

General Information: All timesheets must be at the Fiscal Intermediary Office by 4:00 on the Monday after the payroll period ends to ensure timely checks and direct deposits. You may fax, deliver, or mail the timesheet. **Please do not send the timesheet twice.** Timesheets mailed before the hours are worked will not be processed and will be returned. (You cannot mail the timesheet on Thursday if the PCA has put down hours for Friday and Saturday.) Be sure to keep a copy of the timesheet for the consumer's records. Consumers should schedule PCAs to work the day/evening hours in hours and 15 minute increments and record the time worked in 15 minute increments for each day. If the time is not recorded in 15 minute increments, the FI will round up to the time each day to a 15 minute increment. **Please note: Timesheets not signed by the consumer/surrogate and the PCA will not be processed.**

REMINDER: MassHealth does not pay for activity time performed by a PCA while the consumer is inpatient in a hospital or nursing home. Activity time performed by a PCA while the consumer is in a hospital or nursing home is considered fraud and will be referred to the Bureau of Special Investigations.

Instructions: A SEPARATE TIME SHEET MUST BE COMPLETED BY EACH PCA

- 1.) **Enter the payroll period dates.** The payroll period runs for 2 weeks. Each week starts on Sunday and runs through Saturday. Please check the payroll calendar for your schedule.
- 2.) **Record the Consumer and PCA information.** Write the consumer number, telephone number, and consumer name. Write the PCA name, telephone number, and last 4-digits of the PCA's social security number. **A timesheet missing any of this information cannot be processed and will be returned.**
- 3.) **Enter the activity time.** Please complete the timesheet indicating the time worked on each day.
 - Hours worked from 6:00 AM through 12:00 A.M.(Midnight) are *Day/Eve Hours* and hours worked from 12:00 AM (midnight) to 6:00 AM are *Night Hours*.
 - There are 2 lines of boxes per day to record the hours and minutes the PCA worked, with circles to record AM or PM. The time the PCA started "Time In" should be written in hours and 15 minute increments (8:00) and the circle for AM or PM should be filled in completely. Next, the time the PCA left "Time Out" should be recorded (10:15) and the circle for AM or PM should be filled in. Then, the total time for that shift should be recorded in hour and 15 minute increments (2:15).
 - If the PCA came back and worked more hours later the same day, that information should be recorded in the second row on the same day.
 - **If your PCA worked more than two shifts on the same day, a separate timesheet is necessary. (Remember to fill out all the required information again.)**

Please note that MassHealth regulations state that the consumer has a responsibility to utilize PCA Services in accordance with the number of Day/Evening hours per week and Night Hours per night authorized by MassHealth.

- 4.) **Total your PCA's time for the week.** When totaling hours for the week, make sure it is in whole hours and 15 minute increments. (1:30 hours worked on Monday plus 2:45 hours worked on Wednesday equals 4:15 hours.)
- 5.) **Night Activity Time.** You must have a **Prior Authorization from MassHealth to use Night hours between 12:00 AM (midnight) and 6:00 AM.** If you are approved for *Night hours*, please record time worked between 12:00 AM and 6:00 AM. Any amount of time worked from 5 minutes to two hours between Midnight (12:00 AM) and 6:00 AM will be paid as two hours of *Night hours*.
 - Please split *Day/Eve Hours* and *Night hours* correctly. If a PCA work from Saturday 10:00 PM through Sunday morning at 2:00 AM, then the two hours from 10:00 PM to 12:00A.M (Midnight)are *Day/Eve Hours* on Saturday and the two hours from 12:00 AM to 2:00 AM are *Night hours* on Sunday (You will be starting a new week.)

6.) **Marking Instructions.**

For Optimum accuracy, please

- Write in Blue or Black Pen Only.
- Write numbers as large and legible as possible without touching the sides of the boxes.
- Mark circles by filling them in like this: ● (Do not use check ✓ or X them.)
- When recording hours and minutes in the Tot. Day/Eve Hours column, be sure to use hours and 15 minute increments 1:00 PM to 2:30 PM is 1:30, (not 1 ½ or 1.5.)

WEEK #2	Time In			Time Out			Tot. Day/Eve Hours 6AM to Midnight		Tot. Night Hrs Midnight-6AM
	HRS	MIN.		HRS	MIN.		HRS	MIN.	HRS
Sun.	1	0	AM ● PM ○	2	0	AM ○ PM ●	4	0	□
Mon.	2	0	AM ○ PM ●	4	0	AM ○ PM ●	2	0	□
Tue.	6	0	AM ○ PM ●	9	0	AM ○ PM ●	3	0	□
Wed.	1	0	AM ● PM ○	3	0	AM ● PM ○			2
Thu.			AM ○ PM ○			AM ○ PM ○			□
Fri.	7	0	AM ○ PM ●	11	0	AM ○ PM ●	4	0	□
Sat.			AM ○ PM ○			AM ○ PM ○			□
Total Week 2							1	3	2