TEMPUS UNLIMITED, INC., 600 Technology Center Drive, Stoughton, MA 02072
Toll-free Phone #: 1-877-479-7577 Toll-free Fax #: 1-800-359-2884

Sign up for electronic timesheets - FAST, EASY, ACCURATE!
https://tempusunlimited.org/etimesheet/

Payroll Period From: ☐☐ / ☐☐ / ☐☐ To: ☐☐ / ☐☐ / ☐☐

Consumer #: ☐☐☐☐☐☐ Telephone #: _____

Consumer Name (Print): _____

PCA Name (Print): _____

PCA Telephone #: _____

PCA Last 4 Digits of SSN ☐☐☐☐

49385

USE FOR PAID TIME OFF ONLY *UTILIZAR SOLAMENTE PARA TIEMPO LIBRE PAGADO*

WEEK #1	Scheduled Time In HRS	MIN	Scheduled Time Out HRS	MIN	Total Scheduled Hours HRS	MIN
Sun.	:	O AM O PM	:	O AM O PM	:	
	:	O AM O PM	:	O AM O PM	:	
Mon.	:	O AM O PM	:	O AM O PM	:	
	:	O AM O PM	:	O AM O PM	:	
Tue.	:	O AM O PM	:	O AM O PM	:	
	:	O AM O PM	:	O AM O PM	:	
Wed.	:	O AM O PM	:	O AM O PM	:	
	:	O AM O PM	:	O AM O PM	:	
Thu.	:	O AM O PM	:	O AM O PM	:	
	:	O AM O PM	:	O AM O PM	:	
Fri.	:	O AM O PM	:	O AM O PM	:	
	:	O AM O PM	:	O AM O PM	:	
Sat.	:	O AM O PM	:	O AM O PM	:	
	:	O AM O PM	:	O AM O PM	:	
Total Week 1	Please note that Tempus pays the PCA based on daily, not weekly, totals.				☐☐☐ :	☐☐

WEEK #2	Scheduled Time In HRS	MIN	Scheduled Time Out HRS	MIN	Total Scheduled Hours HRS	MIN
Sun.	:	O AM O PM	:	O AM O PM	:	
	:	O AM O PM	:	O AM O PM	:	
Mon.	:	O AM O PM	:	O AM O PM	:	
	:	O AM O PM	:	O AM O PM	:	
Tue.	:	O AM O PM	:	O AM O PM	:	
	:	O AM O PM	:	O AM O PM	:	
Wed.	:	O AM O PM	:	O AM O PM	:	
	:	O AM O PM	:	O AM O PM	:	
Thu.	:	O AM O PM	:	O AM O PM	:	
	:	O AM O PM	:	O AM O PM	:	
Fri.	:	O AM O PM	:	O AM O PM	:	
	:	O AM O PM	:	O AM O PM	:	
Sat.	:	O AM O PM	:	O AM O PM	:	
	:	O AM O PM	:	O AM O PM	:	
Total Week 2	Please note that Tempus pays the PCA based on daily, not weekly, totals.				☐☐☐ :	☐☐

By signing below, I certify under pain and penalty of perjury that my PCA has submitted for **Paid Time Off** as indicated on this activity form.

Consumer/Surrogate Signature

By signing below, I certify under pain and penalty of perjury that I am submitting for **Paid Time Off** as indicated on this activity form. I understand I must have accrued Paid Time Off in order to receive Paid Time Off.

PCA Signature

Important Information: Please Read

It is strongly recommended for Consumers and PCAs to use Tempus' electronic timesheet system, which is available at:
https://tempusunlimited.org/etimesheet/

1. **False or incorrect activity time**: MassHealth reserves the right to deny or recoup payment for false or incorrect activity time, in addition to taking further action, which may include, but is not limited to, skills training, imposing a new or different Surrogate, or termination from the PCA Program.
2. **MassHealth Regulations** state that the Consumer has a responsibility to utilize PCA Services in accordance with the number of Hours per week authorized by MassHealth. Prohibits payment to any PCA whose name appears on the Office of Inspector General (OIG) List of Excluded Individuals and Entities (LEIE).
3. **Direct deposit requirement**: Consumers/Surrogates must inform PCAs of the requirement to have PCA payments direct-deposited into the PCA's bank account.
4. **Complete all information on the time sheet**: There are 2 lines of boxes per day to indicate the hours and minutes that a PCA has worked. There are also circles that indicate if the PCA worked during A.M. or P.M. hours. If more than 2 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, PCA, Payroll Period, and Signatures. A time sheet without all this information cannot be processed.

Instructions for Paid Time Off (PTO) Activity Form Timesheet

Please fill in all required information. A timesheet without all this information cannot be processed.

1. **Record the PTO time:** PTO time must be reported in 15-minute increments on the Paid Time Off Activity Form Timesheet or the Fiscal Intermediary will round the time up to the next 15-minute increment. Please complete the timesheet indicating the PTO time taken each day, making sure to put in and out times (representing the start and end of the PTO).
   - There are 2 lines of boxes per day to record the PTO time that the PCA is requesting, with circles to record AM or PM. The "Time In" should be recorded in hours and minutes and the circle for AM or PM should be filled in completely. Next, the "Time Out" should be recorded in hours and minutes and the circle for AM or PM should be filled in. Then, the total time for that shift should be recorded in hours and minutes. For example, 8:00 AM to 10:15 AM equals a total time of 2:15
2. **Timesheet 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.
3. **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 case manager for clarification before submitting the timesheet.

You can submit this timesheet to Tempus by:

Fax toll-free fax: # 833-583-6787

Email: InboxTimesheetManagement@tempusunlimited.org

Mail: Tempus Unlimited, Inc.
600 Technology Center Drive
Stoughton, MA 02072

Example: **PTO time MUST reflect the scheduled time the PCA was to work**

WEEK #1	Scheduled Time In HRS	Scheduled Time In MIN	Scheduled Time In AM/PM	Scheduled Time Out HRS	Scheduled Time Out MIN	Scheduled Time Out AM/PM	Total Scheduled Hours HRS	Total Scheduled Hours MIN
Sun.			○ AM ○ PM			○ AM ○ PM		
	10	00	◉ AM ○ PM	11	15	◉ AM ○ PM	1	15
Mon.			○ AM ○ PM			○ AM ○ PM		
	10	00	○ AM ◉ PM	12	00	◉ AM ○ PM	2	00
Tue.			○ AM ○ PM			○ AM ○ PM		
	1	00	○ AM ◉ PM	7	30	◉ AM ○ PM	6	30

WEEK #2	Scheduled Time In HRS	Scheduled Time In MIN	Scheduled Time In AM/PM	Scheduled Time Out HRS	Scheduled Time Out MIN	Scheduled Time Out AM/PM	Total Scheduled Hours HRS	Total Scheduled Hours MIN
Sun.			○ AM ○ PM			○ AM ○ PM		
	8	45	◉ AM ○ PM	4	45	○ AM ◉ PM	8	00
Mon.			○ AM ○ PM			○ AM ○ PM		
	11	00	◉ AM ○ PM	1	00	○ AM ◉ PM	2	00
Tue.	9	30	◉ AM ○ PM	10	45	◉ AM ○ PM	1	15
	12	00	○ AM ◉ PM	1	15	◉ AM ○ PM	1	15