Important Information: Please Read

It is strongly recommended for Consumers and PCAs to use Tempus' electronic timesheet system, which is available at:

https://timesheets.tempusunlimited.org/

- Noncovered Services: MassHealth does not pay for noncovered services as defined at 130 CMR 422.000, including activity time performed by a PCA while the Consumer is in an inpatient setting, including, but not limited to, hospitals, rehabilitation centers, skilled nursing facilities, etc. Activity time performed by a PCA while the Consumer is in an inpatient setting may be referred to the Office of the State Auditor Bureau of Special Investigations.
- 2. False or incorrect activity time: MassHealth reserves the right to deny or recoup payment for false or incorrect activity time, in addition to taking further action, which may include, but is not limited to, skills training, imposing a new or different Surrogate, or termination from the PCA Program.
- **3. Consumer's liability for payment:** The Consumer is personally responsible for paying their PCAs in circumstances where the Consumer/Surrogate has required a PCA to work and:
 - a. There are insufficient units left on the PA;
 - b. The Consumer was not MassHealth eligible on the dates of service on the timesheet;
 - c. The PCA is on the Office of Inspector General's List of Excluded Individuals or Entities (LEIE); or
 - d. The PCA provided noncovered services.
- 4. Proper utilization of PA: Consumers/Surrogates are responsible for scheduling PCA services in accordance with the number of Day/Evening hours and Night hours authorized by MassHealth. Consumers/Surrogates must ensure the accuracy of all PCA activity time listed on time sheets prior to submission for payment.
- 5. Direct deposit requirement: Consumers/Surrogates must inform PCAs of the requirement to have PCA payments direct-deposited into the PCA's bank account.
- 6. Complete all information on the time sheet: 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 a single day, please use a second time sheet and fill in all the required information concerning the Consumer, PCA, Payroll Period, and Signatures. <u>A timesheet without all this information cannot be processed.</u>

Instructions

Please complete all required information. A timesheet without all this information cannot be processed.

- 1. **General information:** Enter the payroll period dates, names, and other required information on the time sheet. Please note: The payroll period runs for 2 weeks; it always starts on a Sunday at Midnight (12:00 A.M.) and runs through the second Saturday at 11:59 P.M. Please check the payroll schedule for dates.
- 2. Day/Evening hours worked: Hours worked from 6:00 A.M. through 11:59 P.M. are considered Day/Evening hours. Record actual time in and time out for all Day/Evening hours. Consecutive tasks should be reported as one collective time period (e.g., when multiple tasks are performed with no time between). Please see the example below for guidance to complete the form. Tempus will round daily totals up to the next 15-minute increment.
- 3. Night hours worked, if authorized: Hours worked from Midnight (12:00 A.M.) through 5:59 A.M. are considered Night Hours. Record actual time in and time out for all Night hours. Consecutive tasks should be reported as one collective time period (e.g., when multiple tasks are performed with no time between). Then, calculate the total per night, which must be rounded up to the next hour with a minimum of two hours per night. Please see the example below for guidance to complete the form. Please note: MassHealth does not cover more hours than what is authorized per night.
- 4. Time sheet submission: 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.
- 5. Marking Instructions: For optimum accuracy, please:
 - a. Write in Blue or Black Pen Only.
 - b. Write numbers as large and legible as possible without touching sides of boxes.
 - c. Mark circles by filling them in like this: (DO NOT check v or X them.)
 - d. 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.)
 - e. If you have any questions, please call the FI or your case manager for clarification before submitting the time sheet.

Example:

WEEK #1	T HRS	'ime In MIN.	Ti HRS	me Out MIN.	Tot.Day/Eve Hours 6AM to Midnight HRS MIN.	Tot. Night Hrs Midnight-6AM HRS	WEEK #2	Time In HRS MIN.	Time Out HRS MIN.	Tot.Day/Eve Hours 6AM to Midnight HRS MIN.	Tot. Night Hrs Midnight-6AM HRS
Sun.	1 2 1 0 3	0 0 PM 0 0 PM 0 0 PM	1 1 0 9	1 5 PM 0 5 PM 0 0 PM	1:05 6:00	2	Sun .	8:00 AM AM PM B B B B B B B B B B B B B B B B B B	4 : 4 5 PM	8:45	
Mon .	9		1 1		2:15		Mon.	1:00 AM 11:00 AM 3:30 AM PM	1 : 2 0 AM 1 : 0 0 AM 4 : 0 0 AM PM	2:00	2
Tue.	1 2 1 1	1 5 PM 0 0 PM 0 0 PM 0 0 PM	1 2 1 7	3 0 PM 3 0 PM 2 5 PM	6:25	2	Tue .	9:30 AM 1:00 AM PM	1 0 : 4 0 AM 2 : 1 0 AM PM 2 : 1 0 AM PM PM	1:10 1:10	