

Important Information: Please Read

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

<https://tempusunlimited.org/etimesheet/>

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

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

1. **General information:** Enter the payroll period dates, names, and other required information on the time sheet. Please note: The payroll period runs for 2 weeks; it always starts on a Sunday at Midnight (12:00 A.M.) and runs through the second Saturday at 11:59 P.M. Please check the payroll schedule for dates.
2. **Hours worked:** Hours worked from 12:00 A.M. through 11:59 P.M., record actual time in and time out for all hours. Consecutive tasks should be reported as one collective time period (e.g., when multiple tasks are performed with no time between). Then calculate the daily totals, which must be rounded up to the next 15-minute increment. For example, if a PCA works for 1 hour & 10 minutes, that day's total must be rounded up to 1 hour & 15 minutes. Please see the example below for guidance to complete the form.
3. **Shifts worked:** For any shifts that start and end between 12:00 AM and 6:00 AM, either two hours or total amount of time worked, whichever is greater, will be paid.
4. **Time sheet submission:** Please fax or deliver this form by 4:00 P.M. on the Monday after the payroll period ends to ensure timely direct deposits and checks. Please, do not send the time sheet twice. Time sheets mailed or faxed before the hours are worked will not be processed.
5. **Marking Instructions:** For optimum accuracy, please:
 - a. Write in Blue or Black Pen Only.
 - b. Write numbers as large and legible as possible without touching sides of boxes.
 - c. Mark circles by filling them in like this: ● (DO NOT check ✓ or X them.)
 - d. When recording hours and minutes in the Total Hours column, be sure to use hours plus minutes. 1:00PM to 2:30PM is 01:30, (not 1 ½ or 1.5.)
 - e. If you have any questions, please call the FI or your case manager for clarification before submitting the time sheet.

Example:

WEEK #1	Time In			Time Out			Total Hours		WEEK #2	Time In			Time Out			Total Hours		
	HRS	MIN	AM PM	HRS	MIN	AM PM	HRS	MIN		HRS	MIN	AM PM	HRS	MIN	AM PM	HRS	MIN	
Sun.	1	2	00	1	15	00	1	15	Sun.	8	00	00	4	45	00	8	45	
	1	0	00	1	05	00	1	05		1	0	00	1	00	00	1	00	
	3	00	00	9	00	00	6	00		3	30	00	4	00	00	3	30	
Mon.	9	00	00	1	15	00	2	15	Mon.	1	1	00	1	00	00	2	00	
	1	0	00	1	05	00	1	05		3	30	00	4	00	00	3	30	
	1	2	15	1	2	30	1	15		9	30	00	1	0	40	1	1	15
Tue.	1	0	00	1	30	00	3	00	Tue.	1	2	00	1	05	00	1	15	
	1	0	00	7	25	00	6	30		1	2	00	1	0	50	1	1	50
	1	0	00	7	25	00	6	30		1	2	00	1	0	50	1	1	50