

VIP Program

Payroll Period From: / / To: / /

CON #: Telephone #:

Veteran's Name (Print):

Worker Name (Print):

Worker Telephone #:

Worker Last 4 Digits of SSN

WEEK #1	Time In		Time Out		Tot.Day/Eve Hours 6AM to Midnight		Tot. Night Hrs Midnight-6AM
	HRS	MIN.	HRS	MIN.	HRS	MIN.	
Sun.							□
Mon.							□
Tue.							□
Wed.							□
Thu.							□
Fri.							□
Sat.							□
Total Week 1	Please note that Tempus pays Workers based on daily, not weekly, totals.					<input type="text"/>	<input type="text"/>

WEEK #2	Time In		Time Out		Tot.Day/Eve Hours 6AM to Midnight		Tot. Night Hrs Midnight-6AM
	HRS	MIN.	HRS	MIN.	HRS	MIN.	
Sun.							□
Mon.							□
Tue.							□
Wed.							□
Thu.							□
Fri.							□
Sat.							□
Total Week 2	Please note that Tempus pays Workers based on daily, not weekly, totals.					<input type="text"/>	<input type="text"/>

By signing below, I certify under pain and penalty of perjury that I have received Veterans Independence Plus services from the Worker during the times described on this activity form; and I am not enrolled in MassHealth PCA services.

Consumer/Surrogate Signature

By signing below, I certify under pain and penalty of perjury that I have provided Veterans Independence Plus services to the veteran during the times described on this activity form.

Worker Signature

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

- 1.) **REMINDER: Veterans Independence plus (VIP) program 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.) Please complete the activity form indicating the time worked on each day. 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.
- 6.) 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.
- 7.) Please note that VIP guidelines state that the consumer has a responsibility to utilize PCA services in accordance with the number of Hours per week authorized by the United States Department of Veterans Affairs.
- 8.) **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 VIP program 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).**

9.) 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 X 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 timesheet.

WEEK #2	Time In				Time Out				Tot. Day/Eve Hours 6AM to Midnight			Tot. Night Hrs Midnight 6AM		
	HRS	MIN	AM	PM	HRS	MIN	AM	PM	HRS	MIN	SEC	HRS	MIN	SEC
Sun.	1	2	0	AM	1	5	AM							
	1	0	0	PM	1	1	0	PM	1	15				2
	2	0	0	PM	9	0	0	PM	6	0	0			
Mon.				AM				PM						
	9	0	0	PM	1	15	AM		2	15				
				AM				PM						
Tue.	1	2	15	AM	1	2	30	PM						
	1	0	0	PM	1	30	AM							2
	1	0	0	PM	7	25	PM	6	30					
Wed.				AM				PM						
	8	0	0	PM	4	45	AM		8	45				
				AM				PM						
Thu.	1	0	0	AM	1	20	PM							
	1	1	0	PM	1	0	0	PM	2	0	0			2
	3	30	0	PM	4	0	0	PM		30				
Fri.				AM				PM						
				AM				PM						
				AM				PM						
Sat.	9	30	0	AM	1	0	0	PM	1	15				
	1	2	0	PM	1	30	AM		1	30				
				AM				PM						
Total Week 2									3	0	0	6		