



What is Electronic Timesheets?

- Electronic Timesheets (eTimesheets) is an online tool where Consumers, Surrogates, and PCAs can submit timesheets and view timesheet information
- eTimesheets is faster than sending timesheets by fax, mail, or email. It also leads 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

A screenshot of the Tempus E-Timesheets login interface. The page has a dark grey header with the text 'Tempus E-Timesheets' in white. Below the header is a white login form with a light grey border. At the top of the form is a grey button labeled 'Log In'. Below this are two input fields: 'Email' and 'Password'. Under the 'Password' field is a checkbox labeled 'Remember me'. At the bottom of the form is a grey button labeled 'Log in'. Below the form is a horizontal line, and below that is a blue link labeled 'Forgot your password?'.

Step 1. Complete the eTimesheet Agreement



- To use eTimesheets, each eTimesheets Agreement must be completed by two parties: The Consumer/Surrogate paired with the PCA in their employ.
- 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/wp-content/uploads/2022/02/eTimesheets-User-Agreement-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

Electronic Timesheets Agreement

I. About The Electronic Timesheets Module

- 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.
- 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.
- 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.

II. Terms and Conditions
By signing below, you are agreeing to the following Terms and Conditions:

- a. The Consumer and/or Surrogate (if applicable) and the PCA/Worker **each have a valid, separate e-mail address** to which they have frequent access. **Consumer, Surrogate, PCA or Worker cannot use the same e-mail address.**
- b. The Consumer and/or Surrogate (if applicable) and the PCA/Worker **each agree to maintain a valid separate e-mail address** during the term of this agreement and to notify Tempus Unlimited, Inc. of any changes to their e-mail addresses.
- 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.
 - 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.
- d. A timesheet may only be submitted electronically if the Consumer and/or Surrogate (if applicable) and the PCA/Worker have executed this Agreement.
- e. An individual Electronic Timesheets Agreement is required for each Consumer and PCA/Worker relationship that chooses to use the Electronic Timesheets Submission Interface.
 - 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.

III. Termination of the Agreement

- 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.

Consumer Printed Name: <input type="text"/>	Consumer #: <input type="text"/>
Consumer E-mail: <input type="text"/>	
Consumer Signature: _____	Date: <input type="text"/>
Surrogate Printed Name: <input type="text"/>	
Surrogate E-mail: <input type="text"/>	
Surrogate Signature: _____	Date: <input type="text"/>
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: <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*



Mail the completed agreement to:

Tempus Unlimited
600 Technology Center Drive
Stoughton, MA 02072



Fax the completed agreement to:

1-800-359-2884



Scan and email the completed agreement

to MAFMS@tempusunlimited.org



Complete the agreement online by using

[Paperworkr](https://paperwork.tempusunlimited.org/)

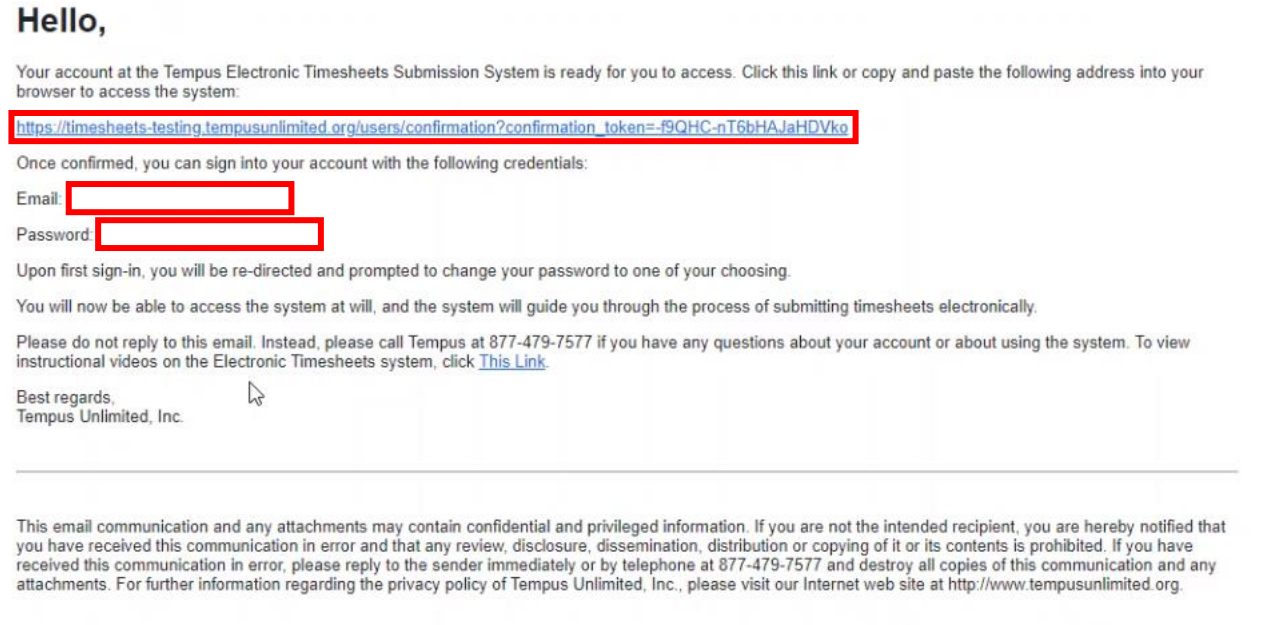
Step 3. Activate Your Account



- 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*





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**

Tempus E-Timesheets

Log In

Email 1

Password 2

Remember me

3

[Forgot your password?](#)

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*

✓ 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.

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.

Step 7. Start using eTimesheets!



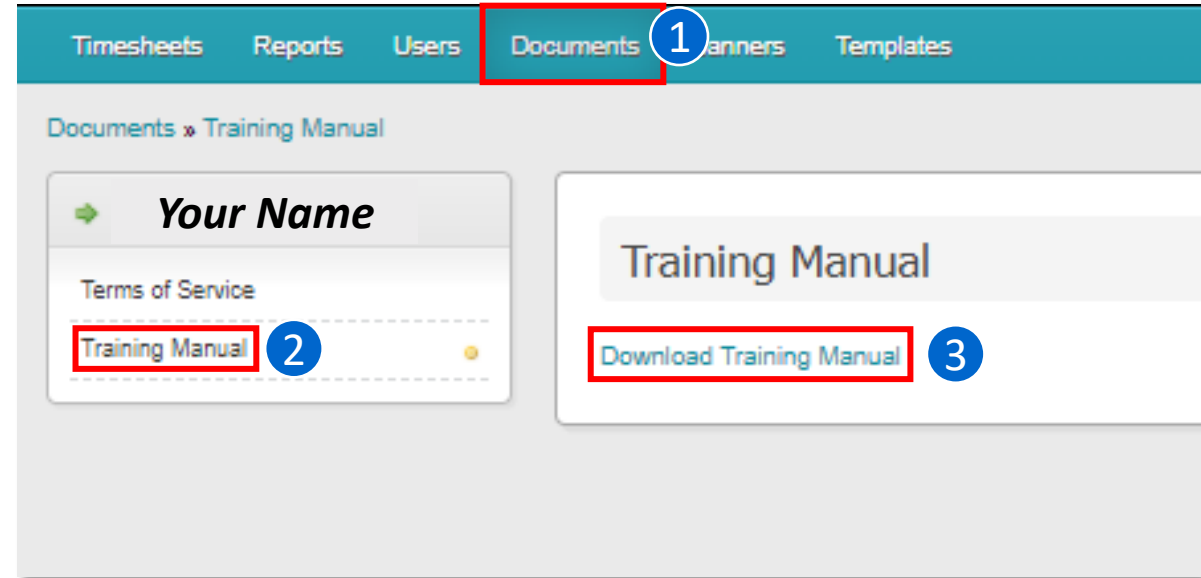
- If you have completed the previous steps, you will have successfully logged into eTimesheets!
- Remember to remind your PCA (If you are the Consumer) or the Consumer/Surrogate (If you are the PCA) that they must submit their eTimesheets Agreement and then activate their account if they have not done so already.

- **IMPORTANT:** If both parties (Consumer/Surrogate and PCA) do not submit their application and activate their account, then neither party 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 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

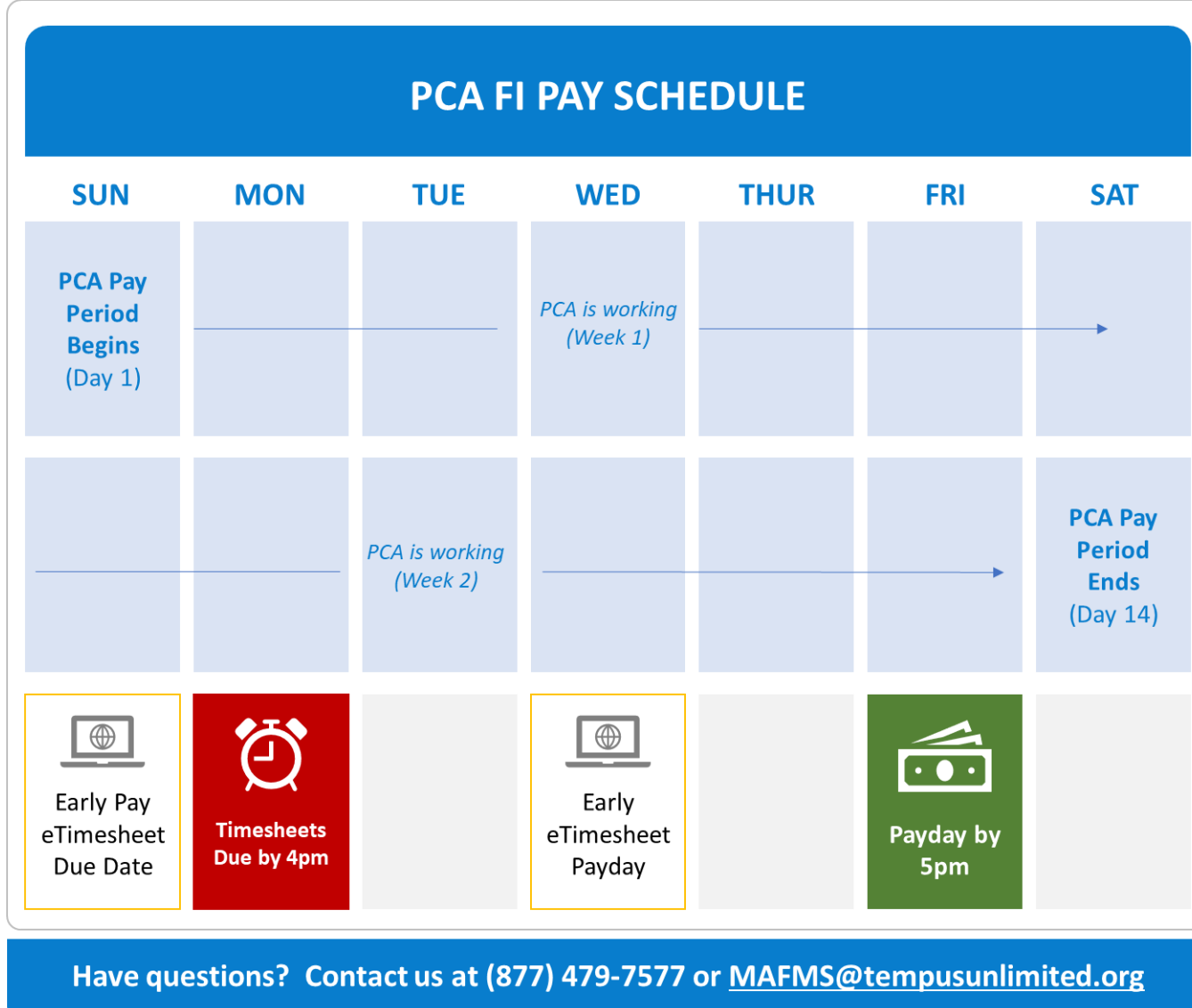




What should I do if my activation link already expired, or I can't find the activation email?

- 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 the other party to the agreement (PCA or Consumer/Surrogate) did not activate their account?**
 - You will not be able to use the system to submit, review, or approve eTimesheets. If you are a Consumer, please remind the PCA to submit their eTimesheets agreement and then activate their account if they have not done so already. If you are a PCA, remind your Consumer (or Surrogate, Proxy) to submit their eTimesheets agreement and then activate their account if they have not done so already.
- **Are there any videos available to learn about eTimesheets?**
 - Yes! You find videos about eTimesheets on the Tempus YouTube page:
https://www.youtube.com/channel/UCaq4_IN4wY4hYbze0RDr1zA/videos
- **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.