

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.

1

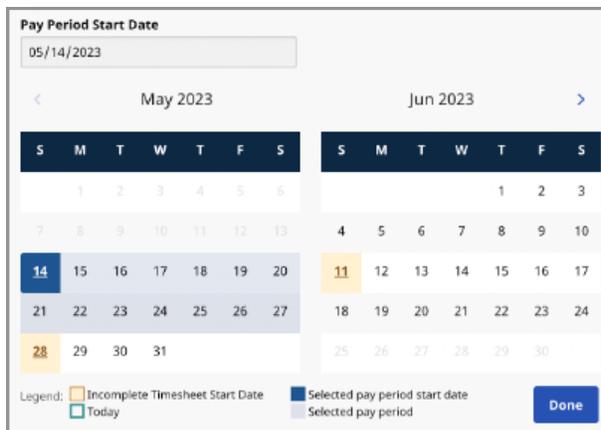
Step 1 - Find the Shift to Submit

The timesheet page display starts on the current pay period. If you need to see a different period, you can find the timesheet that you want by following the instructions below:

1. Click on the **dates** in the pay period box to see a calendar and find the period you want.



2. When the calendar displays, select the **date** of the pay period you are looking for.



Note: The “Legend” at the bottom of the box tells you what each colored date means.

3. Click the **Done** button at the bottom of the calendar.
4. Click the **Edit**  icon under the Action column.
5. You can then view the days within the selected pay period.

If you need detailed help, visit TempusUnlimited.org/EVV-support and see the “Viewing a Timesheet” Quick Start Guide.

2 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 include 'Approve All Shifts' and 'Approve'/'Deny' for individual shifts.

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						

3 Step 3 - Review Your Timesheet

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

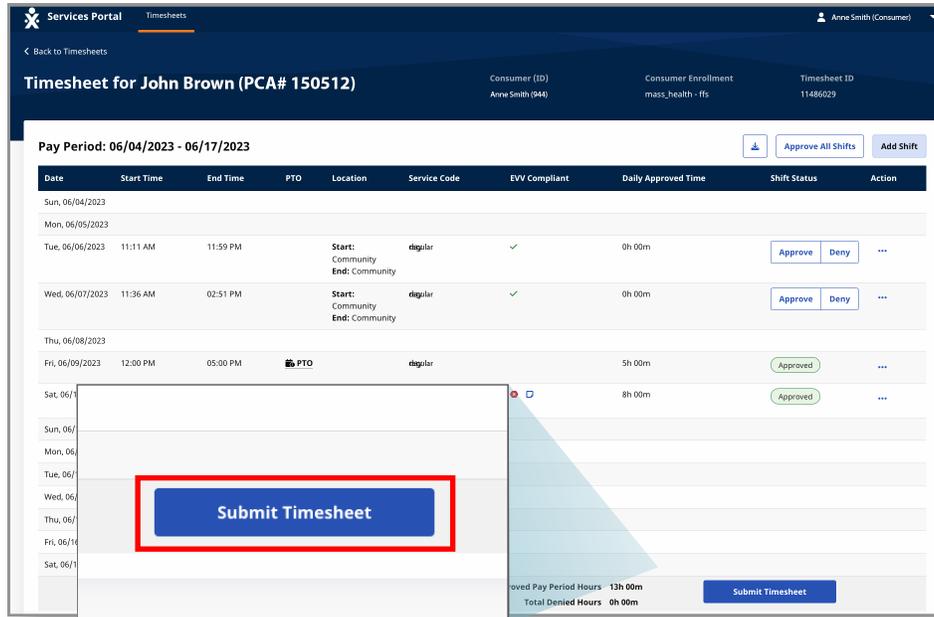
The screenshot shows the 'Timesheet for John Brown (PCA# 150512)' interface. At the top, it displays the Consumer ID (Anne Smith (944)), Consumer Enrollment (mass_health - ffs), and Timesheet ID (11486029). The pay period is 06/04/2023 - 06/17/2023. A table lists shifts with columns for Date, Start Time, End Time, PTO, Location, Daily Approved Time, Shift Status, and Action. The 'Approve' and 'Deny' buttons are highlighted in a blue box. Other buttons include 'Approve All Shifts' and 'Add Shift'. At the bottom, it shows 'Total Approved Pay Period Hours 13h 00m' and 'Total Denied Hours 0h 00m', along with a 'Submit Timesheet' button.

Date	Start Time	End Time	PTO	Location	Daily Approved Time	Shift Status	Action
Sun, 06/04/2023							
Mon, 06/05/2023							
Tue, 06/06/2023	11:11 AM	11:59 PM			0h 00m		Approve Deny ...
Wed, 06/07/2023	11:36 AM	02:51 PM			0h 00m		Approve Deny ...
Thu, 06/08/2023							
Fri, 06/09/2023	12:00 PM	05:00 PM	PTO		5h 00m	Approved	...
Sat, 06/10/2023	04:00 PM	11:59 PM			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							

4

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.



5 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.

The screenshot shows a 'Confirm Timesheet Submission' dialog box overlaid on a 'Timesheet for John B' page. The dialog box has a title bar with a close button (X). Below the title is a 'Comments' section with a text input field and a note 'Limit to 500 characters.' Below the input field is a checked checkbox followed by a paragraph of text: '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.' At the bottom of the dialog box are two buttons: 'Cancel' and 'Confirm Timesheet Submission'.

Date	Start Time	End Time	Rate	Start	End	Duration	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	regular	Start: Home	End: Home	9h 00m	Approved
Wed, 05/31/2023							

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