

Important Information: Please Read

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

https://tempusunlimited.org/etimesheet

1. **Noncovered Services:** EOE/ASAP does not pay Activity time performed by a CDC worker while the Consumer is in an inpatient setting. Activity time performed by a CDC Worker while the Consumer is in an inpatient setting may result in the notification to the ASAP of the possible duplication of services.
2. **False or incorrect activity time:** EOE/ASAP reserves the right to deny or recoup payment for false or incorrect activity time, and/or take further action which may include offering skills training, imposing a new surrogate, or termination from Consumer Directed Care Services (CDC).
3. **Consumer's liability for payment:** The Consumer is personally responsible for paying their CDC workers in circumstances where the Consumer/Surrogate has required a CDC Worker to work and:
 - a. There are insufficient units left on the Service Authorization;
 - b. The Consumer was not eligible on the dates of service on the timesheet;
 - c. The CDC worker is on the Office of Inspector General's List of Excluded Individuals or Entities (LEIE); or
 - d. The CDC worker provided noncovered services.
4. **Proper utilization of Authorization:** Consumers/Surrogates are responsible for scheduling CDC services in accordance with the number of hours authorized by the ASAP. Consumers/Surrogates must ensure the accuracy of all CDC worker activity time listed on time sheets prior to submission for payment.
5. **Direct deposit requirement:** Consumers/Surrogates must inform CDC Workers of the recommendation to have CDC payments direct deposited into the CDC worker's bank account.
6. **Complete all information on the timesheet:** There are 3 lines of boxes per day to indicate the hours and minutes that a CDC worker has worked. There are also circles that indicate if the CDC worker 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, CDC worker, Payroll Period, and Signatures. A timesheet 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 in the time between 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). Calculate hours worked between 12:00PM and 11:59PM. CDC worker must record actual time in and time out for all hours. For example, if a CDC worker 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. **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 timesheet twice. Timesheets mailed or faxed before the hours are worked will not be processed.
4. **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 care 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	1	05	1	15									
	3	00	00	9	00	00	6	00									
Mon.									Mon.	1	00	00	1	20	00	3	00
	9	00	00	1	15	00	2	15		1	1	00	1	00	00	2	00
										3	30	00	4	00	00	3	00
Tue.	1	2	15	1	2	30	1	15	Tue.	9	30	00	1	0	40	1	15
	1	00	00	1	30	00	3	00		1	2	00	1	05	00	1	15
	1	00	00	7	25	00	6	30									