



## Payroll-Based Journal (PBJ) reporting:

# The cost of tracking employees just went up.

Effective July 2016, long-term care (LTC) facilities must report staffing and census information quarterly through a new software application, Payroll-Based Journal (PBJ). Are you prepared?

Patient census reporting is straightforward but facilities must now account for the daily activities of every direct care worker. This includes both job duties and hours worked—a daunting administrative task for resource-strapped LTC facilities. In addition, the Centers for Medicare and Medicaid Services (CMS) note that they plan to audit data submissions and take noncompliance action on facilities providing inaccurate information.

The cost of tracking employees just went up. Attendance on Demand can dramatically reduce these costs and improve the accuracy of the mandatory reporting.

To make it even more complicated, CMS requires hours to be reported by calendar day—midnight to midnight—not the way many facilities track time. Hours for shifts that cross midnight have to be split for PBJ reporting. Attendance on Demand does this automatically without changing the way your daily reports or employee time cards display time.

Avoid the costs and errors associated with manual entry and use Attendance on Demand to easily generate a file that can be seamlessly uploaded to the CMS PBJ system.

# Be Prepared for These CMS Reporting Requirements

Facilities are required to collect and submit staffing information for all direct care workers, including contract workers:

- ✓ **Employee ID** Facilities must assign each employee a unique ID in PBJ.
- ✓ **Hire Date** The first date the employee starts work and will be paid for services delivered.
- ✓ **Termination Date** If applicable, the last date the employee worked and was paid for services delivered.
- ✓ **Pay Type** Direct employee (exempt or non-exempt) or contract staff. CMS defines contract staff as individuals working under contract and those working at the facility through a staffing agency.
- ✓ **Hours Worked (not scheduled)** Number of hours worked by the employee each day of the quarter. If an employee works more than one job at the facility, daily hours need to be separated out according to the services performed.
- ✓ **Job Title and CMS Labor Category Code** Employee's job title(s) and services performed according to the list of CMS-defined job codes and descriptions.
- ✓ **Calendar Day** Midnight-to-Midnight tracking automatically without changing the way your employee time cards or reports display time.

Download the white paper [Payroll-Based Journal \(PBJ\) Reporting for Long-Term Care Facilities: Understanding Requirements »](#)

## Attendance on Demand for Long-Term Care

Attendance on Demand time and attendance software minimizes the risk for long-term care facilities while providing advanced features for securely managing labor—calculating pay rules, scheduling employees, budgeting labor, and automating recordkeeping for labor law compliance. Cloud-based Attendance on Demand removes the worry so you can focus on providing the quality care your residents deserve.

- Enable employees to enter and approve hours
- Help supervisors identify information that requires immediate attention with easy-to-use dashboards
- Simplify the submission process and meet PBJ staffing regulations
- Set up schedules and comply with mandated labor ratios of nurses to patient
- Proactively manage employee status for the Affordable Care Act (ACA)

