



TO: Consumer of the Rhode Island Veterans Directed Care (RI VDC) Program

FROM: Fiscal Intermediary Department

RE: Timesheets and Instructions

Tempus Unlimited, Inc. welcomes you as your Fiscal Intermediary. The following are instructions and comments for the completion of the timesheets that you should send to us for each biweekly payroll period that you use workers. You may want to provide a copy of this memo to your workers so that might better understand the timesheets and the payroll process.

Biweekly Payroll: As you can see on the timesheet. We use a biweekly payroll period (every two weeks). Consumers and Workers **do not** have the option of billing every week. All consumers must send in timesheets every two weeks. The payroll period is explained on the back of the timesheet and below under Payment Schedule.

Payment Schedule: The Payment Schedule shows the payroll period beginning and ending dates, as well as the date we must receive the timesheets and the dates the timesheets will be paid. Keep in mind that we require that the timesheets be in our office by 4:00 PM on the Monday after the end of each pay period in order to process them in a timely manner. This is true even if Monday is a holiday.

Payroll Dates: In order to process timesheets with more accuracy, in a timely manner, and as per our funding source contracts we can only process timesheets that have the correct pay period dates that are assigned to you based on your Payment Schedule. **If any other dates are printed in the Payroll Period boxes, the timesheet will NOT be paid.**

For workers who submit an error-free timesheet by 4PM on Monday, Tempus will make best efforts to issue payment on the following Thursday but no later than Friday. All remaining timesheets will be paid on a rolling basis. Although a consumer can authorize a worker to pick up the payroll package, a consumer **cannot** authorize a worker to pick up just that worker's stub. The entire package must be picked up or mailed.

One Worker per Timesheet: The hours of each worker must be recorded on the different timesheets. Under no circumstances will a timesheets be processed if it contains information for more than one Worker.

Delivery of Timesheets: Timesheets can be faxed to us at the toll-free fax number listed on the front of the timesheet. In addition, you can drop off timesheets to our Stoughton office at the address listed below. **If you fax your timesheet, please do not mail the original to us.** Timesheets dropped off at the Stoughton office by 4:00 PM on Mondays will be considered to be on time. Any mailed timesheets received with a postmark before the end of the payroll period will be returned to the consumer, unless there are no hours on the timesheet after the postmark. For instances, if there are no hours on the timesheet for the second Saturday of the payroll period then the timesheet can be mailed, faxed or delivered on Saturday. Likewise, if there are no hours on the timesheets for the second Friday the timesheet can be mailed, faxed, or delivered on Friday or Saturday. However, if you mail, fax or deliver a timesheet on Friday that has hours on Friday and Saturday, it will be returned to you without being processed. **There will never be any exceptions to this policy.**

Signatures: **The Worker and the Consumer/Surrogate must sign the timesheet at the bottom of the timesheet and the signatures must be originals.** Although it is acceptable to make copies of timesheets if the Workers work a set schedule, it is not acceptable to make copies of the timesheets with signatures already on the document. Any timesheets **without originals signatures** will be returned to the consumer without being processed.

Consumer Information: The consumer is required to complete the consumer name, consumer # and telephone number information. The consumer # is assigned by our office. The telephone number should be the number you would like us to call if there is a problem with the timesheet.

Worker Information: The Worker is required to complete the name, the last four digits of the social security number and telephone number section.

Direct Deposits and Debit Cards: You are required to have direct deposit for Worker services.

You may apply for one of the payment methods from the options below:

Apply for Direct Deposit

- A **direct-deposit application** form is included with this notice. Complete the application and return it to the address on the application.

If You Cannot Get Direct Deposit, You Must Apply for a Payroll Debit Card

- If you don't have a bank account that accepts direct deposit, you must apply for a **payroll debit card**.

Note: If you apply for a payroll debit card, be sure to read all of the terms and conditions, which will tell you when any fees may apply.

If You Cannot Get Paid by Direct Deposit or Payroll Debit Card, You Must Apply for an Exemption

- You may apply for an exemption *only* if you cannot enroll in direct deposit or get a payroll debit card due to a severe hardship. Examples of hardship may include: you cannot access a bank or financial institution during off-hours; there's no ATM within a reasonable distance of your work or home; or the Worker is a minor. If you do get an exemption, you will be paid by a paper check for Worker services. The VA, together with your Fiscal Intermediary (FI) and your ADNA, will review your request and make a decision.

Note: Preferring to be paid by check is not a hardship

The form reference above is available through our Consumer Relations Department at 1-877-479-7577.

All timesheets received on time will be processed so that direct deposit /debit card stubs can be mailed to the consumer on Wednesday. The debit card/direct deposit will be dated for that Friday. Timesheets received after Monday at 4:00 PM may be processed with checks dates in the following week. Although a consumer can authorize a Worker to pick up the payroll package, a consumer **cannot** authorize a Worker to pick up just the Worker's stub. The entire payroll package must be picked up or mailed.

Payroll Packages: Each payroll period, the consumer will receive a payroll package, which includes payroll reports for all the timesheets processed for the consumer's records. A consumer may allow someone else to pick up his or her payroll package each pay period. That authorization must be done in writing and will remain in force until cancelled in writing.

Consumer-Employers and Workers will be able to access Worker pay advice information electronically on your Fiscal Intermediary's website. Payment voucher information will default to electronic access; however, Workers who wish to opt out of this option may receive payment voucher via standard mail.

Follow these steps to access a payment voucher request:

1. Go to our website <https://tempusunlimited.org/>
2. Select **Fiscal Intermediary Program – (CDC, MFP, PCA or VDC then RI VDC)**
3. Select **VDC Worker Information Forms** at the top of the page
4. Select **Tempus PCA/Worker Payment Voucher Request**

Time Worked – Hours: All hours worked between 12:00 AM and 11:59 PM are considered hours worked. The Worker should complete the timesheet by writing the actual "Time In" and Time Out" in the spaces provided including filling in the appropriate AM and PM circle using the sample on the back of the timesheet as a guide. You must use the AM and PM designations with all hours or the timesheet will not be processed. Also, remember that timesheet should reflect actual hours worked. The Total Hours should be calculated daily using hours and minutes (i.e. A Worker who works from 1 PM to 2:30 PM would record the time for that day as 1 hours and 30 minutes, not 1 and ½ hours and not 1.5 hours).

Overtime: Any hours worked by one Work for one employer (Veteran) in excess of 40 in one week are required to be paid at time and a half according to Department of Labor regulations. Under the guidelines of this program, it is assumed that overtime usage will not be routine. Each Veteran-Employer should hire and schedule his or her Worker to ensure that no one Worker is asked to work more than 40 hours in one week. You cannot avoid overtime by having a DCW work 45 hours in the first week of the payroll period and then work 35 hours in the second week of the payroll

period so that the average is 40. Each week is calculated on its own for overtime purposes. Actual time worked is the basis for overtime.

Fill-In Versions of the Timesheet: There is a version of the VDC Timesheet available on our website that may be more efficient way for consumers and Workers to report payroll to us. Follow these steps to access the VDC Timesheet.

1. Go to our website- <http://tempusunlimited.org/>
2. Select **Fiscal Intermediary Program – (CDC, MFP, PCA or VDC then RI VDC)**
3. Scroll down to **Timesheets**
1. Select **VDC Timesheet**

The only software you will need to use this timesheet is Foxit Reader, which can be downloaded free from the internet at <https://www.foxit.com/downloads/>. The timesheet can be downloaded from our website and saved on the user's computer. It can then be completed on the computer, printed out, signed and faxed to us for processing. The completed timesheet can also be saved and then revised for future payroll periods. The consumer and Worker would only have to change the payroll period dates, make revisions to the in and out times for that payroll period, print sign and fax the timesheet for processing.

Unemployment Insurance (UI): Also enclosed please find copies of the form from the RI Department of Labor and Training (DLT) Unemployment Insurance (UI) that you are required to give to each employee who leaves employment with you. Complete the front of each form with your name. Leave the Federal Employer ID Number line blank.

RI Department of Labor and Training (DLT): The Tempus Unlimited, Inc. FI Program provides each consumer with the RI Department of Labor and Training (DLT) Notice. Any Worker who is providing services for a consumer must be notified that they are eligible for Workers Compensation should they be injured while working for a consumer. The Workers' Compensation carrier information can be found on the RI Department of Labor and Training (DLT) Notice enclosed in your employment package.

Emergency Notification System (EverBridge): We will use the system to notify you of office closings, important updates and other information that we need to provide quickly. Communications will be sent from: <noreply@everbridge.net> either by text, phone or email.

If you have any questions, please contact Tempus Unlimited, Inc. toll free at 1-877-479-7577 Monday through Friday between the hours of 7:30AM and 4:30PM. One of our Consumer Relations Specialists will be happy to assist you.

UI ELIGIBILITY REQUIREMENTS

You must:

- Have lost your job through no fault of your own (laid-off, furloughed, company closure, or lack of available work), or had your hours significantly reduced.
 - **DLT will contact your employer to confirm the reason for separation**
- Have earned a minimum amount of pay
- Be available to work and able to report to full-time work on a regular basis.

You may not be eligible for unemployment benefits if you quit your job without good cause or if you are fired for misconduct connected with your job.

Still Unsure if You Qualify?
When in doubt, APPLY!

Unemployment Insurance (UI)

✓ CHECKLIST

- Have all required documents ready.
- Apply as soon as you are unemployed.
- Respond to all requests for information.
- Request a benefit payment every week until you return to full time work, as instructed in the department mailings.
- Look for work and be ready to accept work.

NEED HELP LOOKING FOR WORK?

Visit One of Our Career Centers

DLT Career Centers provide the following services through a one-on-one meeting:

- **Resume Assistance**
- **Interview Skills and Techniques**
- **Job Search Assistance**
- **Career Planning**
- **Information on training opportunities**

Career Center Locations

Providence

50 Sims Ave, Providence, RI 02909

West Warwick

1330 Main St., West Warwick, RI 02893
(401) 462-4100

Woonsocket

219 Pond St., Woonsocket, RI 02895
(401) 235-1201

Hours: Mon-Thurs: 8am - 4pm | Fri: 10am - 4pm

For Translation Services

Email: dlt.languagehelp@dlt.ri.gov



Find More Info on Our Socials



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facebook.com/RhodelslandDLT

DLT Department of Labor and Training
RHODE ISLAND

Income Support

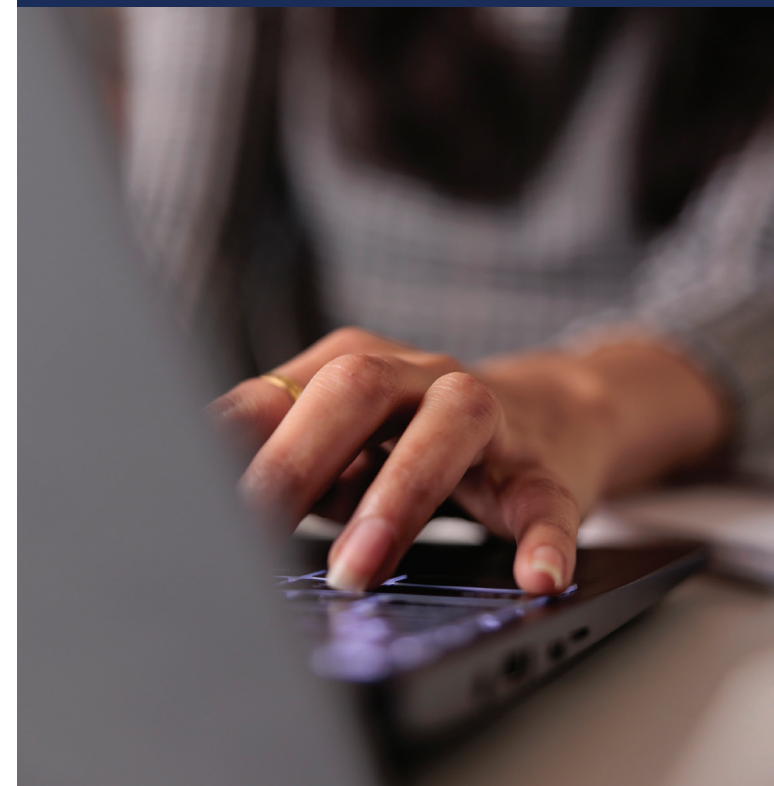
HOW TO APPLY FOR

UNEMPLOYMENT INSURANCE BENEFITS

A step-by-step guide

UI is a program that provides temporary financial assistance to workers who have lost their jobs through no fault of their own (laid-off, furloughed, company closure, or lack of available work), or had their hours significantly reduced.

Funding for UI Benefits comes from taxes paid by employers.
No money is deducted from your wages to pay for UI benefits



STEP 1: GET READY

To help avoid unnecessary delays in receiving your benefits, please have the following information when you apply:

- Access to a computer and wi-fi connection - if you need access to technology, you can visit any DLT career center or the Public Library
- A valid email address
- Social Security Number (SSN)
- **NON-US Citizens can apply using Alien Verification Number or employment verification number**
- Driver's license number or other state government ID number
- The names, addresses, phone numbers, reason for separation (ex. fired/laid-off), and dates of employment for all employers where you have worked **in the last 18 months**, and your pay rate from each employer
- Bank account and routing numbers for direct deposit for your payment. (Electronic Payment Cards (EPC) are also available)
- The name and local Union number, *if applicable*
- The names, social security numbers (SSN), and dates of birth for all dependent children, *if applicable*.

STEP 2: APPLY!

Make an account on DLT's secure online unemployment system, UI Online. Once your account is created, log in using your username and password to apply and see the status of your claim.

You should apply for UI benefits IMMEDIATELY!
Apply as soon as you are unemployed - Don't wait.

Visit bit.ly/APPLY4RIUI or



Scan me with phone's camera

Apply for UI Benefits in the state in which you worked even if you live in Rhode Island but work in another state.

STEP 3: AFTER YOU APPLY

- **There is a 7-day unpaid waiting period at the start of your new claim. The 7-day period is a Sunday through Saturday in which your earnings are less than your Benefit payment.**
- Within **10** business days of filing, you will receive a **Monetary Determination Form**.
 - This does not mean you qualify, but it is a statement providing a possible weekly benefit amount and an overall maximum benefit amount should you be eligible.
- The maximum length of regular unemployment benefits is **26** weeks.
 - Partial UI benefits can extend beyond the typical 26 week maximum.

What to do if you're denied benefits

If you are denied benefits and disagree with the decision you may appeal the decision and must do so in writing within fifteen **(15) days** to the Board of Review.

To appeal a decision, scan the QR code below



RESPONSIBILITIES WHILE COLLECTING

- You must request for a benefit payment **every week**—online or by phone—and report any gross wages (commissions, tips, bonuses, etc.) earned in the previous week.
- Be actively looking for full-time jobs and applying for them. You must be able to accept a job offer if one is made to you.

Visit bit.ly/UI-FAQs for **frequently asked questions**, or scan → the QR code.



A NOTE FOR CLAIMANTS

You may be selected to participate in the **Reemployment Services and Eligibility Assessment (RESEA) program**. You will be notified of your selection through a letter in the mail. If selected, you must meet with a DLT Job Coach who will help you improve your resume and interviewing skills, review job leads, and discuss your rights and responsibilities while receiving unemployment insurance.

QUESTIONS?

We're here to help.

Contact the DLT Call Center for help - **(401) 415-6772**

or

Complete our help form so we can contact you by scanning below



UI Help Form

The screenshot shows a web form titled "UI Help Form" with a language dropdown set to "English (United States)". The main heading is "Having an issue with your UI claim?". Below this, there is a paragraph of text explaining the purpose of the form and a note that only one submission is allowed. The form contains three required fields: "1. Full name *", "2. Phone number *", and "3. Email address *". Each field has a placeholder text "Enter your answer".

REQUISITOS DE ELEGIBILIDAD DE UI

Usted debe:

- Haber perdido su trabajo por causas ajenas a su voluntad (laid-off, cierre de la empresa o falta de trabajo disponible), le redujeron las horas significativamente.
 - **DLT se pondrá en contacto con su empleador para confirmar el motivo de la separación.**
- Haber ganado una cantidad mínima de pago
- Estar disponible para trabajar y estar dispuesto para presentarse a trabajar tiempo completo de forma regular.

Es posible que usted no sea elegible para los beneficios de desempleo si renuncia a su trabajo sin una buena causa o si lo despiden por mala conducta relacionada con su trabajo.

**¿Todavía no está seguro si califica?
En caso de duda, ¡APLIQUE!**

Seguro de Desempleo (UI)

✓ LISTA DE VERIFICACIÓN

- Tenga listos todos los documentos requeridos.
- Aplique tan pronto como se quede desempleado.
- Responda a todas la información requerida.
- Solicite un pago de beneficios todas las semanas hasta que regrese al trabajo de tiempo completo, según las instrucciones por correo del departamento.
- Busque trabajo y prepárese para aceptar un trabajo.

¿NECESITAS AYUDA PARA BUSCAR TRABAJO?

Visite uno de nuestros Centros de Carrera

Los Centros de Carreras DLT brindan los siguientes servicios a través de una reunión individual:

- **Asistencia con el hoja de vida**
- **Habilidades y técnicas para entrevistas**
- **Asistencia en la búsqueda de trabajo**
- **Planificación de carrera**
- **Información sobre oportunidades de capacitación.**

Ubicaciones de los Centros de Carreras

Providence

50 Sims Ave, Providence, RI 02909

West Warwick

1330 Main St., West Warwick, RI 02893
(401) 462-4100

Woonsocket

219 Pond St., Woonsocket, RI 02895
(401) 235-1201

Horario: Lun-Jue: 8am - 4pm | Vie: 10am - 4pm

Para servicios de traducción

Email: dlt.languagehelp@dlt.ri.gov



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DLT Department of Labor and Training
RHODE ISLAND

Apoyo Financiero

COMO APLICAR PARA

LOS BENEFICIOS DEL SEGURO DE DESEMPLEO

Una guía Paso a Paso

UI es un programa que brinda asistencia financiera temporal a los trabajadores que han perdido sus trabajos por causas ajenas a su voluntad (despedido, suspensión, cierre de la empresa o falta de horas de trabajo disponible), o cuyas se redujeron significativamente.

Los fondos para los beneficios de UI provienen de los impuestos pagados por los empleadores. No se deduce dinero de su salario para pagar UI



PASO 1: PREPÁRESE

Para ayudar a evitar retrasos necesarios en la recepción de sus beneficios, tenga a mano la siguiente información cuando presente su aplicación:

- Debe tener acceso a una computadora y conexión wi-fi: si necesita acceso a la tecnología, puede visitar cualquier centro de carreras DLT o la Biblioteca Pública.
- Debe tener una dirección de correo electrónico válida.
- Número de Seguro Social (SSN)
- **Los ciudadanos NO Estadunidenses. Pueden aplicar utilizando su número de residencia o número de permiso de trabajo (A#).**
- Número de licencia de conducir u otro número de identificación del estado.
- Los nombres, direcciones, números de teléfono, motivo de separación (p. ej., laid-off /despido) y fechas de empleo de todos los empleadores en los que ha trabajado en los **últimos 18 meses**, y la cantidad de pago de cada empleador.
- Para recibir su pago por depósito directo, tenga su número de cuenta bancaria y número de ruta de su banco (ABA). (Tarjetas de pago electrónico (EPC) también están disponibles).
- El nombre y número del sindicato local, *si corresponde*.
- Los nombres, números de seguro social (SSN) y fechas de nacimiento de todos los hijos dependientes, *si corresponde*.

PASO 2: ¡APLIQUE!

Cree una cuenta en línea el sistema seguro de desempleo de DLT, IU en línea. Una vez que haya creado su cuenta, inicie sesión con su nombre de usuario y contraseña para aplicar y ver el estado de su reclamo.

Usted debe aplicar para los beneficios de UI ¡INMEDIATAMENTE!
Aplique tan pronto como esté desempleado, no espere.

Visite bit.ly/APPLY4RIUI o



Escanéame con la cámara del teléfono

Aplique por los beneficios de UI en el estado en el que usted trabajó, incluso si vive en Rhode Island pero trabaja en otro estado.

PASO 3: DESPUÉS DE QUE USTED APLICA

- **Hay un período de espera sin pago de 7 días al comienzo de su nuevo reclamo. El período de 7 días es de domingo a sábado en el que sus ganancias son menores que su pago de Beneficios.**
- Dentro de los **10** días hábiles posteriores a su aplicación, recibirá un **Formulario de determinación monetaria**.
 - Esto no significa que usted califica, pero es una declaración que proporciona un posible monto de beneficio semanal y un monto de beneficio máximo general en caso de que usted sea elegible.
- La duración máxima de los beneficios regulares de desempleo es de **26** semanas.
 - Los beneficios parciales de UI pueden extenderse más allá del máximo típico de 26 semanas.

Qué hacer si le niegan los beneficios

Si se le niegan los beneficios y no está de acuerdo con la decisión, usted puede apelar la decisión y debe hacerlo por escrito dentro de los quince (**15**) **days** días ante la Junta de Revisión.

Para apelar una decisión, escanee el código QR de abajo.



RESPONSABILIDADES MIENTRAS COLECTA

- Usted debe solicitar un pago de beneficios **cada semana**, en línea o por teléfono, e informar cualquier salario bruto (comisiones, propinas, bonos, etc.) ganado en la semana anterior.
- Estar buscando activamente trabajo de tiempo completo y aplicando para ellos. Usted debe poder aceptar una oferta de trabajo si se le ofrecen una.

Visite bit.ly/UI-FAQs para ver **las preguntas frecuentes**, o escanee → el código QR.



UNA NOTA PARA LOS RECLAMANTES

Usted puede ser seleccionado para participar en el programa de **Servicios de Reemplazo y Evaluación de Elegibilidad (RESEA)**. Se le notificará de su selección a través de una carta por correo. Si usted es seleccionado, debe reunirse con un entrenador laboral de DLT que le ayudará a mejorar su currículum y sus habilidades para entrevistas, revisar oportunidades laborales y discutir sus derechos y responsabilidades mientras recibe el seguro de desempleo.

¿PREGUNTAS?

Estamos aquí para ayudar.

Para obtener ayuda comuníquese con el centro de llamadas de DLT - **(401) 415-6772**

Complete nuestro formulario de ayuda para que podamos contactarlo escaneando el código de abajo.



UI Help Form

Spanish (México)

¿Tiene algún problema con su reclamo de UI?

Esta es la forma más rápida de informarnos que usted tiene problemas para presentar su reclamo, solicitar su pago, acceder a su cuenta de UI Online o cualquier otro problema con su reclamo. Usted recibirá una llamada telefónica del Departamento al número que proporcionó dentro de 2 a 3 días hábiles.

* Obligatorio

1. Nombre completo *

Escribe tu respuesta

2. Número de teléfono *

Escribe tu respuesta

3. Dirección de correo electrónico *

Escribe tu respuesta