

Quick Start Guide

For Submitting a Timesheet for Processing

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 processing. 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.

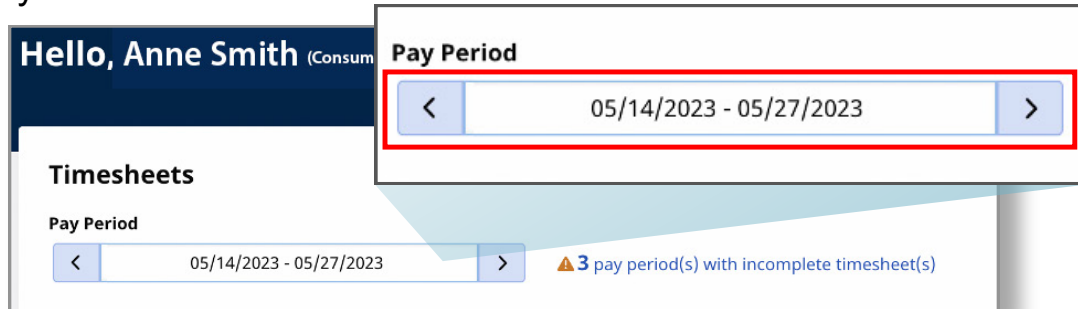
Do not submit a timesheet until it is reviewed and ready to go to Tempus FI for processing. If you submit a timesheet accidentally, you will need to call Tempus FI and ask a system administrator to assist in unlocking the timesheet.

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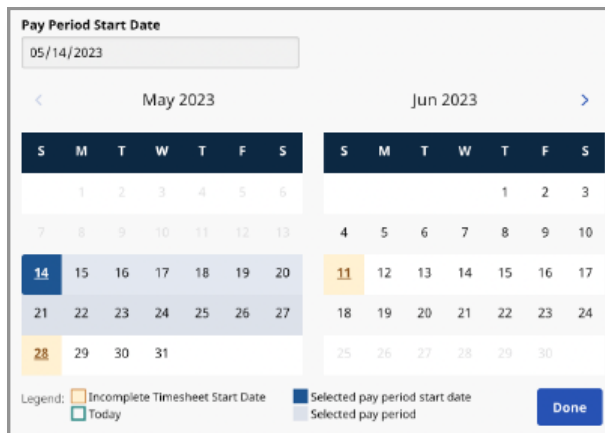
Step 1 - Find the Shift to Submit

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.

Timesheet for John Brown (PCA# 150512)

Consumer (ID) Anne Smith (11K043) Consumer Enrollment mass_health - ffs Timesheet ID 11486029

Pay Period: 06/04/2023 - 06/17/2023

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.



Caution: Choosing the **Approve All Shifts** button will approve all shifts, including denied.

Community

11:56 PM	11:59 PM			Start: Community End: Community	regular	0h 3m	Approve Deny ...	
Mon, 11/20/2023	12:00 AM	12:08 AM		Start: Community End: Community	regular	0h 8m	5h 45m	Approve Deny ...
	12:08 AM	05:32 AM		Start: Community End: Community	regula			Approve Deny ...
	05:32 AM	05:45 AM		Start: Community End: Community	regular	0h 13m		Approve Deny ...
Tue, 11/21/2023	09:00 AM	03:00 PM		Start: Home End: Home	regular	6h 0m	6h 00m	Approved ...
Wed, 11/22/2023	01:00 PM	03:00 PM	PTO		regular	2h 0m	2h 00m	Approved ...
Thu, 11/23/2023								
Fri, 11/24/2023								
Sat, 11/25/2023								

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Step 4 - Submit Your Timesheet

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

Pay Period: 11/12/2023 - 11/25/2023

Date	Start Time	End Time	PTO	Location	Service Code	EVV Compliant	Shift Duration	Daily Approved Time	Shift Status	Action	
Sun, 11/12/2023											
Mon, 11/13/2023	08:00 AM	11:45 AM		Start: Community End: Community	regular	<input type="checkbox"/>	3h 45m	8h 15m	<input type="checkbox"/>	<input type="button" value="Approve"/> <input type="button" value="Deny"/> <input type="button" value="..."/>	
	01:40 PM	02:35 PM		Start: Community End: Community	regular	<input type="checkbox"/>	0h 55m		<input type="checkbox"/>	<input type="button" value="Approve"/> <input type="button" value="Deny"/> <input type="button" value="..."/>	
	02:38 PM	04:03 PM		Start: Community End: Community	regular	<input checked="" type="checkbox"/>	1h 25m		<input type="checkbox"/>	<input type="button" value="Approve"/> <input type="button" value="Deny"/> <input type="button" value="..."/>	
Tue, 11/14/2023	10:53 AM	12:17 PM		Start: Community End: Community	regular	<input checked="" type="checkbox"/>	1h 24m	0h 00m	<input type="checkbox"/>	<input type="button" value="Approve"/> <input checked="" type="button" value="Deny"/> <input type="button" value="..."/>	
Wed, 11/15/2023											
Thu, 11/16/2023											
Fri, 11/17/2023	08:00 AM	05:00 PM	<input checked="" type="checkbox"/> PTO		regular		8h 0m	8h 00m	<input type="checkbox"/>	<input type="button" value="Approve"/> <input type="button" value="Deny"/> <input type="button" value="..."/>	
Sat, 11/18/2023											
Sun, 11/19/2023											
Mon, 11/20/2023											
Tue, 11/21/2023											
Wed, 11/22/2023											
Thu, 11/23/2023											
Fri, 11/24/2023											
Sat, 11/25/2023											
								Approved Pay Period Hours	14h 15m		<input type="button" value="Submit Timesheet"/>
								Total Denied Hours	1h 30m		

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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.

Confirm Timesheet Submission [X]

Comments

[Text Input Field]

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 processing using the EVV Portal.