Using the eTimesheets System

This document includes instructions on how to use the eTimesheets system. It is broken up into four unique sections:

1. **Submitting a new timesheet**

2. **Approving an existing timesheet**

3. **Denying an existing timesheet**

4. **Editing an existing timesheet**

You can click on any of the links above to be taken directly to the section you are most interested in learning about!

Additional Resources:

For information on **how to sign up for eTimesheets**, click *here*

For information on **how to reset your eTimesheets password,** click *here*

Submitting a Timesheet in eTimesheets

Submitting a Timesheet in eTimesheets

This section includes instructions for **submitting a new timesheet** in the eTimesheets system.

The steps for entering time in eTimesheets are the same for PCAs, Consumers, and Surrogates (if applicable)

Step 1. Log Into the eTimesheets Website

Go to the eTimesheets Website:
https://timesheets.tempusunlimited.org/users/sign_in

1. Enter the **email** you used to sign up for eTimesheets

2. Enter your **password**

3. Click **Log in**

   Note: If you forgot your password, you can find instructions for how to reset it here

Submitting a Timesheet

Step 2. Create a New Timesheet

After logging in, you will be taken to the "Listing Timesheets" page.

1. Scroll down and select the correct pay period (called "**payroll schedule range**") for the timesheet you want to enter
   a. If you are a PCA, you will have to select your **Consumer** as well

2. Click **Create New Timesheet**

Listing Timesheets

Download Training Manual

Displaying **all 2 Timesheets**

Consumer	Pay Period	Submitted	Status	Day	Night	PTO
	02/20/2022 to 03/05/2022	Fri, 02/25/2022 -- 1:45 PM	Submitted	2:00	--	Show
	02/20/2022 to 03/05/2022		Denied By PCA	2:00	--	Show

Payroll Schedule Range: 02/20/2022 to 03/05/2022 ▾ **1**

Consumer: **1a**

Create New Timesheet **2**

Step 3. Select Your PCA

This will bring you to the "Creating New Timesheet" page. Scroll down to find the PCA and Enrollment drop-down menus

1. Select the correct **PCA / Consumer**

2. Select the **Enrollment** for the timesheet you are creating
   - For MassHealth Standard Consumers, you should select the **FFS – MH** option

Consumer

PCA   ①

Submission Date

Enrollment   FFS - MH (12/26/2021) ▾ ②

Payroll Schedule Range   02/20/2022 to 03/05/2022

PTO   ☐

Step 4. Enter the PCA Time | 1 of 2

While still on the "Creating New Timesheet" page, scroll down to find the table where you can enter in the time the PCA worked during this pay period. Be sure to enter **start and end times** for the shifts the PCA worked each day

Time should be entered as hours and minutes, and must follow the below rules:

- All shifts must have a start and end time

- Night (midnight to 6am) and day (6am through 11:59pm) shifts must be entered separately

- When entering Night hours, you must enter the Start and End times of the shifts, as well as the total hours worked during a night shift in the **Night column**, enter a whole number to represent the number of hours worked during a night shift (i.e., "2")
    - A night total is the number of hours worked during a night shift

WEEK 2

	Start 1	End 1	Start 2	End 2	Start 3	End 3	Night
Sun. 03/15							
Mon. 03/16							
Tue. 03/17							
Wed. 03/18							
Thu. 03/19							
Fri. 03/20	6a	5p					
Sat. 03/21	7:30a	12:45p					

Step 4. Enter the PCA Time | 2 of 2

Additional rules:

- If the time worked includes minutes, the hours and minutes must be separated by a colon
  - For example, write "12**:**30pm," not "1230pm"

- AM and PM can be written in upper case or lowercase, or just as "A" or "P"
  - For example: "9AM," "9am," "9A," and "9a" are all acceptable

- After you have entered all the times for the pay period, click **Create Timesheet** at the bottom of the page

WEEK 2	Start 1	End 1	Start 2	End 2	Start 3	End 3	Night
Sun. 03/15							
Mon. 03/16							
Tue. 03/17							
Wed. 03/18							
Thu. 03/19							
Fri. 03/20	6a	5p					
Sat. 03/21	7:30a	12:45p					

Create Timesheet

Step 5. Approve Your Timesheet

After creating the timesheet, you will be taken to the "Showing Timesheet" page

1. Scroll down and enter a **phone number** where you can be reached if there are any questions about the timesheet

2. Type any **notes** you may have in the Comments box if needed
   - Any comments made will be visible to the PCA, Consumer, and Surrogate (if applicable)

3. Check the **box** confirming you have received MassHealth PCA services and that you are <u>not</u> enrolled in Adult Foster Care and/or Group Adult Foster Care

4. Click **Approve Timesheet**

Please enter a phone number at which you can be reached by a Tempus staff member in the event that there are issues with your timesheet.

Phone Number: **①**

Comments **②**

③

By signing below, I certify under pain and penalty of perjury that I have received MassHealth PCA services from the PCA during the times described on this activity form; **④** m not enrolled in Adult Foster Care and/or Group Adult Foster Care

Approve Timesheet   **Deny Timesheet**

Edit Timesheet
Back to Timesheets Index
Printer-friendly Format

Step 6. Other Party Reviews Your Timesheet

After approving your own timesheet, you will be brought to the "Showing Timesheet" page

1. The timesheet will now appear as **Waiting for Approval**

2. Your PCA/Consumer/Surrogate (if applicable) will get an email alerting them to review the timesheet

3. The other party must login to eTimesheets to review your timesheet

4. Once the other party approves the timesheet, the timesheet will be submitted to Tempus for review and processing

IMPORTANT: If the other party edits the timesheet, it will be sent back to you to approve again

✓ Timesheet Waiting for PCA Approval

Showing Timesheet

BASIC INFORMATION

Consumer	
PCA	
Employer	
Status	Waiting for PCA Approval
Consumer Phone Number	508-555-5555
PCA Phone Number	
Timesheet Source	E-Timesheets
Last Updated	02/25/2022 01:14 pm
Payroll Schedule Range	02/20/2022 to 03/05/2022
PTO	No

CREATOR INFORMATION

Name	
Role	Consumer

Approving a Timesheet in eTimesheets

Approving a Timesheet in eTimesheets

This section includes instructions for **approving a timesheet that has already been created** in the eTimesheets system. The steps for approving a timesheet in eTimesheets are the same for PCAs, Consumers, and Surrogates (if applicable)

IMPORTANT: Each person associated with a timesheet must approve it before it can be submitted for payment
- If you created the timesheet, **you should approve it immediately** after creating it
  - This is outlined in the **How to Submit a Timesheet** user guide
- If your PCA/Consumer/Surrogate (if applicable) creates a timesheet, **you will receive an email** saying there is a timesheet waiting for your approval
- If any edits are made to the timesheet during the approval process, **all involved parties will need to approve the timesheet again** before it can be submitted

Step 1. Log Into the eTimesheets Website

If you are not already logged in to eTimesheets, you will need to log in

1. Enter the **email** you used to sign up for eTimesheets

2. Enter your **password**

3. Click **Log in**

    Note: *If you forgot your password, you can find instructions to reset it here*

Tempus E-Timesheets

Log In

Email

_____ **1**

Password

_____ **2**

☐ Remember me

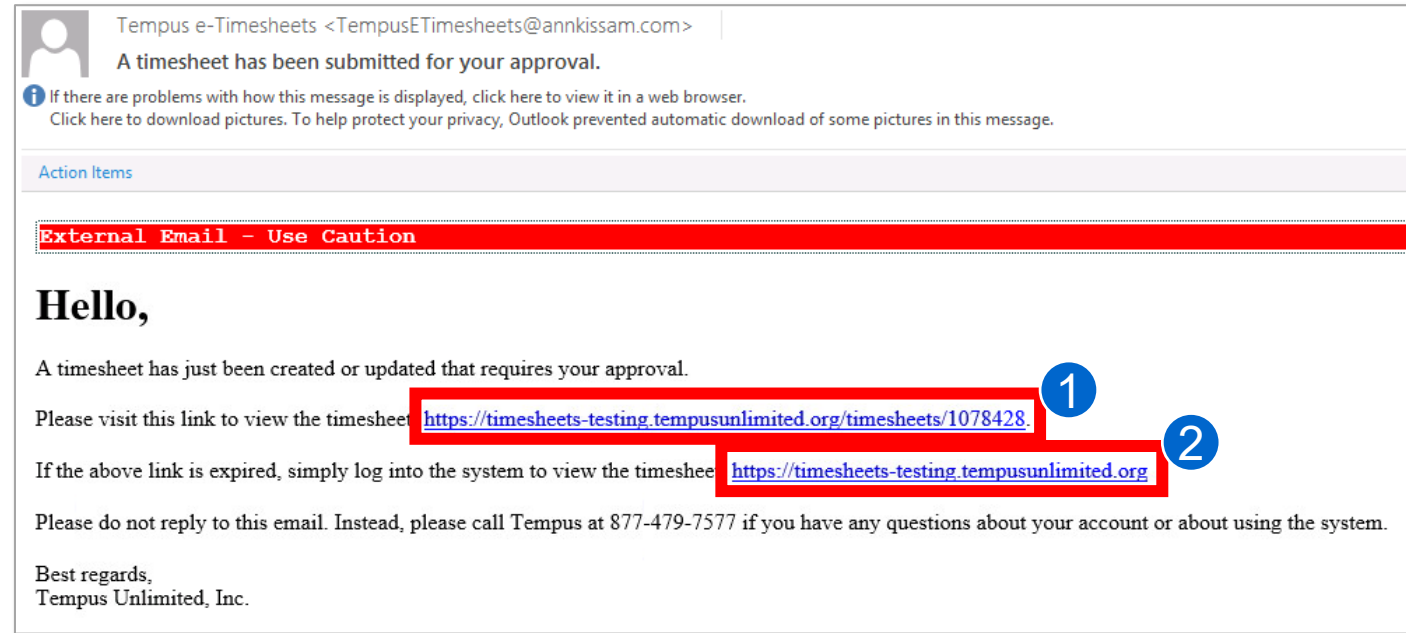| Log in | **3**

Forgot your password?

Step 2. Click the Link in the Email from Tempus

When you create or edit a timesheet, your PCA/Consumer/Surrogate (if applicable) will receive an email saying there is a timesheet waiting for their approval

- The email will be sent from TempusETimesheets@annkissam.com and the subject will be "A timesheet has been submitted for your approval."

1. Click the **first link** in the email to go directly to the timesheet

2. If that link **expires**, click the **second link**
   - This link will let you log in to the eTimesheets system, where you will need to navigate to the timesheet

Tempus e-Timesheets <TempusETimesheets@annkissam.com>
A timesheet has been submitted for your approval.

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Action Items

External Email – Use Caution

Hello,

A timesheet has just been created or updated that requires your approval.

Please visit this link to view the timesheet https://timesheets-testing.tempusunlimited.org/timesheets/1078428.   **1**

If the above link is expired, simply log into the system to view the timesheet https://timesheets-testing.tempusunlimited.org   **2**

Please do not reply to this email. Instead, please call Tempus at 877-479-7577 if you have any questions about your account or about using the system.

Best regards,
Tempus Unlimited, Inc.

Step 3. Review the Timesheet

After clicking the first link in the email and logging in, you will be brought to the "Showing Timesheet" page where you can view information including:
- who the Consumer and PCAs are,
- phone numbers for the Consumer and PCA,
- who created the eTimesheet, and more

Review the timesheet and make sure it is correct. If it is not correct, you can edit the timesheet, following the instructions *here*

1. Scroll down and review the information in the **Listing Timesheet Line Items** section
   - This contains information regarding each shift, including the date, time, and length of each shift

2. On the left-hand side of the page, review the **daily and weekly totals** boxes to see how many hours were worked each day and week

Listing Timesheet Line Items ❶

Consumer	PCA	Service	Hours	Start Date and Time	End Date and Time	
Sparrow, Jack (FCG7)	Swann, Elizabeth (XXX-XX-2534)	Day	8:00	Mon, 03/09/2020 -- 8:00 AM	Mon, 03/09/2020 -- 4:00 PM	🔍
Sparrow, Jack (FCG7)	Swann, Elizabeth (XXX-XX-2534)	Night	3:00	Wed, 03/11/2020 -- 1:00 AM	Wed, 03/11/2020 -- 4:00 AM	🔍
Sparrow, Jack (FCG7)	Swann, Elizabeth (XXX-XX-2534)	Day	6:00	Wed, 03/11/2020 -- 1:00 PM	Wed, 03/11/2020 -- 7:00 PM	🔍
Sparrow, Jack (FCG7)	Swann, Elizabeth (XXX-XX-2534)	Day	1:45	Thu, 03/12/2020 -- 3:15 PM	Thu, 03/12/2020 -- 5:00 TPM	🔍
Sparrow, Jack (FCG7)	Swann, Elizabeth (XXX-XX-2534)	Day	11:00	Fri, 03/20/2020 -- 6:00 AM	Fri, 03/20/2020 -- 5:00 PM	🔍
Sparrow, Jack (FCG7)	Swann, Elizabeth (XXX-XX-2534)	Day	5:15	Sat, 03/21/2020 -- 7:30 AM	Sat, 03/21/2020 -- 12:45 PM	🔍

TS Totals ❷

Service	Wk1	Wk2	Total
Day	15:45	16:15	32:00
Night	3:00	0:00	3:00
Total	18:45	16:15	35:00

Daily Totals

Date	Day Total	Night Total
Sun 03/08	--	--
Mon 03/09	8:00	--
Tue 03/10	--	--
Wed 03/11	6:00	3:00

Approving a Timesheet

While still on the "Showing Timesheet" page, **scroll down**

1. Enter a **phone number** where you can be reached if there are any questions about the timesheet

2. Type any **notes** you may have in the Comments box if needed
   • Any comments made will be visible to the PCA, Consumer, and Surrogate (if applicable)

3. Check the **box** confirming you have received MassHealth PCA services and that you are not enrolled in Adult Foster Care and/or Group Adult Foster Care

4. Click **Approve Timesheet**

Please enter a phone number at which you can be reached by a Tempus staff member in the event that there are issues with your timesheet.
Phone Number: **(1)**

Comments **(2)**

(3)
By signing below, I certify under pain and penalty of perjury that I have received MassHealth PCA services from the PCA during the times described on this activity form; a... n not enrolled in Adult Foster Care and/or Group Adult Foster Care **(4)**

Approve Timesheet   Deny Timesheet

Edit Timesheet
Back to Timesheets Index
Printer-friendly Format

Step 4. Approve the Timesheet | 2 of 2

1. After you approve the timesheet, the "Showing Timesheet" page will be updated with a status in green at the top of your screen

2. If the other party has already approved the timesheet, the status will be **Approved by Both Parties**

3. Once all parties have approved the timesheet, it will be submitted to Tempus and the status will update to "Submitted"

You have now successfully approved the timesheet!

Approving a Timesheet

Denying a Timesheet in eTimesheets

Denying a Timesheet in eTimesheets

This section includes instructions for **denying a timesheet** in the eTimesheets system. The steps for denying a timesheet are the same for PCAs, Consumers, and Surrogates (if applicable)

There are several reasons why you may need to deny a timesheet, including:
- It was created in error
- You are a Consumer and your PCA creates a timesheet for a pay period in which they did not actually work
- You accidentally create a duplicate timesheet
- You create a timesheet, and you realize your PCA or Consumer also created a timesheet for the same pay period

IMPORTANT: Most issues with a timesheet (including incorrect hours, assigning the incorrect PCA/consumer) can be fixed by editing, rather than deleting, a timesheet

Step 1. Log Into the eTimesheets Website

If you are not already logged in to eTimesheets, you will need to log in

1. Enter the **email** you used to sign up for eTimesheets

2. Enter your **password**

3. Click **Log in**

   Note: If you forgot your password, you can find instructions for how to reset it here

Tempus E-Timesheets

Log In

Email

1

Password

2

☐ Remember me

Log in **3**

Forgot your password?

Denying a Timesheet

Step 2. Find the Timesheet

After logging in, you will be taken to the "Listing Timesheets" page

Here you will see a list of the current and previous timesheets. This list shows each timesheet and the associated Consumer and PCA, pay period, status, and more

1. Click **Show** on the timesheet you need to deny

Displaying **all 7** Timesheets

PCA	Pay Period	Submitted	Status	Day	Night	PTO	
Swann, Elizabeth (XXX-XX-2534)	03/08/2020 to 03/21/2020		Waiting for PCA Approval	32:00	3:00		Show
Swann, Elizabeth (XXX-XX-2534)	02/23/2020 to 03/07/2020	Wed, 03/18/2020 -- 11:15 AM	Submitted	8:00	--	Yes	Show
Swann, Elizabeth (XXX-XX-2534)	02/23/2020 to 03/07/2020	Wed, 03/18/2020 -- 11:15 AM	Submitted	24:00	3:00		Show
Swann, Elizabeth (XXX-XX-2534)	01/12/2020 to 01/25/2020		New	10:30	3:00		Show
Swann, Elizabeth (XXX-XX-2534)	02/09/2020 to 02/22/2020	Thu, 03/05/2020 -- 8:15 AM	Submitted	8:00	--	Yes	Show
Swann, Elizabeth (XXX-XX-2534)	02/09/2020 to 02/22/2020		Denied By Consumer	22:45	5:00		Show
Swann, Elizabeth (XXX-XX-2534)	01/26/2020 to 02/08/2020	Thu, 03/05/2020 -- 8:15 AM	Submitted	30:45	--		Show

1

Denying a Timesheet

This will bring you to the "Showing Timesheet" page. **Scroll down** on the page to continue denying the timesheet

1. Enter a **phone number** where you can be reached if there are any questions about the timesheet

2. Type any **notes** explaining why you are denying the timesheet in the Comments box
   - Any comments made will be visible to the PCA, Consumer, and Surrogate (if applicable)

3. Click **Deny Timesheet**

Please enter a phone number at which you c[...] eached by a Tempus staff member in the event that there are issues with your timesheet.
Phone Number:

Comments

By signing below, I certify under pain and penalty of perjury that I have received MassHealth PCA services from the PCA during the times described on this activity form; and I am not enrolled [...] lt Foster Care and/or Group Adult Foster Care

Approve Timesheet   **Deny Timesheet**

Edit Timesheet
Back to Timesheets Index
Printer-friendly Format

1. After you deny the timesheet, the "Showing Timesheet" page will be updated with a status in green at the top of your screen

2. The status of the timesheet will be updated to **Denied by PCA/Consumer/Surrogate**

3. The denied user will receive an email from TempusETimesheets@annkissam.com with the subject, "Your timesheet has been denied."

You have now successfully denied the timesheet

Denying a Timesheet

Editing a Timesheet in eTimesheets

Editing a Timesheet in eTimesheets

This section includes instructions for **Editing an eTimesheet.** The steps for editing an eTimesheet are the same for PCAs, Consumers, and Surrogates (if applicable)

You may need to edit a timesheet for several reasons, including if someone:
- Enters incorrect times
- Selects incorrect dates
- Selects the incorrect consumer program
- Assigns the timesheet to the wrong PCA or Consumer

Step 1. Log Into the eTimesheets Website

- Go to the eTimesheets Website: https://timesheets.tempusunlimited.org/users/sign_in

1. Enter the **email** you used to sign up for eTimesheets

2. Enter your **password**

3. Click **Log in**

   Note: If you forgot your password, you can find instructions for how to reset it here

Tempus E-Timesheets

Log In

Email

⬤ 1

Password

⬤ 2

☐ Remember me

Log in ⬤ 3

Forgot your password?

Editing a Timesheet

Step 2. Find the Timesheet

After logging in, you will be taken to the "Listing Timesheets" page

Here you will see a list of the current and previous timesheets. This list shows each timesheet and the associated Consumer and PCA, pay period, status, and more

1. Click **Show** on the timesheet you want to edit

Listing Timesheets

Download Training Manual

Displaying **all 2 Timesheets**

PCA	Pay Period	Submitted	Status	Day	Night	PTO	
Delgado, Norma (XXX-XX-6413)	02/20/2022 to 03/05/2022		Waiting for Consumer Approval	2:00	--		Show

1

Editing a Timesheet

Step 3A. Edit the Timesheet

This will bring you to the "Showing Timesheet page" where you can view information including who the Consumer and PCAs are, phone numbers for the Consumer and PCA, who created the eTimesheet, and more

1. Scroll down toward the bottom of the page and click **Edit Timesheet**

Please enter a phone number at which you can be reached by a Tempus staff member in the event that there are issues with your timesheet.

Phone Number:

Comments

☐

By signing below, I certify under pain and penalty of perjury that I have received MassHealth PCA services from the PCA during the times described on this activity form; and I am not enrolled in Adult Foster Care and/or Group Adult Foster Care

Approve Timesheet   **Deny Timesheet**

Edit Timesheet   **1**
Back to Timesheets Index
Printer-friendly Format

Step 3B. Edit the Timesheet

This will bring you to the "Editing Timesheet" page. Scroll down a little bit, and you will see the same table used for entering a timesheet. Because you are editing an existing timesheet, the table will be pre-populated with times

1. You can **leave a comment** explaining any changes you make
   - Any comments made will be visible to the PCA, Consumer, and Surrogate (if applicable)

Step 3C. Edit the Timesheet

1. While still on the "Editing Timesheet" page, you will see the currently entered hours and shifts throughout the week in a table

2. Make the necessary changes

   By changing the times in the table, you can:
   - Add or delete a shift
   - Change start and end times
   - Enter or change night totals
     - A night total is the number of hours worked during a night shift, which is from midnight to 6am

	Start 1	End 1	Start 2	End 2	Start 3	End 3	Night
Sun. 02/20							
Mon. 02/21	8a	12p					
Tue. 02/22							
Wed. 02/23							
Thu. 02/24							
Fri. 02/25							
Sat. 02/26							

Comments

PTO ☐

WEEK 1

Step 4. Save your Changes

1. Once you are finished making changes to the eTimesheet, scroll down and click **Update Timesheet**

   After clicking **Update Timesheet** you will be brought back to the "Showing Timesheet" where it will show that your Timesheet has been successfully updated

Step 5. Approve your Changes

1. Scroll down and enter a **phone number** where you can be reached if there are any questions about the timesheet

2. Type any **notes** you may have in the Comments box if needed

   - Any comments made will be visible to the PCA, Consumer, and Surrogate (if applicable)

3. Check the **box** confirming you have received MassHealth PCA services and that you are <u>not</u> enrolled in Adult Foster Care and/or Group Adult Foster Care

4. Click **Approve Timesheet**

An **email** from TempusETimesheets@annkissam.com with the subject, "A timesheet has been submitted for your approval" will be sent to the other party to let them know that a timesheet is waiting for their approval

You have now completed editing an eTimesheet!

Please enter a phone number at which you can be reached by a Tempus staff member in the event that there are issues with your timesheet.
Phone Number:

Comments

By signing below, I certify under pain and penalty of perjury that I have received MassHealth PCA services from the PCA during the times described on this activity form; and I am not enrolled in Adult Foster Care and/or Group Adult Foster Care

Approve Timesheet   Deny Timesheet

Edit Timesheet
Back to Timesheets Index
Printer-friendly Format