



## eTimesheet Instructions

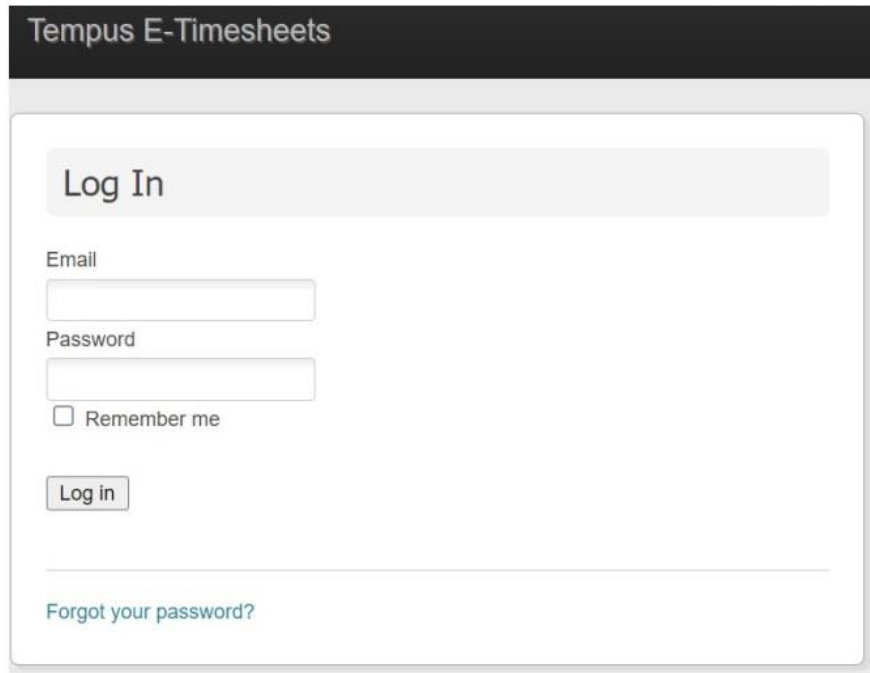
**The following eTimesheet instructions are contained in this section:**

- eTimesheet-Sign-Up-Instructions (English)
- eTimesheet-Sign-Up-Instructions (Spanish)
  
- eTimesheets Submitting/Approving/Denying/Editing Time Instructions (English)
- eTimesheets Submitting/Approving/Denying/Editing Time Instructions (Spanish)
  
- eTimesheet-Password-Reset-Instructions (English)
- eTimesheet-Password-Reset-Instructions (Spanish)

# eTimesheet Signup Instructions

## What are Electronic Timesheets?

- Electronic Timesheets (eTimesheets) are an online tool where Consumers, Surrogates, and PCAs can submit timesheets and view timesheet information
- eTimesheets are faster than sending timesheets by fax, mail, or email. They also lead to fewer timesheet mistakes
- Using eTimesheets gives you the opportunity to get paid early! If you submit your eTimesheet and it is approved on Sunday, you will be paid on Wednesday
- Get faster updates with eTimesheets. When you use eTimesheets, you will receive automated emails when your timesheets are received and approved
- You can access eTimesheets here: [https://timesheets.tempusunlimited.org/users/sign\\_in](https://timesheets.tempusunlimited.org/users/sign_in)



The image shows a screenshot of the Tempus E-Timesheets login interface. At the top, there is a dark header with the text "Tempus E-Timesheets" in white. Below the header is a light gray box containing the login form. The form has a "Log In" title at the top. It includes two input fields: "Email" and "Password". Below the password field is a checkbox labeled "Remember me". A "Log in" button is positioned below the checkbox. At the bottom of the form, there is a link that says "Forgot your password?".

## Step 1. Complete the eTimesheet Agreement

- To use eTimesheets, **all parties (including the Consumer AND PCA)** must complete an Electronic Timesheets Agreement
- The agreement can be completed online through Paperworkr here: <https://paperwork.tempusunlimited.org/>
- If you prefer, you can complete the agreement form by filling it out, printing it, and signing it
- Download the Electronic Timesheets Agreement here: <https://tempusunlimited.org/wpcontent/uploads/2022/02/eTimesheets-UserAgreement-ENG-SPA-02032022.pdf>


**Note:** Consumers can find their consumer number by looking at their register. PCAs can find their unique ID on the Consumer Payroll Register

| <b>Electronic Timesheets Agreement</b>                  |  |
|---|--|
| <b>I. <u>About The Electronic Timesheets Module</u></b> | <p>a. The Electronic Timesheets Module is a web-based interface through which Consumers, Surrogates, Personal Care Attendants (PCAs)/Workers, and Fiscal Intermediary staff can respectively view relevant timesheet information.</p> <p>b. Consumers, Surrogates and PCAs/Workers will be able to use the system to both submit and approve timesheets electronically for payment by the Fiscal Intermediary.</p> <p>c. A Consumer is not required to have a Surrogate in order to use the system. However, in cases where a Consumer does have a Surrogate and the Consumer approves the Surrogate to have access to the Electronic Timesheets Submission Interface, both the Consumer and his/her Surrogate will have identical abilities to enter and approve timesheets for payment.</p>  |
| <b>II. <u>Terms and Conditions</u></b>                  | <p><i>By signing below, you are agreeing to the following Terms and Conditions:</i></p> <p>a. The Consumer and/or Surrogate (if applicable) and the PCA/Worker <b>each have a valid, separate e-mail address</b> to which they have frequent access. <b>Consumer, Surrogate, PCA or Worker cannot use the same e-mail address.</b></p> <p>b. The Consumer and/or Surrogate (if applicable) and the PCA/Worker <b>each agree to maintain a valid separate e-mail address</b> during the term of this agreement and to notify Tempus Unlimited, Inc. of any changes to their e-mail addresses.</p> <p>c. The Consumer, his/her Surrogate (if applicable) and the PCA/Worker agree to use the Electronic Timesheets Submission Interface as a method of submitting timesheets.</p> <p style="padding-left: 20px;">i. Signing this Agreement does not require you to only use the Electronic Timesheets Submission Interface. Other methods of submitting time, such as faxing or mailing, are still acceptable.</p> <p>d. A timesheet may only be submitted electronically if the Consumer and/or Surrogate (if applicable) and the PCA/Worker have executed this Agreement.</p> <p>e. An individual Electronic Timesheets Agreement is required for each Consumer and PCA/Worker relationship that chooses to use the Electronic Timesheets Submission Interface.</p> <p style="padding-left: 20px;">i. This is true even if the Consumer or PCA/Worker is already using the Electronic Timesheets Submission Interface in another Consumer and PCA/Worker relationship.</p> |
| <b>III. <u>Termination of the Agreement</u></b>         | <p>a. The Consumer, his/her Surrogate (if applicable) or the PCA/Worker may terminate this agreement at any time by submitting such request in writing to Tempus Unlimited, Inc.</p>   |
| Consumer Printed Name: <input type="text"/>             | Consumer #: <input type="text"/>   |
| Consumer E-mail: <input type="text"/>                   |  |
| Consumer Signature: _____ Date: _____                   |  |
| Surrogate Printed Name: <input type="text"/>            |  |
| Surrogate E-mail: <input type="text"/>                  |  |
| Surrogate Signature: _____ Date: _____                  |  |
| PCA/Worker Printed Name: <input type="text"/>           |  |
| PCA/Worker E-mail: <input type="text"/>                 |  |
| PCA/Worker Signature: _____ Date: _____                 |  |
| Last 4 digits of SS#: <input type="text"/>              |  |


## Step 2. Send the Agreement to Tempus

- Once the agreement is completed and signed, send it to Tempus by **mail, fax, or email**
- You can also complete your agreement online through Paperworkr here:  
<https://paperwork.tempusunlimited.org/>
- Tempus will create an account for everyone who submits a form
  - If you are a consumer and submit your form then your account will be created, but your PCA(s) must still submit their form, and vice versa


**Note:** *It typically takes a few days after the completed agreement is received to be able to proceed to step 3*




**Envíe el acuerdo completado por correo postal a:**  
Tempus Unlimited  
600 Technology Center Drive  
Stoughton, MA 02072



**Envíe el acuerdo completado por fax al:** 1-800-359-2884



**Escanee y envíe por correo electrónico el acuerdo completado a**  
[MAFMS@tempusunlimited.org](mailto:MAFMS@tempusunlimited.org)



**Complete el acuerdo en línea utilizando**  
[Paperworkr](#)

## Step 3. Activate Your Account

- Once Tempus receives the agreement, **everyone who completed it will receive an email from TempusETimesheets@annkissam.com**
- This email includes instructions for activating the new account
- Each email will have an activation link which **must** be clicked to activate your account

**IMPORTANT:** The activation link is valid for only 24 hours, so it is important for everyone to pay attention to their email inboxes after submitting the form

**Note:** *If your activation link expires, you can call Tempus at (877) 479-7577 to request a new link*

**Hello,**

Your account at the Tempus Electronic Timesheets Submission System is ready for you to access. Click this link or copy and paste the following address into your browser to access the system:

[https://timesheets-testing.tempusunlimited.org/users/confirmation?confirmation\\_token=-f9QHC-nT6bHAJaHDVks](https://timesheets-testing.tempusunlimited.org/users/confirmation?confirmation_token=-f9QHC-nT6bHAJaHDVks)

Once confirmed, you can sign into your account with the following credentials:

Email:

Password:

Upon first sign-in, you will be re-directed and prompted to change your password to one of your choosing.

You will now be able to access the system at will, and the system will guide you through the process of submitting timesheets electronically.

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. To view instructional videos on the Electronic Timesheets system, click [This Link](#).

Best regards,  
Tempus Unlimited, Inc.

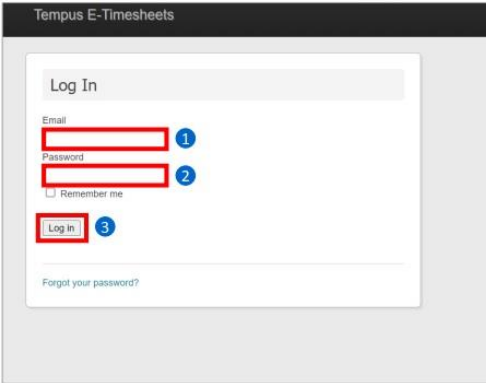
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This email communication and any attachments may contain confidential and privileged information. If you are not the intended recipient, you are hereby notified that you have received this communication in error and that any review, disclosure, dissemination, distribution or copying of it or its contents is prohibited. If you have received this communication in error, please reply to the sender immediately or by telephone at 877-479-7577 and destroy all copies of this communication and any attachments. For further information regarding the privacy policy of Tempus Unlimited, Inc., please visit our Internet web site at <http://www.tempusunlimited.org>.

## Step 4. Log In for the First Time

After clicking the activation link, you will be brought to the eTimesheets “Log In” page

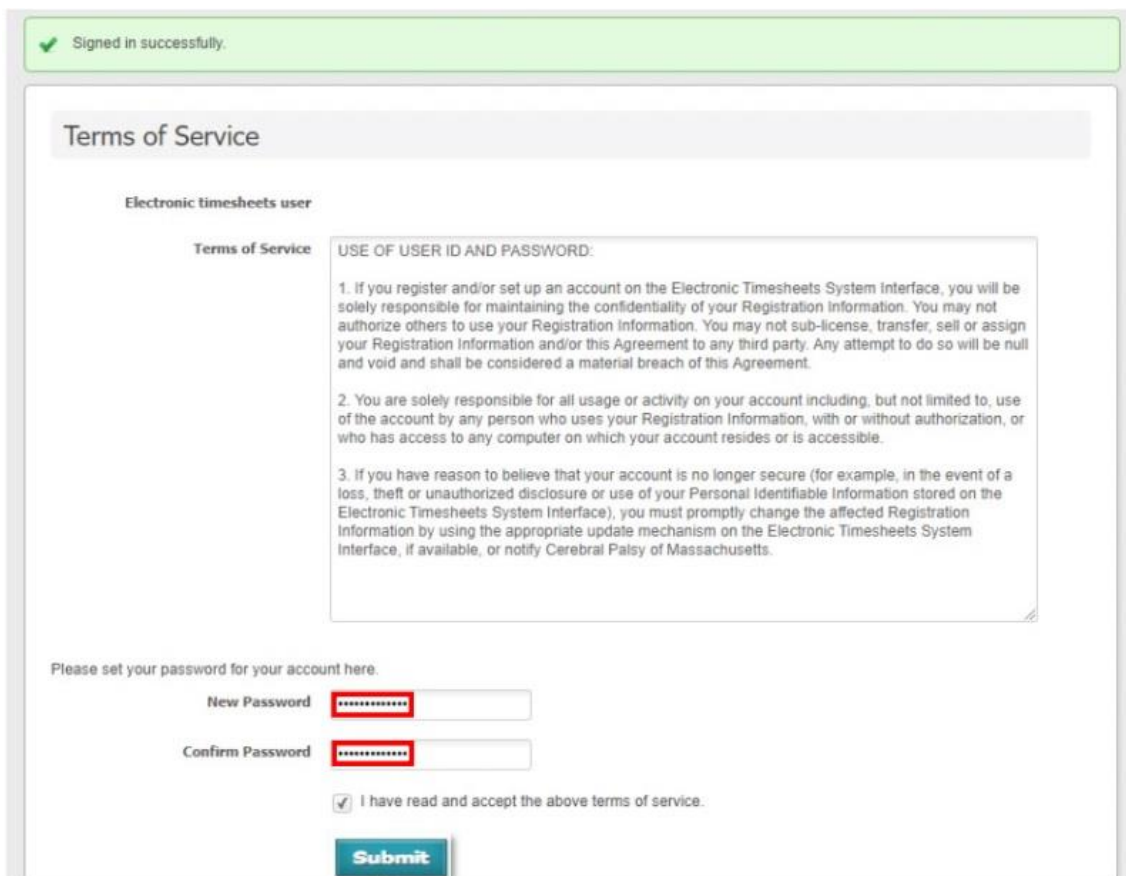
1. Enter the **email** you used to sign up for eTimesheets
2. Enter the temporary password in the email you received from **TempusETimesheets@annkissam.com**
3. Click **Log in**



## Step 5. Set Your Password

- After logging in for the first time, you will be brought to the ‘Terms of Service’ page
- In the **New Password** field, enter a new password that is **at least 8 characters long**.
- Type the same password again in the **Confirm Password** field

**Note:** *The new password and confirmation password must match to continue*



## Step 6. Read and Review the Terms of Service

- Still on the 'Terms of Service' page, you need to read and review the Terms of Service of using eTimesheets
- After reading the Terms of Service, **click the small box** near the bottom of the screen to accept the terms of service
- Click **Submit** at the bottom of the screen

✓ Signed in successfully.

### Terms of Service

Electronic timesheets user

Terms of Service

USE OF USER ID AND PASSWORD:

1. If you register and/or set up an account on the Electronic Timesheets System Interface, you will be solely responsible for maintaining the confidentiality of your Registration Information. You may not authorize others to use your Registration Information. You may not sub-license, transfer, sell or assign your Registration Information and/or this Agreement to any third party. Any attempt to do so will be null and void and shall be considered a material breach of this Agreement.
2. You are solely responsible for all usage or activity on your account including, but not limited to, use of the account by any person who uses your Registration Information, with or without authorization, or who has access to any computer on which your account resides or is accessible.
3. If you have reason to believe that your account is no longer secure (for example, in the event of a loss, theft or unauthorized disclosure or use of your Personal Identifiable Information stored on the Electronic Timesheets System Interface), you must promptly change the affected Registration Information by using the appropriate update mechanism on the Electronic Timesheets System Interface, if available, or notify Cerebral Palsy of Massachusetts.

Please set your password for your account here.

New Password

Confirm Password

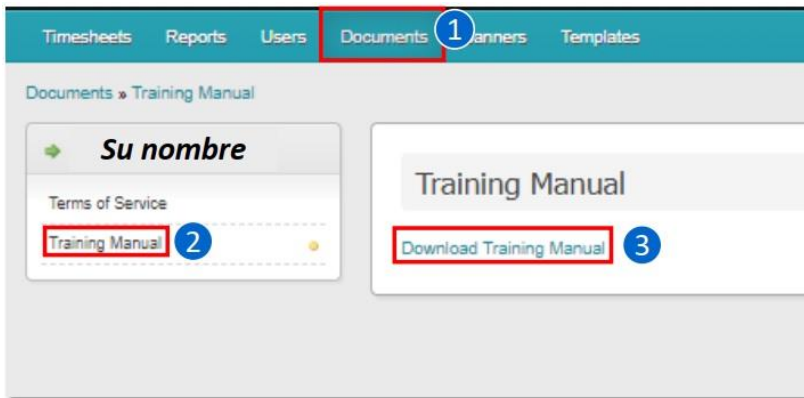
I have read and accept the above terms of service.

**Submit**

## Step 7. Start using eTimesheets!

- If you have completed the previous steps, you will have successfully logged into eTimesheets!
- Remember to **talk to your PCAs, Consumers, and Surrogates (if applicable)** to have them submit the agreement and then activate their account if they haven't already
- **IMPORTANT:** If **everyone** does not submit their application and activate their account, no one will be able to submit eTimesheets
- If you have any questions, you can view the eTimesheets training manual within the eTimesheets system. To view the manual, you can visit this link
- [https://timesheets.tempusunlimited.org/timesheets/download\\_training\\_manual](https://timesheets.tempusunlimited.org/timesheets/download_training_manual) or
  1. Click the **Documents** tab at the top of your screen
  2. Click **Training Manual** on the left side of the screen
  3. Click **Download Training Manual**

Alternatively, you can call Tempus at (877) 479-7577



## FAQs

### What should I do if my activation link already expired, or I can't find the activation email?

- You can call Tempus at (877) 479-7577 and request a new link is sent to you

### Can I use eTimesheets if only I activate my account, but my PCA or consumer/surrogate did not activate their accounts?

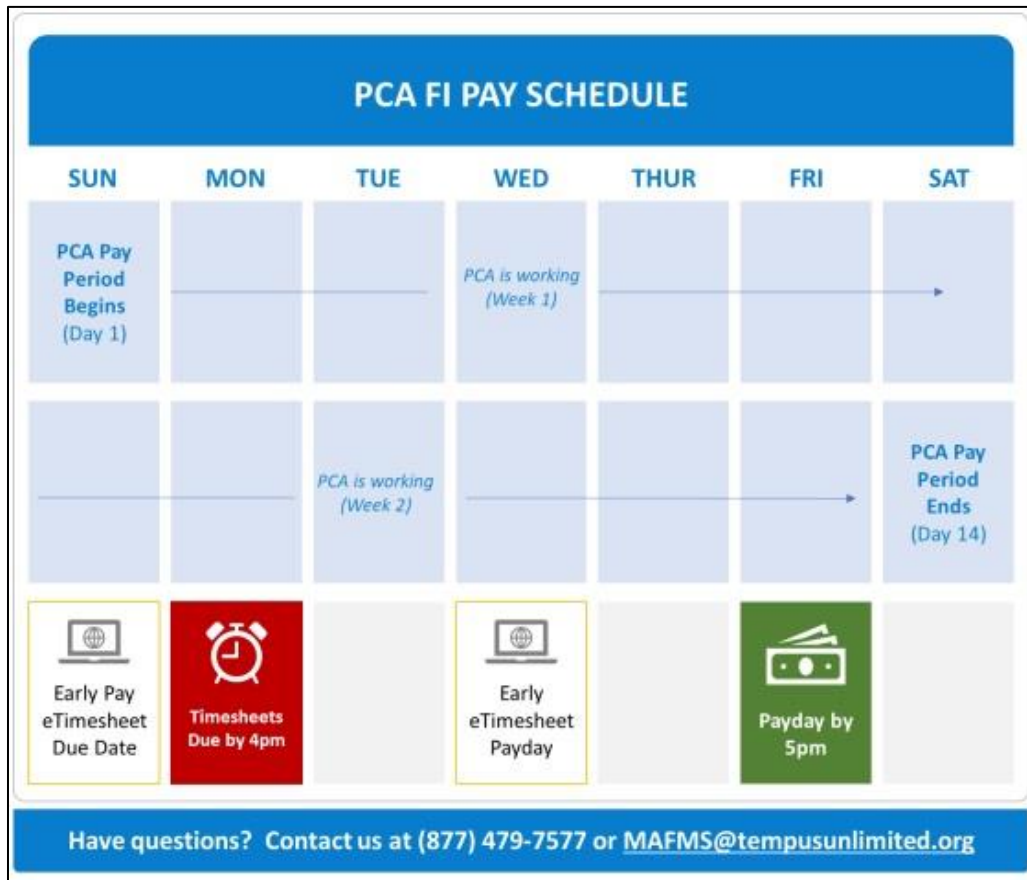
- You will not be able to use the system to submit, review, or approve timesheets. Remember to talk to everyone involved and make sure they submit their agreement and activate their account

### Are there any videos available to learn about eTimesheets?

- Yes! You find videos about eTimesheets on the Tempus website at <https://tempusunlimited.org/etimesheet/>
- **When will I get paid if I use eTimesheets?**
- If your eTimesheet is submitted and approved on Sunday by 11:59pm and the PCA has direct deposit set up, you will get paid on Wednesday
- There is an image on the next slide explaining the full payment schedule



## eTimesheets Payment Timeline



### IMPORTANT REMINDERS

- **Timesheets are due by 4pm on the Monday after the pay period.** Submit timesheets by portal, fax, email, mail, or in-person.
- [Click here to learn more here about submitting timesheets](#)
- PCAs are paid by **5pm on the Friday after the pay period**, as long as timesheets were submitted accurately by Monday at 4 PM.
- Every pay period is **two weeks long**. Pay periods start on a Sunday and end on a Saturday.
- A timesheet **cannot** be submitted if it includes hours a PCA has not yet worked.
- At the end of each pay period, Consumers **must** submit a timesheet for hours worked by their PCAs.

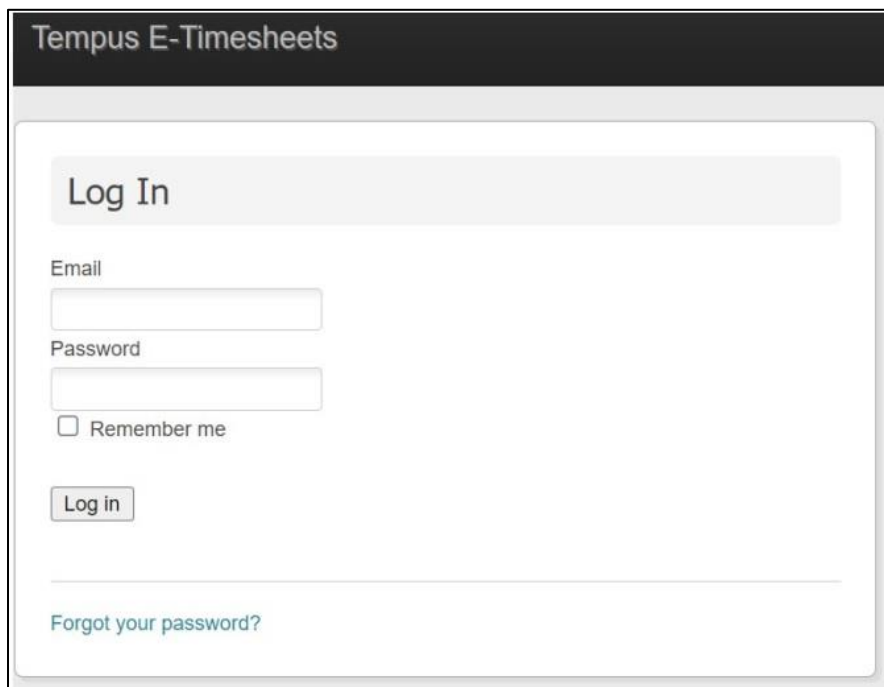
### eTIMESHEET INFORMATION

- Get paid earlier using eTimesheets! [Click here to learn more about eTimesheets.](#)
- **Early Pay eTimesheets are due by 11:59pm on the Sunday after the pay period**, to be paid by Wednesday before 5pm. PCAs must have direct deposit to be paid early on Wednesday.



## ¿Qué son las planillas electrónicas de horas trabajadas?

- Las planillas electrónicas de horas trabajadas, o eTimesheets, son una herramienta en línea donde los Consumidores, Representantes y PCA pueden enviar sus planillas de horas trabajadas y ver la información de las planillas.
- Utilizar eTimesheets es más rápido que enviar las planillas por fax, correo postal o correo electrónico. También reduce los errores en las planillas de horas trabajadas.
- ¡Usar las planillas electrónicas le permite recibir su sueldo antes! Si envía su planilla electrónica y esta es aprobada el domingo, recibirá su sueldo el miércoles.
- Obtenga actualizaciones más rápidas con eTimesheets. Al utilizar eTimesheets, recibirá correos electrónicos automatizados cuando las planillas sean recibidas y aprobadas.
- Puede acceder a eTimesheets aquí: [https://timesheets.tempusunlimited.org/users/sign\\_in](https://timesheets.tempusunlimited.org/users/sign_in)



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## Paso 1: Complete el Acuerdo de uso de planillas electrónicas

- Para usar eTimesheets, **todas las partes (incluidos el Consumidor Y los PCA)** deben completar un *Acuerdo de uso de planillas electrónicas*
- Puede completar el acuerdo en línea por medio de Paperworkr aquí: <https://paperwork.tempusunlimited.org/>
- Si lo prefiere, puede completar, imprimir y firmar el formulario del acuerdo para presentarlo
- Descargue el *Acuerdo de uso de planillas electrónicas* aquí:  
<https://tempusunlimited.org/wpcontent/uploads/2022/02/eTimesheets-UserAgreement-ENG-SPA-02032022.pdf>

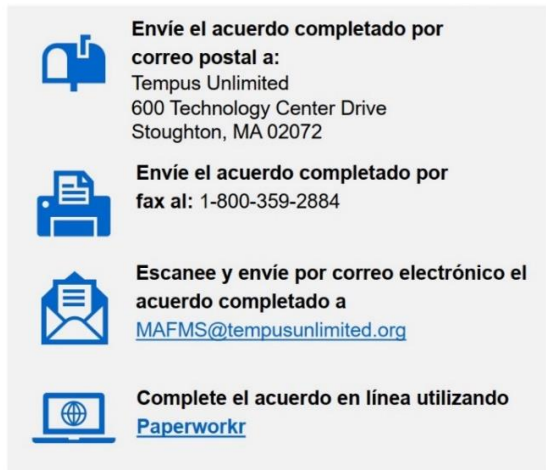
**Nota:** Los consumidores pueden consultar su registro para encontrar su número de consumidor. Los PCA pueden encontrar su número de ID único en el Registro de Nómina del Consumidor

| <b>Electronic Timesheets Agreement</b>   |                                  |
|--|----------------------------------|
| <p><b>I. <u>About The Electronic Timesheets Module</u></b></p> <p>a. The Electronic Timesheets Module is a web-based interface through which Consumers, Surrogates, Personal Care Attendants (PCAs)/Workers, and Fiscal Intermediary staff can respectively view relevant timesheet information.</p> <p>b. Consumers, Surrogates and PCAs/Workers will be able to use the system to both submit and approve timesheets electronically for payment by the Fiscal Intermediary.</p> <p>c. A Consumer is not required to have a Surrogate in order to use the system. However, in cases where a Consumer does have a Surrogate and the Consumer approves the Surrogate to have access to the Electronic Timesheets Submission Interface, both the Consumer and his/her Surrogate will have identical abilities to enter and approve timesheets for payment.</p>   |                                  |
| <p><b>II. <u>Terms and Conditions</u></b></p> <p><i>By signing below, you are agreeing to the following Terms and Conditions:</i></p> <p>a. The Consumer and/or Surrogate (if applicable) and the PCA/Worker <b>each have a valid, separate e-mail address</b> to which they have frequent access. <b>Consumer, Surrogate, PCA or Worker cannot use the same e-mail address.</b></p> <p>b. The Consumer and/or Surrogate (if applicable) and the PCA/Worker <b>each agree to maintain a valid separate e-mail address</b> during the term of this agreement and to notify Tempus Unlimited, Inc. of any changes to their e-mail addresses.</p> <p>c. The Consumer, his/her Surrogate (if applicable) and the PCA/Worker agree to use the Electronic Timesheets Submission Interface as a method of submitting timesheets.</p> <p style="padding-left: 20px;">i. Signing this Agreement does not require you to only use the Electronic Timesheets Submission Interface. Other methods of submitting time, such as faxing or mailing, are still acceptable.</p> <p>d. A timesheet may only be submitted electronically if the Consumer and/or Surrogate (if applicable) and the PCA/Worker have executed this Agreement.</p> <p>e. An individual Electronic Timesheets Agreement is required for each Consumer and PCA/Worker relationship that chooses to use the Electronic Timesheets Submission Interface.</p> <p style="padding-left: 20px;">i. This is true even if the Consumer or PCA/Worker is already using the Electronic Timesheets Submission Interface in another Consumer and PCA/Worker relationship.</p> |                                  |
| <p><b>III. <u>Termination of the Agreement</u></b></p> <p>a. The Consumer, his/her Surrogate (if applicable) or the PCA/Worker may terminate this agreement at any time by submitting such request in writing to Tempus Unlimited, Inc.</p>  |                                  |
| Consumer Printed Name: <input type="text"/>  | Consumer #: <input type="text"/> |
| Consumer E-mail: <input type="text"/>  |                                  |
| Consumer Signature: _____ Date: _____  |                                  |
| Surrogate Printed Name: <input type="text"/>   |                                  |
| Surrogate E-mail: <input type="text"/>   |                                  |
| Surrogate Signature: _____ Date: _____   |                                  |
| PCA/Worker Printed Name: <input type="text"/> Last 4 digits of SS#: <input type="text"/>   |                                  |
| PCA/Worker E-mail: <input type="text"/>  |                                  |
| PCA/Worker Signature: _____ Date: _____  |                                  |

## Paso 2: Envíe el Acuerdo a Tempus

- Una vez que haya completado y firmado el acuerdo, envíelo a Tempus por **correo postal, fax o correo electrónico**
- También puede completar su acuerdo en línea por medio de Paperworkr aquí:  
<https://paperwork.tempusunlimited.org/>
- Tempus creará una cuenta para las personas que envíen un formulario
  - Si usted es un consumidor y envía su formulario, entonces se creará su cuenta, pero su(s) PCA también debe(n) enviar su formulario, y viceversa

**Nota:** Por lo general, lleva unos días después de recibir el acuerdo completado para continuar con el Paso 3



**Envíe el acuerdo completado por correo postal a:**  
Tempus Unlimited  
600 Technology Center Drive  
Stoughton, MA 02072

**Envíe el acuerdo completado por fax al:** 1-800-359-2884

**Escanee y envíe por correo electrónico el acuerdo completado a**  
[MAFMS@tempusunlimited.org](mailto:MAFMS@tempusunlimited.org)

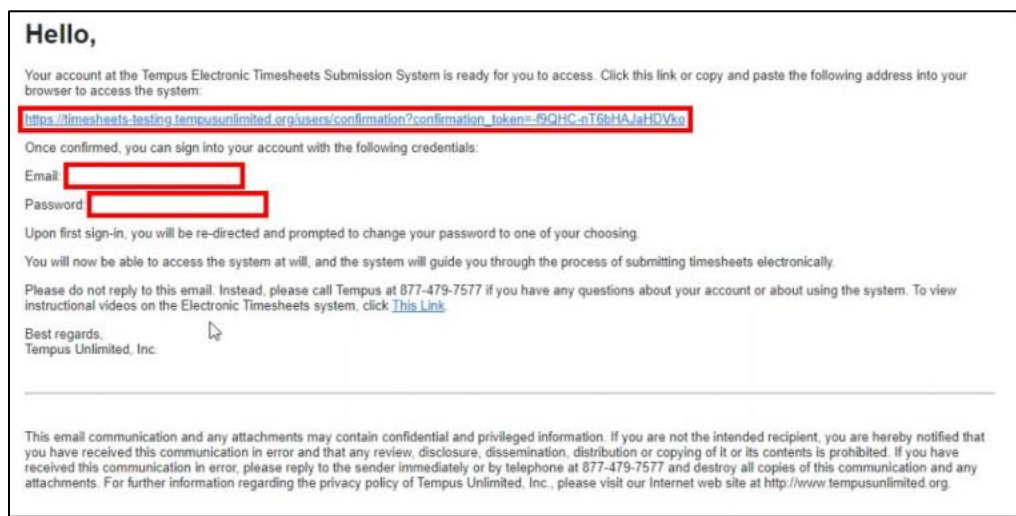
**Complete el acuerdo en línea utilizando**  
[Paperworkr](https://paperwork.tempusunlimited.org/)

## Paso 3: Active su cuenta

- Una vez que Tempus reciba el acuerdo, **las personas que lo completaron recibirán un correo electrónico de TempusETimesheets@annkissam.com**
- Este correo electrónico incluye instrucciones para activar la nueva cuenta
- Cada correo electrónico tendrá un enlace de activación al que se **debe** hacer clic para activar su cuenta

**IMPORTANTE:** El enlace de activación es válido solo durante 24 horas, por lo que es importante todos estén atentos a su bandeja de entrada de correos electrónicos después de enviar el formulario

**Nota:** Si su enlace de activación se vence, puede llamar a Tempus al (877) 479-7577 para solicitar un nuevo enlace



**Hello,**

Your account at the Tempus Electronic Timesheets Submission System is ready for you to access. Click this link or copy and paste the following address into your browser to access the system:

[https://timesheets-testing.tempusunlimited.org/users/confirmation?confirmation\\_token=-f9QHC-nT6bHAJaHDV5p](https://timesheets-testing.tempusunlimited.org/users/confirmation?confirmation_token=-f9QHC-nT6bHAJaHDV5p)

Once confirmed, you can sign into your account with the following credentials:

Email: [Redacted]

Password: [Redacted]

Upon first sign-in, you will be re-directed and prompted to change your password to one of your choosing.

You will now be able to access the system at will, and the system will guide you through the process of submitting timesheets electronically.

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. To view instructional videos on the Electronic Timesheets system, click [This Link](#).

Best regards,  
Tempus Unlimited, Inc.

This email communication and any attachments may contain confidential and privileged information. If you are not the intended recipient, you are hereby notified that you have received this communication in error and that any review, disclosure, dissemination, distribution or copying of it or its contents is prohibited. If you have received this communication in error, please reply to the sender immediately or by telephone at 877-479-7577 and destroy all copies of this communication and any attachments. For further information regarding the privacy policy of Tempus Unlimited, Inc., please visit our Internet web site at <http://www.tempusunlimited.org>.

## Paso 4: Establezca su contraseña

- Después de hacer clic en el enlace de activación, se le llevará a la página de '**Terms of Service**' (Términos y condiciones de servicios)
- En el campo de **New Password** (Nueva contraseña), escriba una contraseña que tenga **al menos 8 caracteres**.
- Escriba la misma contraseña de nuevo en el campo de **Confirm Password** (Confirmar contraseña)

**Nota:** La nueva contraseña y la contraseña de confirmación deben coincidir para poder continuar

✓ Signed in successfully.

### Terms of Service

Electronic timesheets user

Terms of Service

USE OF USER ID AND PASSWORD:

1. If you register and/or set up an account on the Electronic Timesheets System Interface, you will be solely responsible for maintaining the confidentiality of your Registration Information. You may not authorize others to use your Registration Information. You may not sub-license, transfer, sell or assign your Registration Information and/or this Agreement to any third party. Any attempt to do so will be null and void and shall be considered a material breach of this Agreement.
2. You are solely responsible for all usage or activity on your account including, but not limited to, use of the account by any person who uses your Registration Information, with or without authorization, or who has access to any computer on which your account resides or is accessible.
3. If you have reason to believe that your account is no longer secure (for example, in the event of a loss, theft or unauthorized disclosure or use of your Personal Identifiable Information stored on the Electronic Timesheets System Interface), you must promptly change the affected Registration Information by using the appropriate update mechanism on the Electronic Timesheets System Interface, if available, or notify Cerebral Palsy of Massachusetts.

Please set your password for your account here.

New Password

Confirm Password

I have read and accept the above terms of service.

## Paso 5: Lea y revise los Términos y condiciones de servicios

- En la misma página de '*Términos y condiciones de servicios*', usted debe leer y revisar los *Términos y condiciones de servicios de uso de las planillas electrónicas*
- Después de leer los *Términos y condiciones de servicios*, **haga clic en la casilla pequeña** que está cerca de la parte inferior de la pantalla para aceptar los términos y condiciones de servicios
- Haga clic en **Submit** (Enviar) en la parte inferior de la pantalla

✓ Signed in successfully.

### Terms of Service

Electronic timesheets user

Terms of Service

USE OF USER ID AND PASSWORD:

1. If you register and/or set up an account on the Electronic Timesheets System Interface, you will be solely responsible for maintaining the confidentiality of your Registration Information. You may not authorize others to use your Registration Information. You may not sub-license, transfer, sell or assign your Registration Information and/or this Agreement to any third party. Any attempt to do so will be null and void and shall be considered a material breach of this Agreement.
2. You are solely responsible for all usage or activity on your account including, but not limited to, use of the account by any person who uses your Registration Information, with or without authorization, or who has access to any computer on which your account resides or is accessible.
3. If you have reason to believe that your account is no longer secure (for example, in the event of a loss, theft or unauthorized disclosure or use of your Personal Identifiable Information stored on the Electronic Timesheets System Interface), you must promptly change the affected Registration Information by using the appropriate update mechanism on the Electronic Timesheets System Interface, if available, or notify Cerebral Palsy of Massachusetts.

Please set your password for your account here.

New Password

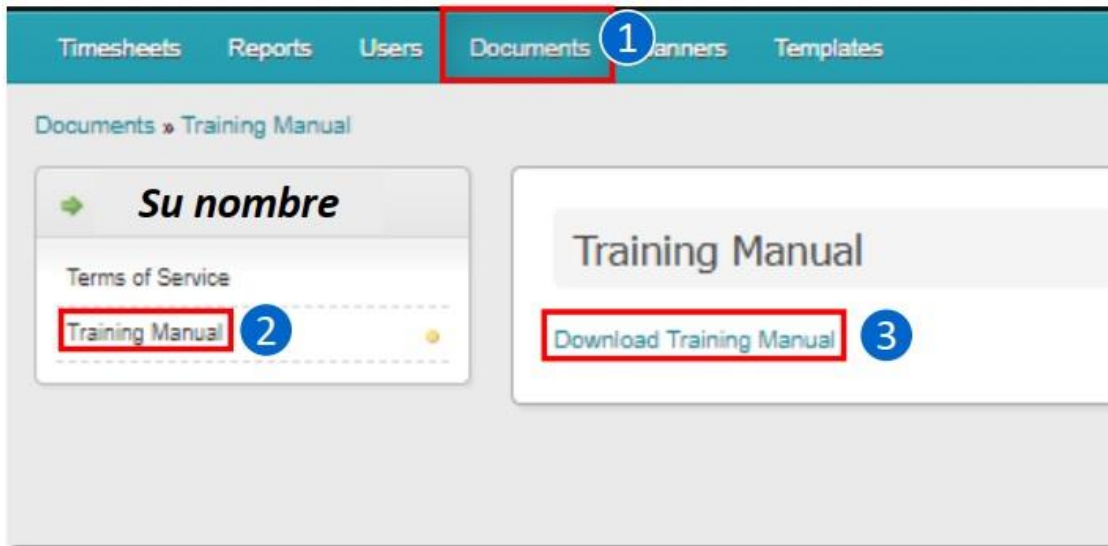
Confirm Password

I have read and accept the above terms of service.

**Submit**

## Paso 6: ¡Comience a usar las planillas electrónicas!

- Si ha completado los pasos anteriores, ¡habrá iniciado correctamente su sesión de planillas electrónicas!
- Recuerde que debe **hablar con sus PCA, Consumidores y Representantes (si corresponde)** para que envíen el acuerdo y luego activen su cuenta si aún no lo han hecho
- **IMPORTANTE:** A menos que **todas las personas** envíen su solicitud y activen su cuenta, nadie podrá enviar sus planillas electrónicas
- Si tiene alguna pregunta, puede ver el manual de capacitación para las planillas electrónicas incluido en el sistema de eTimesheets. Para ver el manual, puede visitar este enlace [https://timesheets.tempusunlimited.org/timesheets/download\\_training\\_manual](https://timesheets.tempusunlimited.org/timesheets/download_training_manual), o
  1. Haga clic en la pestaña **Documents** (Documentos) en la parte superior de su pantalla
  2. Haga clic en **Training Manual** (Manual de capacitación) en el lado izquierdo de la pantalla
  3. Haga clic en **Download Training Manual** (Descargar el Manual de capacitación)
- O puede llamar a Tempus al (877) 479-7577



## Preguntas frecuentes

### ¿Qué debo hacer si mi enlace de activación ya se venció o no encuentro el correo electrónico de activación?

- Puede llamar a Tempus al (877) 479-7577 y solicitar que le envíen un nuevo enlace

### ¿Puedo usar eTimesheets si solo yo activo mi cuenta, pero mi PCA o el consumidor o el representante no han activado su cuenta?

- Usted no podrá utilizar el sistema para enviar, revisar o aprobar las planillas electrónicas. Recuerde hablar con todas las partes y asegúrese de que envíen su acuerdo y activen su cuenta

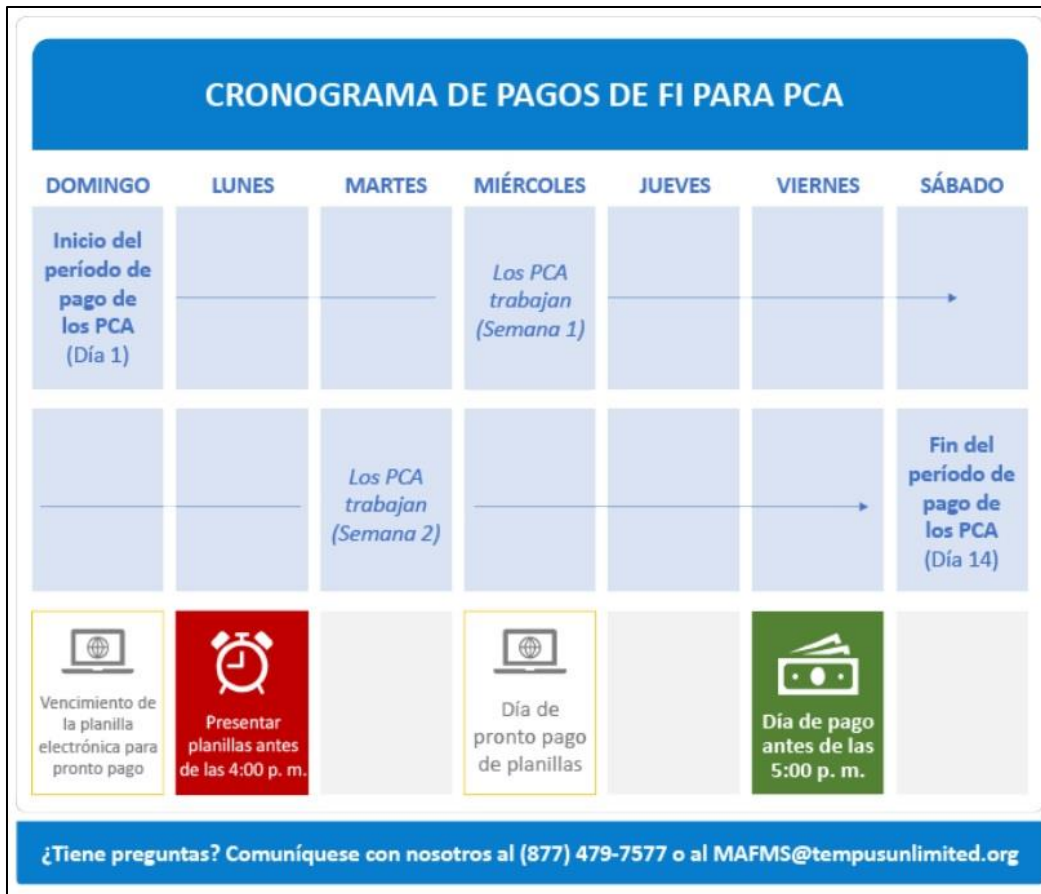
### ¿Hay videos disponibles para informarse sobre eTimesheets?

- ¡Sí! Encontrará videos sobre las planillas electrónicas en la página de Tempus en YouTube: [https://www.youtube.com/channel/UCaq4\\_IN4wY4hYbzeORDr1zA/videos](https://www.youtube.com/channel/UCaq4_IN4wY4hYbzeORDr1zA/videos)

### ¿Cuándo recibiré mi pago si uso eTimesheets?

- Si envía su planilla electrónica y esta es aprobada el domingo antes de las 11:59 p.m. y el PCA tiene configurado depósito directo, se le pagará el miércoles
- En la siguiente diapositiva verá una imagen que explica el cronograma de pagos completo





## RECORDATORIOS IMPORTANTES

- Las planillas de horas trabajadas deben enviarse antes de las 4:00 p.m. del lunes siguiente al período de pago. Envíe las planillas de horas trabajadas por el portal o por fax, correo electrónico, correo postal o en persona.
- [Haga clic aquí para obtener más información sobre cómo enviar sus planillas](#)
- Los PCA reciben su sueldo antes de las 5:00 p.m. del viernes siguiente al período de pago, siempre que las planillas se hayan enviado correctamente antes de las 4:00 p. m. del lunes.
- Cada período de pago **dura dos semanas**. Los períodos de pago comienzan en un domingo y terminan en un sábado.
- **No** se puede enviar una planilla si incluye horas que un PCA aún no haya trabajado.
- Al final de cada período de pago, los Consumidores **deben** enviar una planilla por las horas trabajadas por sus PCA.

## INFORMACIÓN SOBRE LAS PLANILLAS ELECTRÓNICAS

- ¡Reciba su sueldo antes con las planillas electrónicas! [Haga clic aquí para obtener más información sobre las planillas electrónicas o eTimesheets.](#)
- Las planillas electrónicas de pronto pago se vencen a las 11:59 p.m. del domingo siguiente al período de pago y se pagarán antes de las 5:00 p.m. del miércoles. Los PCA deben tener depósito directo para poder recibir su sueldo antes, el día miércoles.



# eTimesheets - Submitting, Approving, Denying, and Editing

## 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

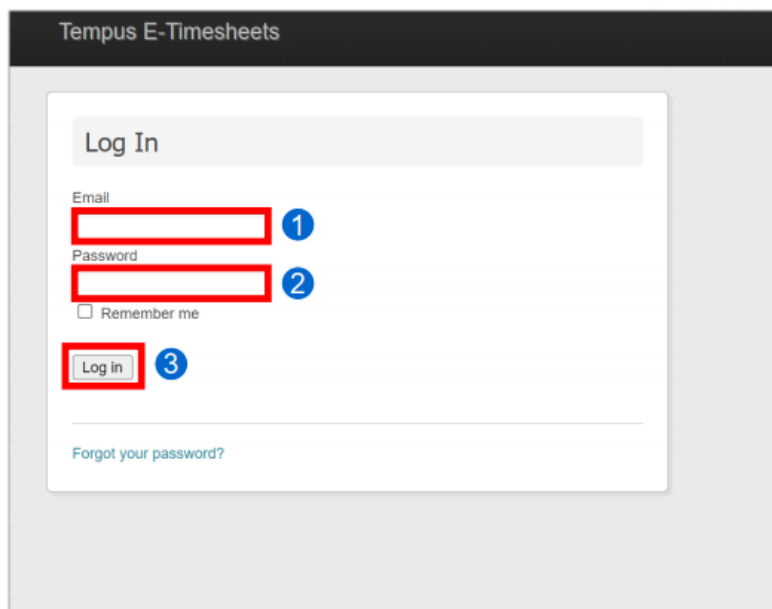
This section includes instructions for **submitting a new timesheet** in the eTimesheets system. The steps for entering time in eTimesheets are the same for PCAs, Consumers, and Surrogates (if applicable).

### Step 1. Log Into the eTimesheets Website

Go to the eTimesheets Website: [https://timesheets.tempusunlimited.org/users/sign\\_in](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

Password

Remember me

[Forgot your password?](#)

## 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
  - 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 1

PCA

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 times for the pay period, click **Create Timesheet** at bottom of 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 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:

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.

[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 alert 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

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

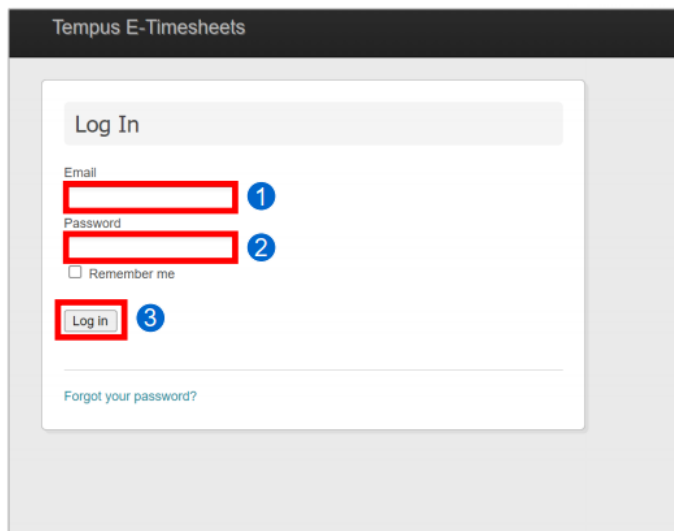
- If you created the timesheet, **you should approve it immediately** after creating it
- This is outlined in the **How to Submit a Timesheet** user guide
- If your PCA/Consumer/Surrogate (if applicable) creates a timesheet, **you will receive an email** saying there is a timesheet waiting for your approval
- 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**

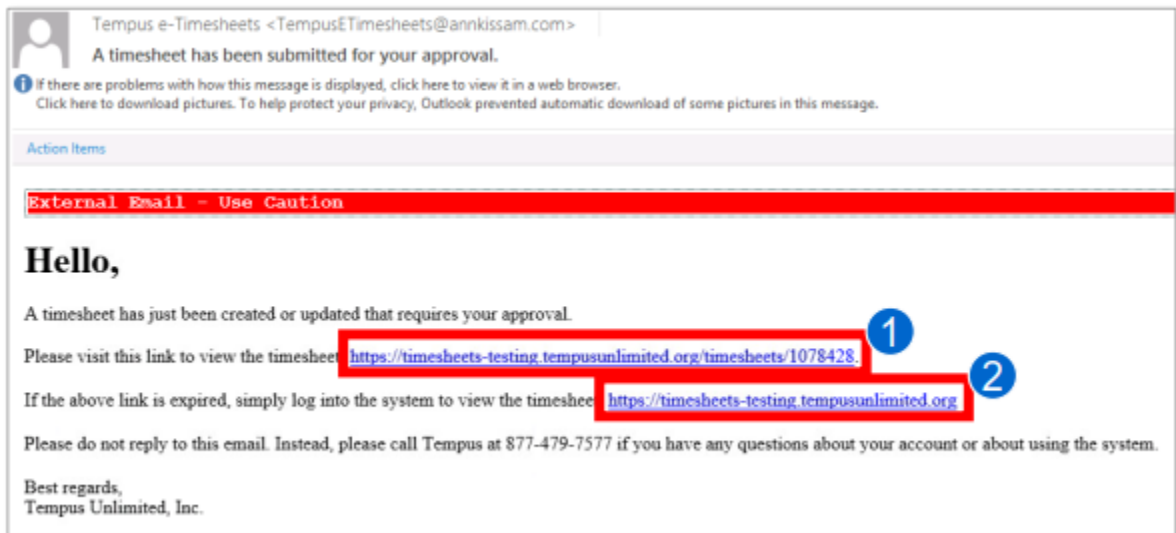
**Note:** If you forgot your password, you can find instructions to reset it [here](#)



### 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



### 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

| 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 PM  |
| 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 |

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

| TS Totals    |              |              |              |
|--------------|--------------|--------------|--------------|
| Service      | Wk1          | Wk2          | Total        |
| Day          | 15:45        | 16:15        | 32:00        |
| Night        | 3:00         | 0:00         | 3:00         |
| <b>Total</b> | <b>18:45</b> | <b>16:15</b> | <b>35:00</b> |

| 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        |

#### Step 4. Approve the Timesheet | 1 of 2

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:

**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

[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!

The screenshot displays the 'Showing Timesheet' interface. At the top, a green banner with a checkmark icon and the text 'Timesheet Approved By Both Parties' is highlighted with a red border and a blue circle containing the number '1'. Below this, the 'Showing Timesheet' section is titled. Under the 'BASIC INFORMATION' heading, the following details are listed: Consumer, PCA, Employer, Status (highlighted with a red box and a blue circle with the number '2'), Consumer Phone Number (508-555-5555), PCA Phone Number (508-555-5555), Timesheet Source (E-Timesheets), Last Updated (02/25/2022 01:37 pm), Payroll Schedule Range (02/20/2022 to 03/05/2022), and PTO (No). The 'CREATOR INFORMATION' section below shows Name and Role (PCA).

## 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

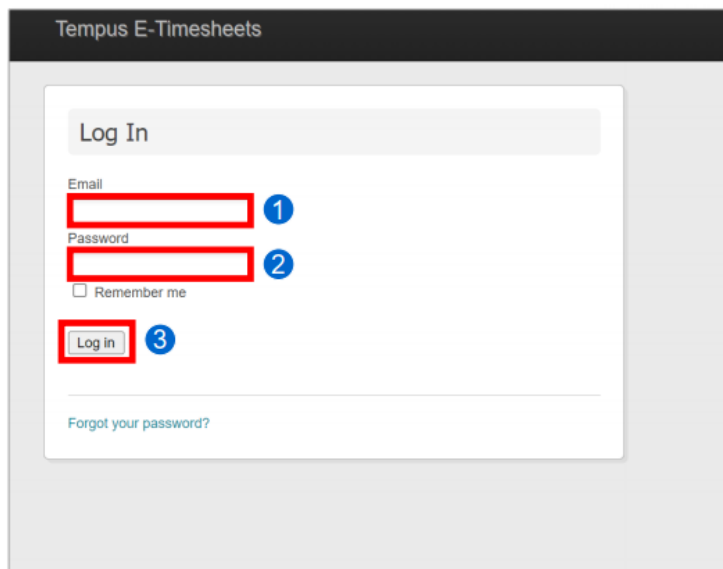
**IMPORTANT:** Most issues with a timesheet (including incorrect hours, assigning the incorrect PCA/consumer) can be fixed by editing, rather than deleting, a timesheet

### 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](#)



## 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

- 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 |

## Step 3. Deny the Timesheet | 1 of 2

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 or **1** reached by a Tempus staff member in the event that there are issues with your timesheet.

Phone Number:

**2** 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 **3** in Foster Care and/or Group Adult Foster Care

[Edit Timesheet](#)  
[Back to Timesheets Index](#)  
[Printer-friendly Format](#)

### Step 3. Deny the Timesheet | 2 of 2

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](mailto:TempusETimesheets@annkissam.com) with the subject, “Your timesheet has been denied.”

**1** ✓ Timesheet Denied By PCA

Showing Timesheet

**BASIC INFORMATION**

Consumer  
 PCA  
 Employer  
**2** Status Denied By PCA  
 Consumer Phone Number 503-555-5555

**3** Tempus e-Timesheets <TempusETimesheets@annkissam.com>  
 Your timesheet has been denied.  
 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.

**External Email - Use Caution**

**Hello,**

Your timesheet has just been denied by your PCA.

Please visit this link to view the timesheet: <https://timesheets-testing.tempusunlimited.org/timesheets/1078427>.

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.

You have now successfully denied the timesheet

## 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)

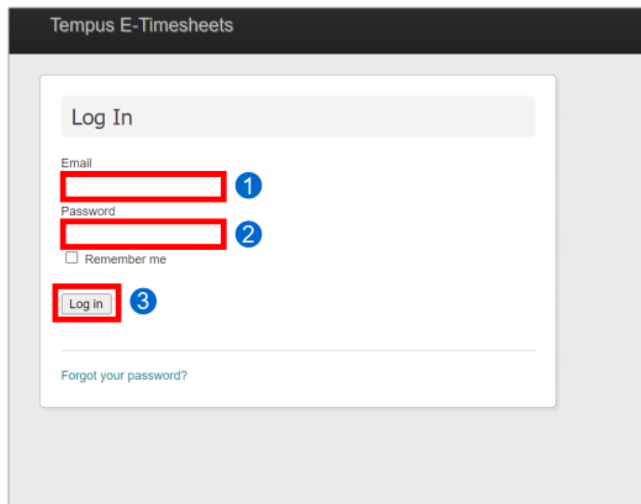
You may need to edit a timesheet for several reasons, including if someone:

- 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](https://timesheets.tempusunlimited.org/users/sign_in)
  - Enter the **email** you used to sign up for eTimesheets
  - Enter your **password**
  - Click **Log in**

**Note:** If you forgot your password, you can find instructions for how to reset it [here](#)

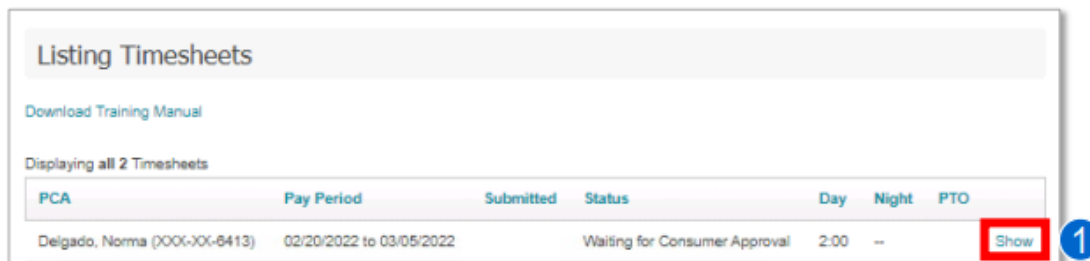


### Step 2. Find the Timesheet

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

- Click **Show** on the timesheet you want to edit



| PCA                          | Pay Period               | Submitted | Status                        | Day  | Night | PTO |      |
|------------------------------|--------------------------|-----------|-------------------------------|------|-------|-----|------|
| Delgado, Norma (XXX-XX-8413) | 02/20/2022 to 03/05/2022 |           | Waiting for Consumer Approval | 2:00 | --    |     | Show |

### 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

- 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

**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)

Comments **1**

PTO

WEEK 1

|            | 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 |         |       |         |       |         |       |       |

### 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

Comments

PTO

WEEK 1

|            | 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 |         |       |         |       |         |       |       |

#### Step 4. Save your Changes

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

|            |       |        |  |  |
|------------|-------|--------|--|--|
| Thu. 03/19 |       |        |  |  |
| Fri. 03/20 | 6a    | 5p     |  |  |
| Sat. 03/21 | 7:30a | 12:45p |  |  |

**Update Timesheet** 1

✔ Timesheet 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 not enrolled in Adult Foster Care and/or Group Adult Foster Care
4. Click **Approve Timesheet**

The screenshot shows a web form for approving a timesheet. It includes a text input field for a phone number, a larger text area for comments, a checkbox for service confirmation, and two buttons: 'Approve Timesheet' and 'Deny Timesheet'. Below the form are links for 'Edit Timesheet', 'Back to Timesheets Index', and 'Printer-friendly Format'. Numbered callouts (1-4) highlight the phone number field, the comments box, the checkbox, and the 'Approve Timesheet' button respectively.

An **email** from [TempusETimesheets@annkissam.com](mailto: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!***



# eTimesheets – Envío, Aprobación, Denegación, e edición

## Cómo utilizar el sistema de eTimesheets

Este documento contiene instrucciones sobre cómo utilizar el sistema de las planillas electrónicas de horas trabajadas, o eTimesheets. Tiene cuatro secciones:

1. [Cómo enviar una nueva planilla](#)
2. [Cómo aprobar una planilla existente](#)
3. [Cómo denegar una planilla existente](#)
4. [Cómo corregir una planilla existente](#)

Puede hacer clic en cualquiera de los enlaces anteriores para ir directamente a la sección en la que usted tenga más interés de informarse.

### Recursos adicionales:

Para informarse sobre **cómo registrarse en eTimesheets**, haga clic [aquí](#)

Para informarse sobre **cómo restablecer su contraseña de eTimesheets**, haga clic [aquí](#)

## Cómo enviar una planilla con eTimesheets

Esta sección incluye instrucciones para **enviar una nueva planilla de horas trabajadas** en el sistema de eTimesheets.

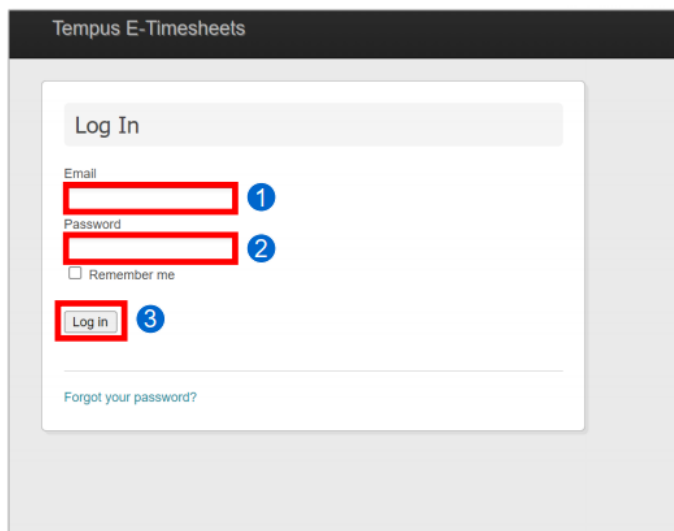
Los pasos para ingresar las horas en eTimesheets son los mismos para los PCA, Consumidores y Representantes (si corresponde).

### Paso 1: Inicie sesión en el sitio web de eTimesheets

Visite el sitio web de eTimesheets: [https://timesheets.tempusunlimited.org/users/sign\\_in](https://timesheets.tempusunlimited.org/users/sign_in)

1. Escriba el **correo electrónico** que utilizó para registrarse en las planillas electrónicas
2. Escriba su **contraseña**
3. Haga clic en **Log in (Iniciar sesión)**

**Nota:** Si olvidó su contraseña, puede encontrar las instrucciones para restablecerla haciendo clic [aquí](#)



The image shows a screenshot of the 'Tempus E-Timesheets' login page. The page has a dark header with the text 'Tempus E-Timesheets'. Below the header is a white box containing the login form. The form has a title 'Log In' and two input fields: 'Email' and 'Password'. The 'Email' field is highlighted with a red box and a blue circle containing the number '1'. The 'Password' field is highlighted with a red box and a blue circle containing the number '2'. Below the password field is a checkbox labeled 'Remember me'. At the bottom of the form is a 'Log in' button, which is highlighted with a red box and a blue circle containing the number '3'. Below the form is a link that says 'Forgot your password?'.

## Paso 2: Cree una nueva planilla

Después de iniciar la sesión, se le dirigirá a la página “Listing Timesheets” (Lista de planillas).

1. Desplácese por la lista y seleccione el período de pago correcto, llamado “**payroll schedule range**” (duración del cronograma de pagos) para la planilla que usted desee ingresar.
  - Si usted es PCA, también deberá seleccionar a su **Consumer (Consumidor)**.
2. Haga clic en **Create New Timesheet (Cree una nueva planilla)**

The screenshot shows the 'Listing Timesheets' interface. At the top, there is a 'Download Training Manual' link. Below it, it says 'Displaying all 2 Timesheets'. A table lists two timesheets with columns for Consumer, Pay Period, Submitted, Status, Day, Night, and PTO. Below the table, there are three annotated fields: a dropdown for 'Payroll Schedule Range' set to '02/20/2022 to 03/05/2022' (marked with a blue circle '1'), a text input for 'Consumer:' (marked with a blue circle '1a'), and a 'Create New Timesheet' button (marked with a blue circle '2').

| 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 |

## Paso 3: Seleccione a su PCA

Esto lo llevará a la página “Creating New Timesheet” (Cómo crear una nueva planilla). Desplácese hacia abajo para encontrar los menús desplegables de PCA y de “Enrollment” (Inscripción).

1. Seleccione el **PCA o el Consumidor** correcto
2. Seleccione la opción de **Enrollment (Inscripción)** para la planilla que está creando
  - Para los Consumidores de MassHealth Standard, debe seleccionar la opción **FFS – MH**

The screenshot shows the 'Creating New Timesheet' form. It has several fields: 'Consumer' with a dropdown menu (marked with a blue circle '1'), 'PCA' with a dropdown menu, 'Submission Date' with a dropdown menu (marked with a blue circle '2') showing 'FFS - MH (12/28/2021)', 'Payroll Schedule Range' with a dropdown menu showing '02/20/2022 to 03/05/2022', and 'PTO' with a checkbox.

### Paso 4A: Ingrese las horas del PCA

Mientras esté en la página "Creating New Timesheet" (Cómo crear una nueva planilla), desplácese hacia abajo para encontrar la tabla donde puede escribir las horas que trabajó el PCA durante este período de pago. Asegúrese de escribir cada día el horario de **inicio y de finalización** de los turnos de trabajo del PCA.

Se debe ingresar el horario en horas y minutos, y también se deben seguir los siguientes requisitos:

- Todos los turnos deben tener un horario de inicio y de finalización.
- Los turnos nocturno (de la medianoche a las 6am) y diurno (de las 6am a las 11:59pm) se deben ingresar por separado.
- Cuando ingrese un horario nocturno, debe ingresar el horario de Inicio y de Finalización del mismo, y también el total de las horas trabajadas durante el horario nocturno en la **Night column (Columna de la noche)**, escriba números enteros para representar el número de horas trabajadas durante el turno nocturno (p. ej., "2")
  - El total del horario nocturno es el número de horas trabajadas durante un turno nocturno.

| 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 |         |       |         |       |       |

### Paso 4B: Ingrese las horas del PCA

#### Requisitos adicionales:

- Si las horas trabajadas incluyen minutos, deben separarse las horas de los minutos con dos puntos
  - Por ejemplo, escriba "12:30pm," y no "1230pm"
- Se puede escribir AM y PM en mayúscula o en minúscula, o tan solo "A" o "P"
  - Por ejemplo: "9AM", "9am", "9A" y "9a" son todas aceptables
- Después de ingresar las horas para el período de pago, haga clic en **Create Timesheet (Crear planilla)** en el botón al final de la página.

| 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**

## Paso 5: Apruebe su planilla

Después de crear su planilla, se le dirigirá a la página "Showing Timesheet" (Mostrar planilla).

1. Desplácese hacia abajo y escriba el **número de teléfono** donde comunicarnos con usted si tuviéramos preguntas sobre la planilla.
2. De ser necesario, escriba las **notas** que tenga en la casilla "Comments" (Comentarios).
  - Todos los comentarios que haga serán vistos por el PCA, el Consumidor y el Representante (si corresponde).
3. Marque la **casilla** para confirmar que recibe servicios de PCA de MassHealth y que usted **no** está inscrito en servicios de Cuidado temporal para adultos y/o Cuidado grupal temporal para adultos.
4. Haga clic en **Approve Timesheet (Aprobar planilla)**

The screenshot shows a web form titled "Showing Timesheet". At the top, there is a text prompt: "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." Below this is a "Phone Number" input field with a red box and a blue circle containing the number 1. Underneath is a "Comments" text area with a red box and a blue circle containing the number 2. Below the comments is a red checkbox with a blue circle containing the number 3. Below the checkbox is a line of text: "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." Below this text are two buttons: "Approve Timesheet" (highlighted with a red box and a blue circle containing the number 4) and "Deny Timesheet". At the bottom left of the form, there are three links: "Edit Timesheet", "Back to Timesheets Index", and "Printer-friendly Format".

## Paso 6: Un tercero revisa su planilla

Después de aprobar su propia planilla, se le dirigirá a la página "Showing Timesheet" (Mostrar planilla).

1. Ahora, la planilla estará en **Waiting for Approval (En espera de aprobación)**
2. Su PCA o Consumidor o Representante (si corresponde) recibirá un correo electrónico de alerta para que revisen la planilla.
3. Dicho tercero debe iniciar una sesión en eTimesheets para revisar su planilla.
4. Una vez que el tercero haya revisado su planilla, esta será enviada a Tempus para ser revisada y procesada.

**IMPORTANTE:** Si un tercero corrige su planilla, se la volverán a enviar para que la apruebe nuevamente

The screenshot shows the "Showing Timesheet" page with a green header bar that says "Timesheet Waiting for PCA Approval". The main content area is titled "Showing Timesheet" and is divided into two sections: "BASIC INFORMATION" and "CREATOR INFORMATION".

**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 |

## Cómo aprobar una planilla en eTimesheets

Esta sección incluye instrucciones para **aprobar una planilla que ya ha sido creada** en el sistema de eTimesheets. Los pasos para aprobar una planilla en eTimesheets son los mismos para los PCA, Consumidores y Representantes (si corresponde).

**IMPORTANTE:** Cada persona que esté relacionada con una planilla debe aprobarla antes de que pueda ser enviada para el pago.

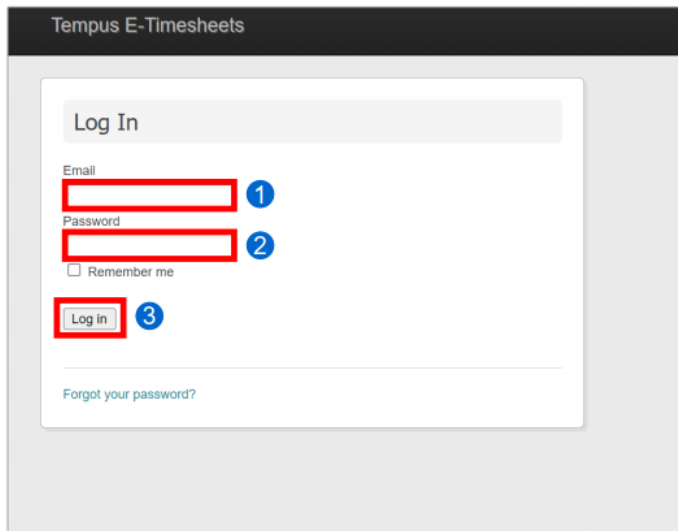
- Si usted creó la planilla, **debe aprobarla inmediatamente** después de haberla creado.
  - Esto se indica en la guía del usuario **How to Submit a Timesheet (Cómo enviar una planilla)**.
- Si su PCA o Consumidor o Representante (si corresponde) crea una planilla, **usted recibirá un correo electrónico** indicando que hay una planilla en espera para su aprobación.
- Si se hacen correcciones a la planilla durante el proceso de aprobación, **todas las partes interesadas deberán aprobar la planilla nuevamente** antes de que sea enviada.

### Paso 1: Inicie sesión en el sitio web de eTimesheets

Si aún no inició una sesión en eTimesheets, deberá iniciarla.

1. Escriba el **correo electrónico** que utilizó para registrarse en eTimesheets.
2. Escriba su **contraseña**
3. Haga clic en **Log in (Iniciar sesión)**

**Nota:** Si olvidó su contraseña, puede encontrar las instrucciones para restablecerla haciendo clic [aquí](#)



### Paso 2: Haga clic en el enlace incluido en el correo electrónico de Tempus

Cuando usted cree o corrija una planilla, su PCA o Consumidor o Representante (si corresponde) recibirá un correo electrónico indicando que hay una planilla en espera para su aprobación.

- Le enviarán un correo electrónico de [TempusETimesheets@annkissam.com](mailto:TempusETimesheets@annkissam.com) y el asunto será: "A timesheet has been submitted for your approval" (Se ha enviado una planilla para su aprobación).
  1. Haga clic en el **primer enlace** de su correo electrónico para ir directamente a la planilla.
  2. Si el enlace **caduca**, haga clic en el **segundo enlace**
    - Con este enlace podrá iniciar sesión en el sistema de eTimesheets, donde deberá navegar hasta su planilla



### Paso 3: Revise la planilla

Después de hacer clic en el primer enlace del correo electrónico y de iniciar la sesión, se le dirigirá a la página “Showing Timesheet” (Mostrar planilla) donde puede ver información como:

- quiénes son el Consumidor y los PCA,
- los números de teléfono del Consumidor y del PCA,
- quién creó la planilla electrónica, o eTimesheet, y mucho más

**Revise la planilla** y asegúrese de que está correcta. Si no está correcta, puede corregir la planilla, siguiendo las instrucciones indicadas [aquí](#)

1. Desplácese hacia abajo y revise la información en la sección **Listing Timesheet Line Items (Lista de datos de la planilla)**.
  - Encontrará información respecto a cada turno, incluida la fecha, el horario y la duración de cada turno.

| Listing Timesheet Line Items <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">1</span> |                                |         |       |                            |                             |
|--|--------------------------------|---------|-------|----------------------------|-----------------------------|
| 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 PM  |
| 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 |

2. En el lado izquierdo de la página, revise las casillas de **los totales diarios y semanales** para ver cuántas horas se trabajó cada día y semana.

| TS Totals    |              |              |              |
|--------------|--------------|--------------|--------------|
| Service      | Wk1          | Wk2          | Total        |
| Day          | 15:45        | 16:15        | 32:00        |
| Night        | 3:00         | 0:00         | 3:00         |
| <b>Total</b> | <b>18:45</b> | <b>16:15</b> | <b>35:00</b> |

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

#### Paso 4A: Apruebe la planilla

Mientras esté en la página "Showing Timesheet" (Mostrar planilla), **desplácese hacia abajo**

1. Escriba el **número de teléfono** donde comunicarnos con usted si tuviéramos preguntas sobre la planilla.
2. De ser necesario, escriba las **notas** que tenga en la casilla "Comments" (Comentarios).
  - Todos los comentarios que haga serán vistos por el PCA, el Consumidor y el Representante (si corresponde).
3. Marque la **casilla** para confirmar que recibe servicios de PCA de MassHealth y que usted no está inscrito en servicios de Cuidado temporal para adultos y/o Cuidado grupal temporal para adultos.
4. Haga clic en **Approve Timesheet (Aprobar planilla)**

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

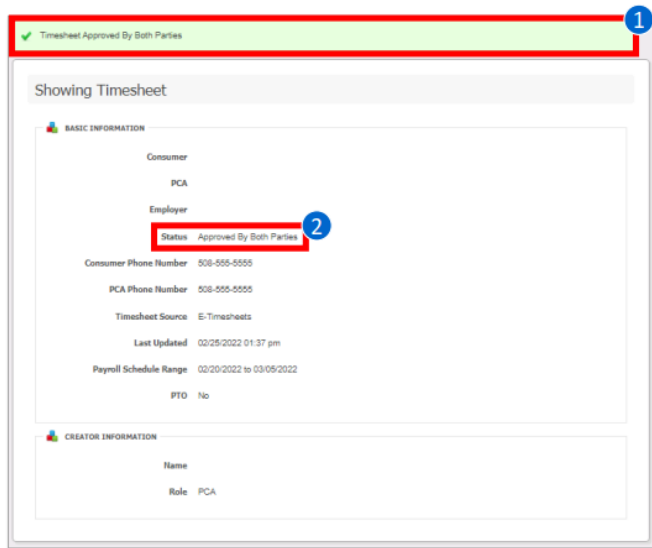
By signing below, I certify under pain and penalty of perjury that I have received MassHealth PCA services from the PCA during the times described on this activity form, and I am not enrolled in Adult Foster Care and/or Group Adult Foster Care.

[Edit Timesheet](#)  
[Back to Timesheets Index](#)  
[Printer-friendly Format](#)

#### Paso 4B: Apruebe la planilla

1. Después de que apruebe la planilla, la página "Showing Timesheet" (Mostrar planilla) se actualizará con un estado en verde en la parte superior de su pantalla.
2. Si los terceros ya han aprobado la planilla, el estado será **Approved by Both Parties (Aprobado por ambas partes)**
3. Una vez que todas las partes hayan aprobado la planilla, esta será enviada a Tempus y se actualizará el estado a "Submitted" (Enviada)

¡Usted ha aprobado correctamente su planilla!



## Cómo denegar una planilla en eTimesheets

Esta sección incluye instrucciones para **denegar una planilla** en el sistema de eTimesheets. Los pasos para denegar una planilla son los mismos para los PCA, Consumidores y Representantes (si corresponde).

Hay muchos motivos por los cuales usted puede denegar una planilla, incluidos:

- Se creó por error.
- Usted es el Consumidor y su PCA crea una planilla para un período de pago durante el cual el PCA no trabajó.
- Usted creó un duplicado de la planilla por error.
- Usted crea una planilla, y luego se da cuenta de que su PCA o Consumidor también creó una planilla para el mismo período de pago.

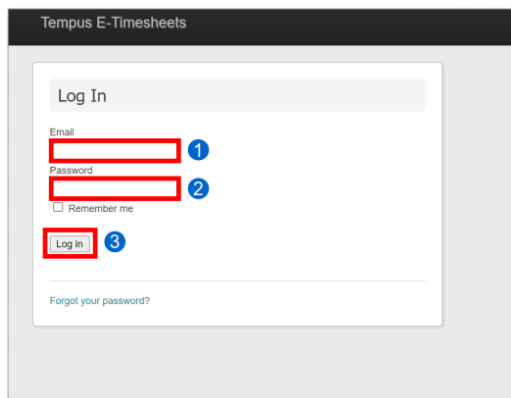
**IMPORTANTE:** La mayoría de los problemas en una planilla (incluidas las horas incorrectas, asignar al PCA o Consumidor equivocado) pueden arreglarse corrigiendo la planilla, en vez de borrarla.

### Paso 1: Inicie sesión en el sitio web de eTimesheets

Si aún no inició una sesión en eTimesheets, deberá iniciarla.

1. Escriba el **correo electrónico** que utilizó para registrarse en eTimesheets
2. Escriba su **contraseña**
3. Haga clic en **Log in (Iniciar sesión)**

**Nota:** Si olvidó su contraseña, puede encontrar las instrucciones para restablecerla haciendo clic [aquí](#)





## Paso 2: Busque la planilla

Después de iniciar la sesión, se le dirigirá a la página "Listing Timesheets" (Lista de planillas).

Aquí verá una lista de planillas actuales y anteriores. Esta lista muestra cada planilla y al Consumidor con el PCA correspondiente, el período de pago, el estado, y mucho más.

- Haga clic en **Show (Mostrar)** en la planilla que debe denegar.

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 |

## Paso 3A: Deniegue la planilla

Esto lo llevará a la página "Showing Timesheet" (Mostrar planilla). **Desplácese hacia abajo** por la página para denegar la planilla.

- Escriba el **número de teléfono** donde comunicarnos con usted si tuviéramos
- preguntas sobre la planilla.
- En la casilla de "Comments" (Comentarios), escriba las **notas** que expliquen por qué está denegando esta planilla.
  - Todos los comentarios que haga serán vistos por el PCA, el Consumidor y el Representante (si corresponde).
- Haga clic en **Deny Timesheet (Denegar planilla)**

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  Foster Care and/or Group Adult Foster Care

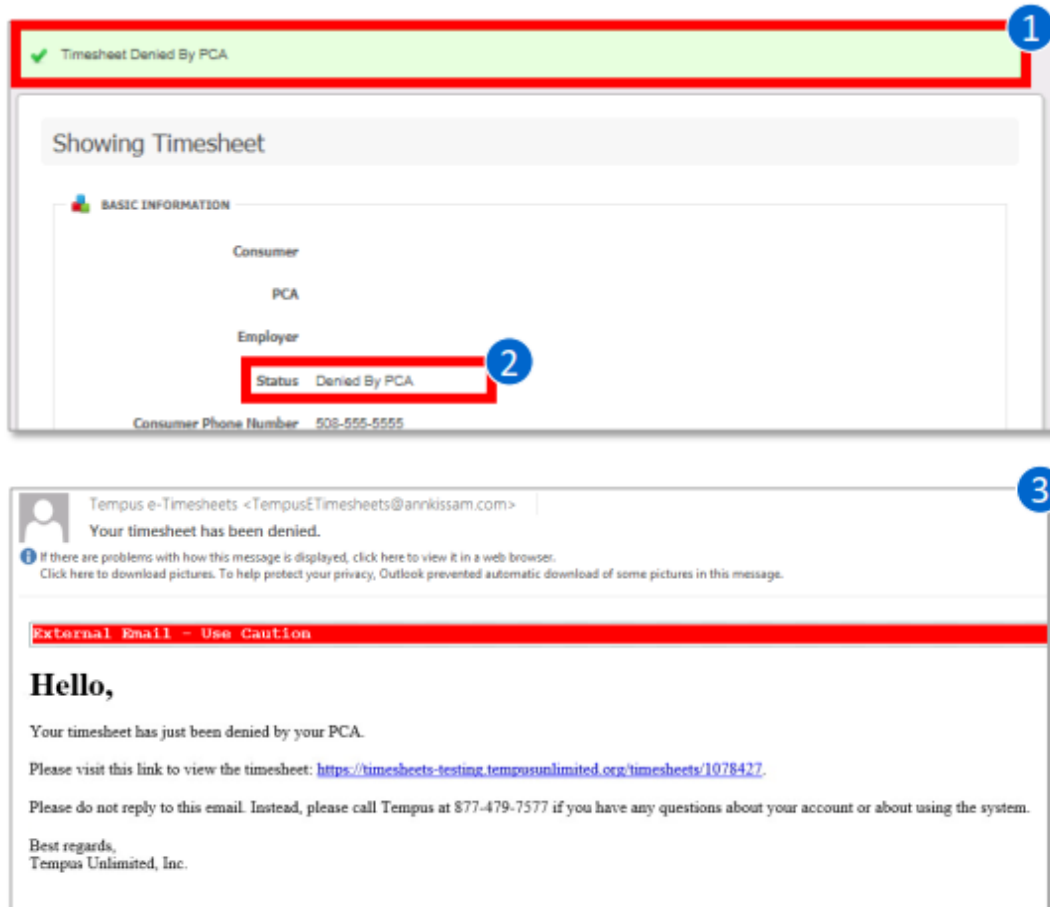
[Edit Timesheet](#)  
[Back to Timesheets Index](#)  
[Printer-friendly Format](#)

### Paso 3B: Deniegue la planilla

Después de que deniegue la planilla, la página “Showing Timesheet” (Mostrar planilla) se actualizará con un estado en verde en la parte superior de su pantalla.

El estado de la planilla se actualizará a **Denied by PCA/Consumer/Surrogate (Denegado por PCA, Consumidor o Representante)**

El usuario que sea denegado recibirá un correo electrónico de [TempusETimesheets@annkissam.com](mailto:TempusETimesheets@annkissam.com) con el asunto: “Your timesheet has been denied” (Su planilla ha sido denegada).



¡Usted ha denegado correctamente su planilla

## Cómo corregir una planilla en eTimesheets

Esta sección incluye instrucciones para **Corregir una planilla electrónica o eTimesheet**. Los pasos para corregir una planilla electrónica son los mismos para los PCA, Consumidores y Representantes (si corresponde).

Hay muchos motivos por los cuales es posible que usted deba corregir una planilla, incluido si alguien:

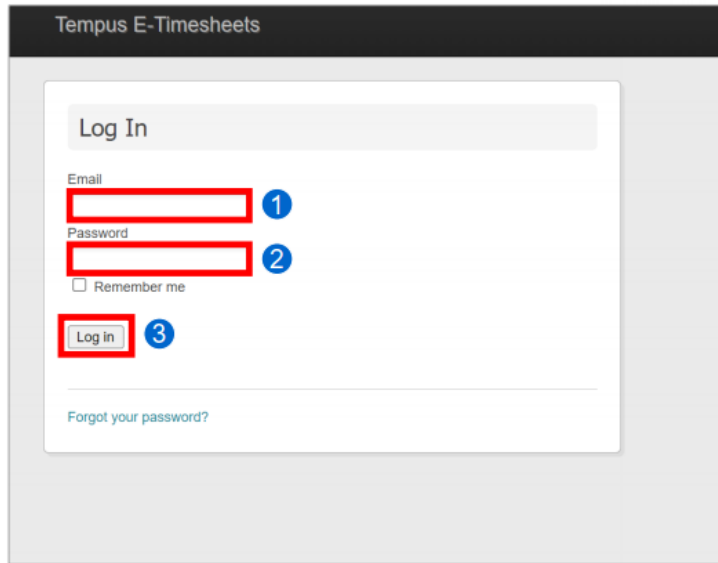
- Ingresa horarios equivocados
- Selecciona las fechas equivocadas
- Selecciona el programa equivocado del consumidor
- Asigna la planilla al PCA o Consumidor equivocado

## Paso 1: Inicie sesión en el sitio web de eTimesheets

Visite el sitio web de eTimesheets: [https://timesheets.tempusunlimited.org/users/sign\\_in](https://timesheets.tempusunlimited.org/users/sign_in)

1. Escriba el **correo electrónico** que utilizó para registrarse en eTimesheets
2. Escriba su **contraseña**
3. Haga clic en **Log in (Iniciar sesión)**

**Nota:** Si olvidó su contraseña, puede encontrar las instrucciones para restablecerla haciendo clic [aquí](#)

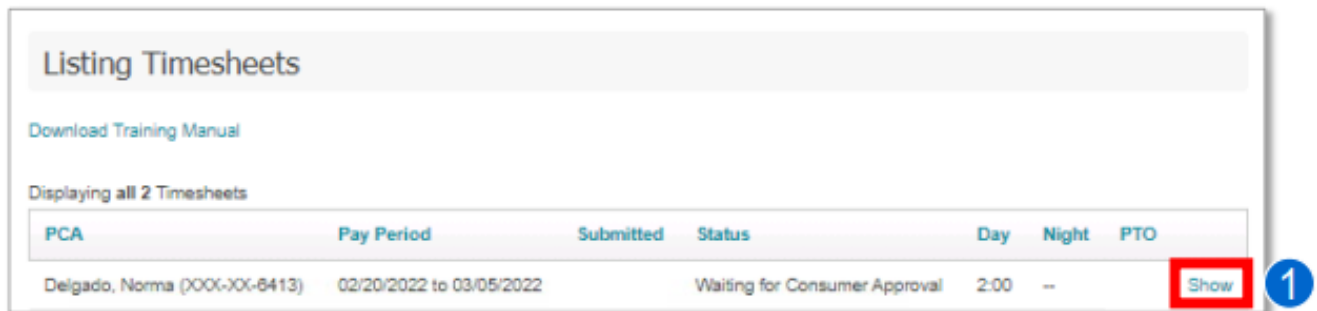


## Paso 2: Busque la planilla

Después de iniciar la sesión, se le dirigirá a la página “Listing Timesheets” (Lista de planillas).

Aquí verá una lista de planillas actuales y anteriores. Esta lista muestra cada planilla y al Consumidor con el PCA correspondiente, el período de pago, el estado, y mucho más.

- Haga clic en **Show (Mostrar)** en la planilla que desea corregir.



| 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 |

### Paso 3A: Corrija la planilla

Esto lo llevará a la página “Showing Timesheet” (Mostrar planilla) donde podrá ver la información como quiénes son el Consumidor y los PCA, los números de teléfono del Consumidor y del PCA, quién creó la planilla eTimesheet, y mucho más.

1. Desplácese hacia la parte inferior de la página y haga clic en **Edit Timesheet (Corregir la planilla)**.

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](#)

### Paso 3B: Corrija la planilla

Esto lo llevará a la página “Editing Timesheet” (Corregir la planilla). Desplácese un poco hacia abajo y verá la misma tabla que utilizó para ingresar una planilla. Debido a que usted está corrigiendo una planilla ya existente, la tabla estará rellena con horarios.

1. Puede **dejar un comentario** explicando los cambios que haga
  - Todos los comentarios que haga serán vistos por el PCA, el Consumidor y el Representante (si corresponde).

Comments **1**

PTO

WEEK 1

|            | 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 |         |       |         |       |         |       |       |

### Paso 3C: Corrija la planilla

1. Mientras esté en la página “Corregir la planilla”, verá en una tabla las horas y los turnos ingresados actualmente durante la semana.
2. Haga los cambios que sean necesarios.

Al cambiar los horarios en la tabla, usted puede:

- Agregar o borrar un turno
- Cambiar los horarios de inicio y finalización
- Ingresar o cambiar los totales del horario nocturno
  - El total del horario nocturno es el número de horas trabajadas durante un turno nocturno, desde la medianoche hasta las 6 de la mañana.

Comments

PTO

WEEK 1

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

### Paso 4: Guarde sus cambios

Una vez que haya terminado de hacerle cambios a la planilla eTimesheet, desplácese hacia abajo y haga clic en **Update Timesheet (Actualizar planilla)**

- Después de hacer clic en **Update Timesheet (Actualizar planilla)** volverá a “Showing Timesheet” (Mostrar planilla) donde le mostrará la Planilla que ha sido actualizada correctamente.

|            |       |        |  |  |
|------------|-------|--------|--|--|
| Thu. 03/19 |       |        |  |  |
| Fri. 03/20 | 6a    | 5p     |  |  |
| Sat. 03/21 | 7:30a | 12:45p |  |  |

**Update Timesheet 1**

✓ Timesheet successfully updated.

### Paso 5: Apruebe sus cambios

1. Desplácese hacia abajo y escriba el **número de teléfono** donde comunicarnos con usted si tuviéramos preguntas sobre la planilla.
2. De ser necesario, escriba las **notas** que tenga en la casilla "Comments" (Comentarios).
  - Todos los comentarios que haga serán vistos por el PCA, el Consumidor y el Representante (si corresponde).
3. Marque la **casilla** para confirmar que recibe servicios de PCA de MassHealth y que usted **no** está inscrito en servicios de Cuidado temporal para adultos y/o Cuidado grupal temporal para adultos.
4. Haga clic en **Approve Timesheet (Aprobar planilla)**

The screenshot shows a web form for approving a timesheet. It includes a text input field for a phone number, a larger text area for comments, a checkbox for service confirmation, and two buttons: 'Approve Timesheet' and 'Deny Timesheet'. Below the form are links for 'Edit Timesheet', 'Back to Timesheets Index', and 'Printer-friendly Format'. Red boxes and blue circles with numbers 1 through 4 highlight the phone number field, the comments field, the checkbox, and the 'Approve Timesheet' button, respectively.

Se enviará un **correo electrónico** de [TempusETimesheets@annkissam.com](mailto:TempusETimesheets@annkissam.com) con el asunto: "A timesheet has been submitted for your approval" (Se ha enviado una planilla para su aprobación) a la tercera parte para informarle que hay una planilla a la espera de su aprobación.

**¡Usted ha terminado de corregir una planilla en eTimesheet!**

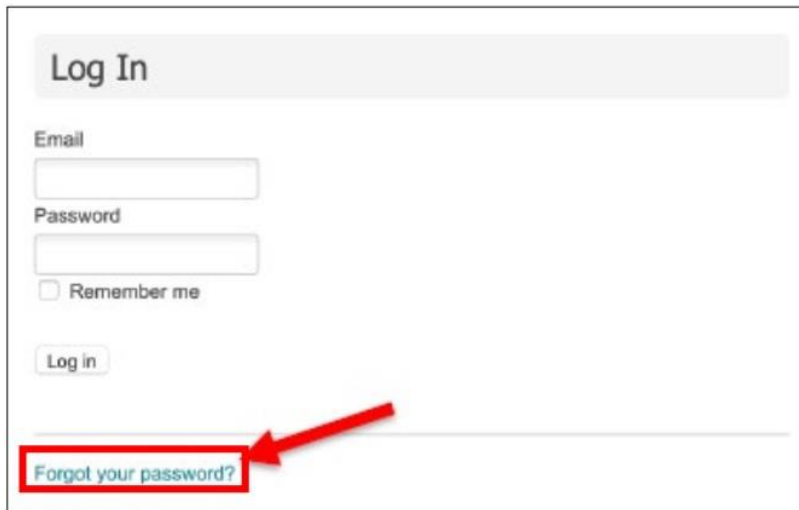
# Resetting Passwords in eTimesheets

This document includes instructions for how to **reset your password** in the eTimesheets system.

Please note that to reset your password, you must already have set up an eTimesheets account. To learn how to set up an eTimesheet account, click [here](#).

## Step 1. Go to the eTimesheets Website

- Go to the eTimesheets Website at: [https://timesheets.tempusunlimited.org/users/sign\\_in](https://timesheets.tempusunlimited.org/users/sign_in)
- Click **Forgot your password?**

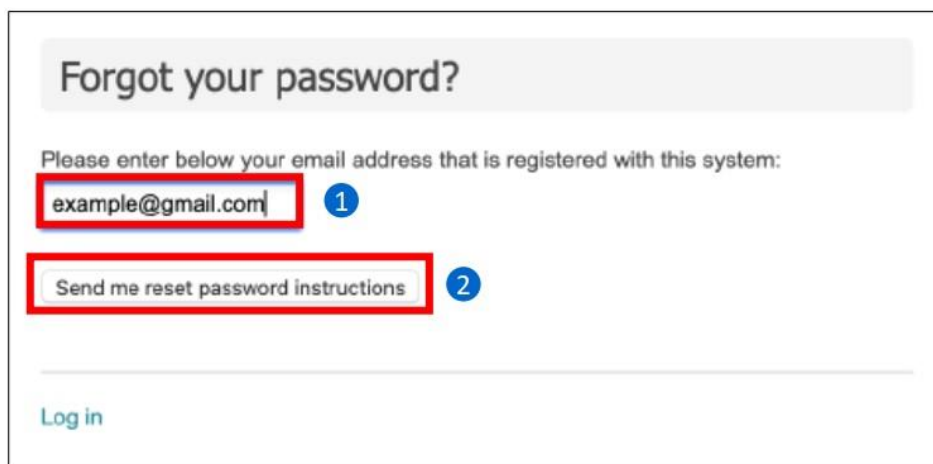


The screenshot shows the 'Log In' page of the eTimesheets system. It features a header with the text 'Log In'. Below the header are two input fields: 'Email' and 'Password'. There is also a checkbox labeled 'Remember me' and a 'Log in' button. At the bottom of the page, there is a link that says 'Forgot your password?'. This link is highlighted with a red rectangular box, and a red arrow points from the right towards the box.

## Step 2. Enter Your Email

You will be taken to the 'Forgot your password' page

1. Enter the email address you used with the eTimesheets system
2. Click **Send me reset password instructions**

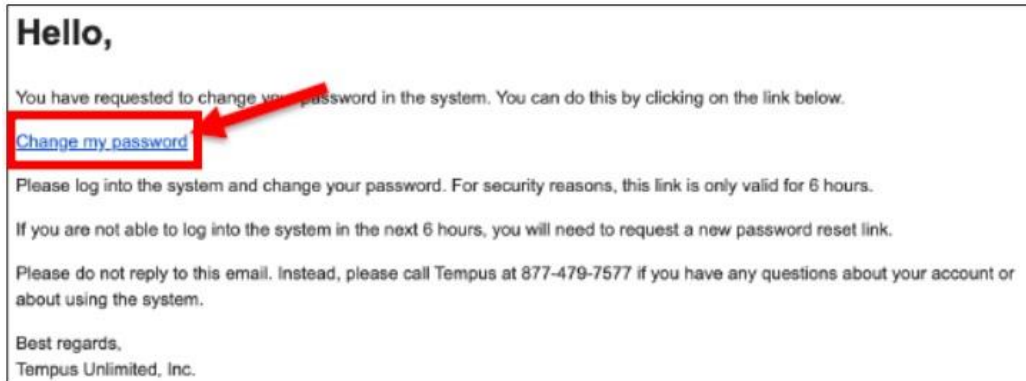


The screenshot shows the 'Forgot your password?' page. The header contains the text 'Forgot your password?'. Below the header, there is a prompt: 'Please enter below your email address that is registered with this system:'. Underneath this prompt is an input field containing the text 'example@gmail.com'. This input field is highlighted with a red rectangular box and has a blue circle with the number '1' next to it. Below the input field is a button labeled 'Send me reset password instructions'. This button is also highlighted with a red rectangular box and has a blue circle with the number '2' next to it. At the bottom of the page, there is a 'Log in' link.

### Step 3. Check Your Email

- You will get an email within a few minutes from [TempusETimesheets@annkissam.com](mailto:TempusETimesheets@annkissam.com) with the subject line: “Reset password instructions”
- This email will ask you to set up a new password. Click the **Change my password** link in the email

**Note:** *The link to reset your password is only active for 6 hours. If you are unable to set a new password within 6 hours, you will need to request a new reset link by following steps 1 & 2 again*

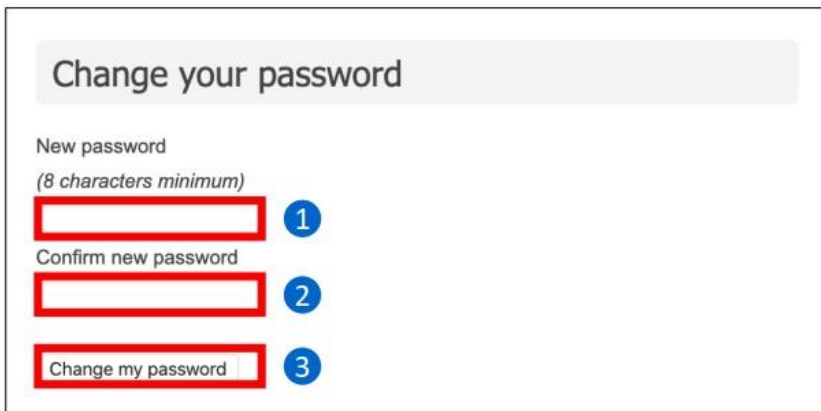


### Step 4. Make a New Password

After clicking the link in your email, you will be taken to the “Change your password” page

1. Enter a new password that is **at least 8 characters long**
  2. Type your new password again in the **Confirm new password** field
- Note:** *The new password and confirmation password must match exactly*
3. Click **Change my password**

Your password is now successfully changed, and you can login to eTimesheets!

A screenshot of a web form titled "Change your password". It contains three input fields, each with a red border and a blue circle containing a number to its right. The first field is labeled "New password" with "(8 characters minimum)" below it and is marked with a "1". The second field is labeled "Confirm new password" and is marked with a "2". The third field is labeled "Change my password" and is marked with a "3".



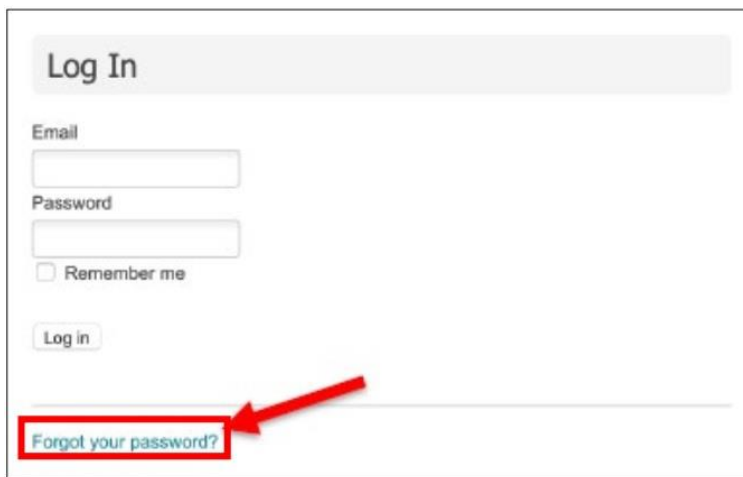
# Cómo restablecer la contraseña de las planillas electrónicas

Este documento contiene instrucciones sobre cómo **restablecer su contraseña** en el sistema de las planillas electrónicas de horas trabajadas o eTimesheets.

Por favor, tenga en cuenta que para restablecer su contraseña, ya debe haber configurado una cuenta de eTimesheets. Para obtener información sobre cómo configurar una cuenta para las planillas electrónicas, haga clic [aquí](#).

## Paso 1: Vaya al sitio web de las planillas electrónicas

- Vaya al sitio web de eTimesheets en: [https://timesheets.tempusunlimited.org/users/sign\\_in](https://timesheets.tempusunlimited.org/users/sign_in)
- Haga clic en **Forgot your password?** (¿Olvidó su contraseña?)

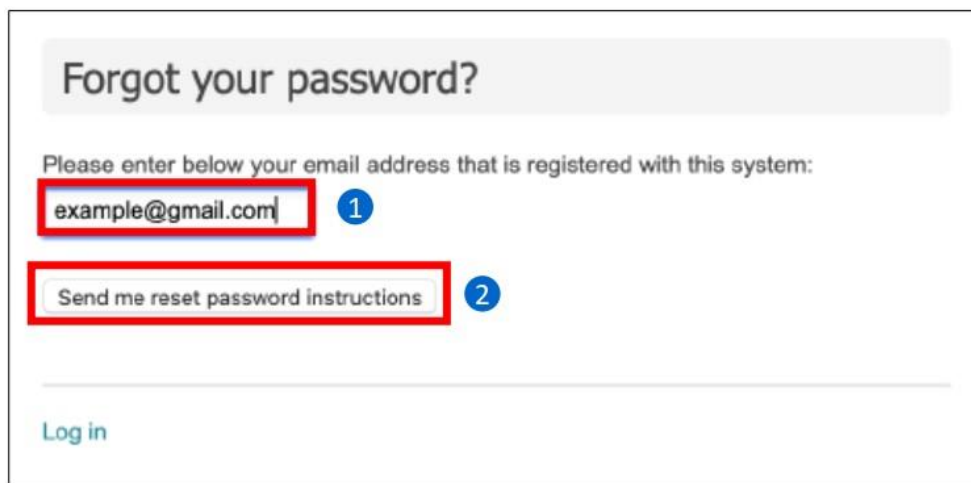


The screenshot shows a 'Log In' form with fields for 'Email' and 'Password', a 'Remember me' checkbox, and a 'Log in' button. A red box highlights the 'Forgot your password?' link at the bottom left, with a red arrow pointing to it from the right.

## Paso 2: Escriba su correo electrónico

Se le dirigirá a la página 'Olvidó su contraseña'

1. Escriba la dirección de correo electrónico que utilizó con el sistema de eTimesheets
2. Haga clic en **Send me reset password instructions** (Enviarme instrucciones para restablecer la contraseña)

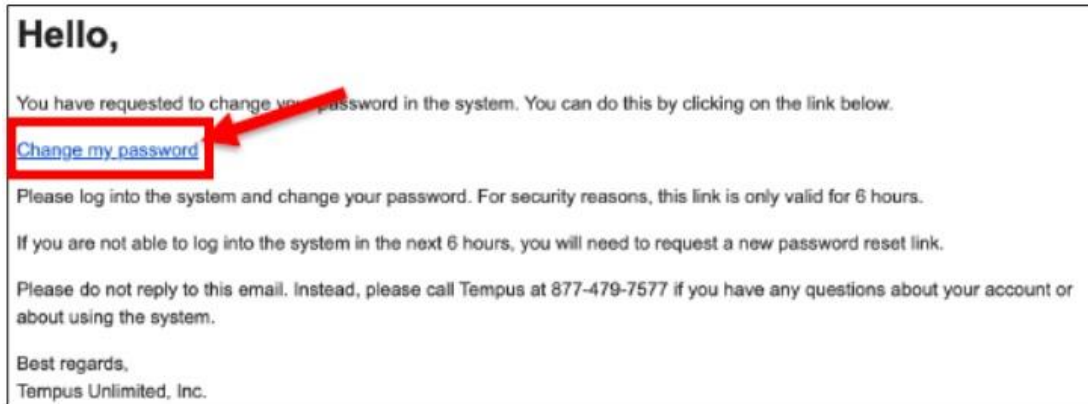


The screenshot shows the 'Forgot your password?' page. It includes the text 'Please enter below your email address that is registered with this system:'. Below this is an input field containing 'example@gmail.com' with a blue '1' next to it. Below the input field is a button labeled 'Send me reset password instructions' with a blue '2' next to it. A 'Log in' link is visible at the bottom left.

### Paso 3: Revise su correo electrónico

- En pocos minutos, recibirá un correo electrónico de TempusETimesheets@annkissam.com con el asunto: “Reset password instructions” (Instrucciones para restablecer su contraseña)
- Este correo electrónico le pedirá que establezca una nueva contraseña. Haga clic en el enlace Change my password (Cambiar mi contraseña) desde su correo electrónico

**Nota:** El enlace para restablecer su contraseña solo estará activo por 6 horas. Si en esas 6 horas usted no puede establecer una nueva contraseña, tendrá que solicitar un nuevo enlace y vuelva a seguir los pasos 1 y 2



### Paso 4: Establezca una nueva contraseña

Después de hacer clic en el enlace de su correo electrónico, se le dirigirá a la página “Change your password” (Cambiar su contraseña)

1. Escriba una nueva contraseña que tenga **al menos 8 caracteres**
  2. Escriba otra vez su nueva contraseña en el campo de **Confirm new password** (Confirmar nueva contraseña)
- Nota:** La nueva contraseña y la contraseña de confirmación deben coincidir exactamente
3. Haga clic en **Change my password** (Cambiar mi contraseña)

¡Su contraseña se ha cambiado con éxito y puede iniciar la sesión en eTimesheets!

