

Quick Start Guide

For Submitting a Timesheet for Payment

Consumers will submit timesheets after they have reviewed and approved all shifts. See Quick Start Guides “Adjusting a Shift”, “Approving Shifts” and “Denying a Shift” for details on adjusting, approving and denying shifts.

Submitting a timesheet means that it is being sent to Tempus Fiscal Intermediary (FI) for payment. Tempus FI cannot pay PCAs until a timesheet has been submitted.

Timesheets must be submitted to Tempus by **Monday at 4:00 p.m.** after the pay period is over.


Do not submit a timesheet until it is reviewed and ready to go to Tempus FI for payment. If you submit a timesheet accidentally, you will need to call Tempus FI and ask a system administrator to assist in unlocking the timesheet.

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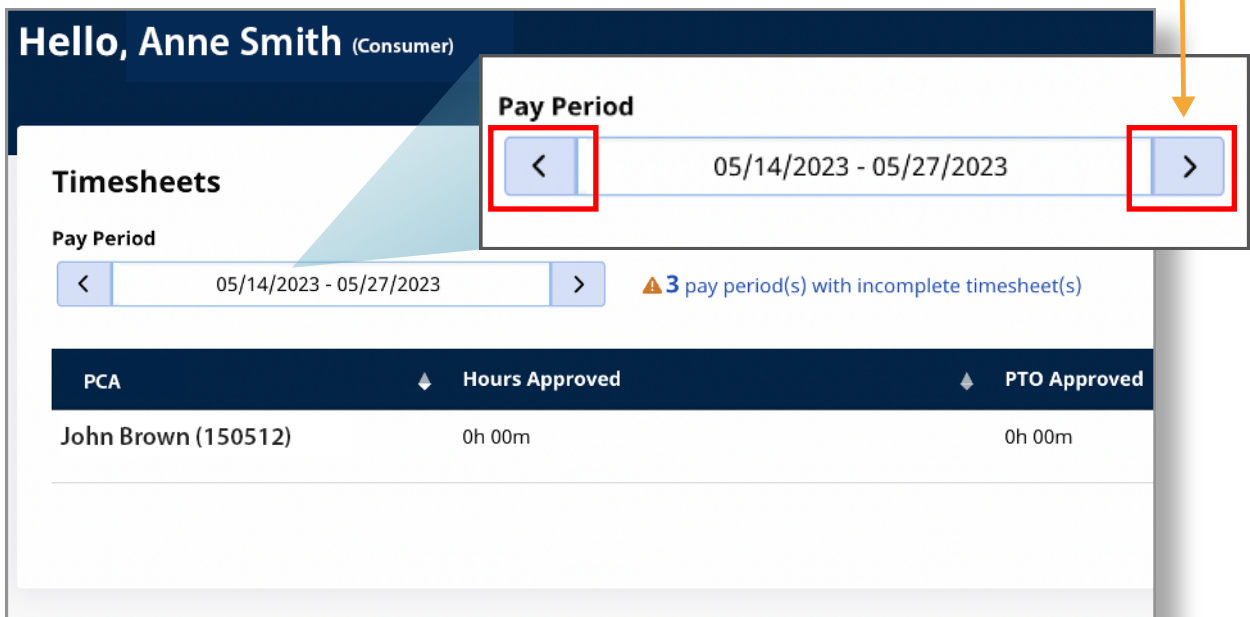
Step 1 - Find the Shift to Submit

Find the timesheet you want to submit:
Use the arrows next to select the Pay Period.

OR:

1. Click in the Pay Period window to access the calendar view.
2. Click the **Done** button on the calendar view.
3. Click the **Edit Icon**  under the **Action** column.
4. View the days within the selected pay period.

If you need detailed help, see the
“Quick Start Guide” at TempusUnlimited.org/EVV-support



Hello, Anne Smith (Consumer)

Pay Period

< 05/14/2023 - 05/27/2023 >

Timesheets

Pay Period

< 05/14/2023 - 05/27/2023 > ⚠ 3 pay period(s) with incomplete timesheet(s)

PCA	Hours Approved	PTO Approved
John Brown (150512)	0h 00m	0h 00m

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Step 2 - Create a Manual Shift (Optional)

If necessary, create a manual shift. You can learn more about this by referencing the “Creating a Manual Shift” Quick Start Guide.

The screenshot shows the 'Timesheet for John Brown (PCA# 150512)' interface. At the top, it displays the Consumer ID (Anne Smith, 11K043), Consumer Enrollment (mass_health - ffs), and Timesheet ID (11486029). The pay period is 06/04/2023 - 06/17/2023. A table lists shifts with columns for Date, Start Time, End Time, PTO, Location, Shift Status, and Action. The 'Add Shift' button is highlighted with a red box. Other buttons visible include 'Approve All Shifts' and 'Add Shift'.

Date	Start Time	End Time	PTO	Location	Shift Status	Action
Sun, 06/04/2023						
Mon, 06/05/2023						
Tue, 06/06/2023	11:00 AM	11:59 PM		Start: Community End: Community	regular	Approve Deny ...
Wed, 06/07/2023	11:36 AM	02:51 PM		Start: Community End: Community	regular	Approve Deny ...
Thu, 06/08/2023						
Fri, 06/09/2023	12:00 PM	05:00 PM	PTO		regular	Approved ...
Sat, 06/10/2023	04:00 PM	11:59 PM		Start: Home End: Home		Approved ...
Sun, 06/11/2023						
Mon, 06/12/2023						
Tue, 06/13/2023						
Wed, 06/14/2023						

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Step 3 - Review Your Timesheet

Review the timesheet thoroughly. Make sure that you have approved or denied **every** shift listed in the pay period.

The screenshot shows the 'Timesheet for John Brown (PCA# 150512)' interface. At the top, it displays the Consumer ID (Anne Smith, 944), Consumer Enrollment (mass_health - ffs), and Timesheet ID (11486029). The pay period is 06/04/2023 - 06/17/2023. A table lists shifts with columns for Date, Start Time, End Time, PTO, Location, Shift Status, and Action. The 'Approve' and 'Deny' buttons are highlighted with a red box. Other buttons visible include 'Approve All Shifts' and 'Add Shift'.

Date	Start Time	End Time	PTO	Location	Shift Status	Action
Sun, 06/04/2023						
Mon, 06/05/2023						
Tue, 06/06/2023	11:11 AM	11:59 PM				Approve Deny ...
Wed, 06/07/2023	11:36 AM	02:51 PM				Approve Deny ...
Thu, 06/08/2023						
Fri, 06/09/2023	12:00 PM	05:00 PM	PTO			Approved ...
Sat, 06/10/2023	04:00 PM	11:59 PM				Approved ...
Sun, 06/11/2023						
Mon, 06/12/2023						
Tue, 06/13/2023						
Wed, 06/14/2023						
Thu, 06/15/2023						
Fri, 06/16/2023						
Sat, 06/17/2023						

Total Approved Pay Period Hours: 13h 00m
Total Denied Hours: 0h 00m

Submit Timesheet

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Step 4 - Submit Your Timesheet

After you have confirmed the timesheet is ready to send to Tempus FI for payment, click the **Submit Timesheet** button at the bottom right corner of the page.

Services Portal Timesheets Anne Smith (Consumer)

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Timesheet for John Brown (PCA# 150512) Consumer (ID) Anne Smith (944) Consumer Enrollment mass_health - ffs Timesheet ID 11486029

Pay Period: 06/04/2023 - 06/17/2023 Approve All Shifts Add Shift

Date	Start Time	End Time	PTO	Location	Service Code	EVV Compliant	Daily Approved Time	Shift Status	Action
Sun, 06/04/2023									
Mon, 06/05/2023									
Tue, 06/06/2023	11:11 AM	11:59 PM		Start: Community End: Community	regular	✓	0h 00m	Approve Deny ...	
Wed, 06/07/2023	11:36 AM	02:51 PM		Start: Community End: Community	regular	✓	0h 00m	Approve Deny ...	
Thu, 06/08/2023									
Fri, 06/09/2023	12:00 PM	05:00 PM	PTO		regular		5h 00m	Approved ...	
Sat, 06/10/2023							8h 00m	Approved ...	
Sun, 06/11/2023									
Mon, 06/12/2023									
Tue, 06/13/2023									
Wed, 06/14/2023									
Thu, 06/15/2023									
Fri, 06/16/2023									
Sat, 06/17/2023									

Submit Timesheet

Approved Pay Period Hours 13h 00m
Total Denied Hours 0h 00m Submit Timesheet

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Step 5 - Confirm Timesheet Submission

The **Confirm Timesheet Submission** window will pop up. Click the checkbox to confirm that you agree.

Then, click the **Confirm Timesheet Submission** button at the bottom of the window. The timesheet has been submitted to Tempus FI for processing and payment.

Services Portal Timesheets Anne Smith (Consumer)

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Timesheet for John B

Pay Period: 05/21/2023 - 05/29/2023

Date	Start Time	End Time	Rate	Hours	Status
Sun, 05/21/2023					
Mon, 05/22/2023	11:48 AM				
Tue, 05/23/2023					
Wed, 05/24/2023					
Thu, 05/25/2023					
Fri, 05/26/2023					
Sat, 05/27/2023					
Sun, 05/28/2023					
Mon, 05/29/2023					
Tue, 05/30/2023	12:00 PM	09:00 PM	Start: Home End: Home	regular	9h 00m
Wed, 05/31/2023					

Confirm Timesheet Submission

Comments

Limit to 500 characters.

☒ I swear and verify under penalty of law that all hours worked and descriptions of work performed contained in the submitted shifts are true and correct with full knowledge that all of this information may be subject to investigation and that any false or dishonest information contained on these shifts may be grounds for denial of payment and/or reporting of findings to the investigation unit of the Department of Human Services. I understand that it is a crime to provide false information on billing documentation for Medical Assistance payment.

[Cancel](#) [Confirm Timesheet Submission](#)

You can now submit a timesheet for payment using the EVV Portal.