the time worked on each day. If the consumer is not approved for Night Hours, all time worked should be recorded under the *Total Day/Eve Hours* column. All daily totals must be rounded up to the next 15 minute increment. If a PCA works for 1 hour & 10 minutes, that day's total must be rounded up to 1 hour & 15 minutes. See Sunday, Tuesday & Saturday in the example below.

7.) If the consumer is approved for Night Hours, hours worked from 6:00 A.M. through Midnight (12:00 A.M.) are considered *Day/Eve* hours and hours between Midnight (12:00 A.M.) and 6:00 A.M. are considered *Night Hours*. Please see the example below for guidance to complete the form. Again, if the consumer is approved for Night Hours, any amount of time worked up to two hours between Midnight (12:00 A.M.) and 6:00 A.M. will be paid as two hours of *Night Hours*. See Sunday, Tuesday & Thursday in the example below.

8.) Please note that 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.

9.) **The Consumer is personally responsible for paying their PCAs in circumstances where the consumer required a PCA to work and: there are no or insufficient units left on the PA to allow the FI to pay the PCA; or consumer was not MassHealth eligible on the dates of service on the timesheet; or the PCA is on the Office of Inspector General's List of excluded Individuals or Entities (LEIE).**

10.) **Marking Instructions:**

For optimum accuracy, please

- Write in Blue or Black Pen Only.
- Write numbers as large and legible as possible without touching sides of boxes.
- Mark circles by filling them in like this: ● (DO NOT check ✓ or × them.)
- When recording hours and minutes in the *Tot. Day/Eve Hours* column, be sure to use hours plus minutes. 1:00PM to 2:30PM is 01:30, (not 1 ½ or 1.5.)
- If you have any questions, please call the FI or your case manager for clarification before submitting the time sheet.

WEEK #2	Time In			Time Out			Tot. Day/Eve Hours 6AM to Midnight		Tot. Night Hrs Midnight-6AM	
	HRS	MIN.		HRS	MIN.		HRS	MIN.	HRS	
Sun.	1	2	0 0	1	1	5			2	
	1	0	0 0	1	1	0 5	1	1 5		
	3	0	0 0	9	0	0 0	6	0 0		
Mon.										
	9	0	0 0	1	1	1 5	2	1 5		
Tue.	1	2	1 5	1	2	3 0			2	
	1	0	0 0	1	3	0 0				
	1	0	0 0	7	2	5 0	6	3 0		
Wed.										
	8	0	0 0	4	4	5 0	8	4 5		
Thu.	1	0	0 0	1	2	0 0			2	
	1	1	0 0	1	0	0 0	2	0 0		
	3	3	0 0	4	0	0 0		3 0		
Fri.										
Sat.	9	3	0 0	1	0	4 0	1	1 5		
	1	2	0 0	1	3	0 0	1	3 0		
Total Week 2							3	0	0	6