

## PCA Portal Guide

The PCA portal is available to view your paystubs, accrued paid time off (PTO), and W-2s.

### Logging In:

Please go to <https://onlineemployer.com/feapca>

- Your username is the first initial of your first name, your last name, and the last 4-digits of your Social Security number. Example: John Doe whose last 4-digits of their Social Security number are 1234 username would be JDoe1234.
- Your password is the first initial of your first name UPPERCASE, the first initial of your last name lowercase, and your date of birth in the two digit month and day and four digit year format (mmddyyyy). Example: John Doe born 1/1/1990 has a password of Jd01011990. (See below)

Welcome

This secure portal is intended for use by authorized Fiscal Employer Agent (FE/A) Employees and PCAs.

Login:  [PCA First-Time Login Help](#)

Password:  [Forgot Password](#)

After logging in the first time, you will need to create a permanent password. Please make sure this password is between 8 and 20 characters long, contain at least 1 UPPERCASE letter, at least 1 lowercase letter, at least 1 number, and at least 1 special character like ! or \* (please do not use . or \$ in your password). The portal will stay on the update password screen and show an invalid email error for passwords not accepted by the website. You will need to use a different password in these cases.

### Viewing and Printing Paystubs:

Click Check Stubs and then select the paystub you wish to view in the Pay History. You can print or save a pdf copy of your paystub by clicking View/Print Pay Stub. (See below)

Home Accruals Check Stubs Settings ▾ Log Out

#### Pay History

Check Date	FI Name
01/02/2020	Tempus
12/31/2019	Tempus
12/18/2019	Tempus
12/04/2019	Tempus
11/20/2019	Tempus, LLC

View/Print Pay Stub

### Paid Time Off (PTO):

To view your accrued PTO, click Accruals. You will see the information below. Your balance of PTO hours will be in the last column on the right. Please note you can accrue up to 50 hours of PTO. You will not accrue PTO while your balance is 50 hours. Once time is used, you will then begin to accrue more PTO.

Process Date	Week	Hours Worked	PTO Earned	PTO Used	Balance
07/05/19	07/05/19	0.00	6.280	0.00	6.28

## Viewing and Printing W-2s:

View your W-2(s) by clicking on the W-2 tab. This will open a page with all your available W-2s. The W-2 for your PCA wages will have your consumer's FI in the middle column and the name of your consumer in the column on the right. There will be a separate W-2 for each consumer you received wages for starting with 2019. W-2s for previous years for normal PCA wages are not available online. PCAs that earned overtime and/or travel time will see an additional W-2 for those wages. They will have Commonwealth of Massachusetts as the FI in the middle column and PCA Quality Home Care Workforce as the consumer in the column on the right.

Overtime and travel time W-2s go back to 2016. Click on the year highlighted in blue you wish to view/print in the left column. A .pdf file will open with that W-2. You can save or print this file.

Tax Year	FI	Consumer
<a href="#">2019</a>	COMMONWEALTH OF MASSACHUSETTS	PCA QUALITY HOME CARE WORKFORCE
<a href="#">2019</a>	TEMPUS UNLIMITED, INC.	FBO JOHN DOE

## Settings Tab:

Select this tab, then password to change your password. Password requirements can be found by clicking on the Rules Button.

### Password Reset

User Name:

Password:  [Rules](#)

Confirm Password:

[Save](#) [Cancel](#)

Select Email to either change or add your email address. This is used in the password reset process.

### Email Address Reset

User Name:

Email Address:

[Save](#) [Cancel](#)