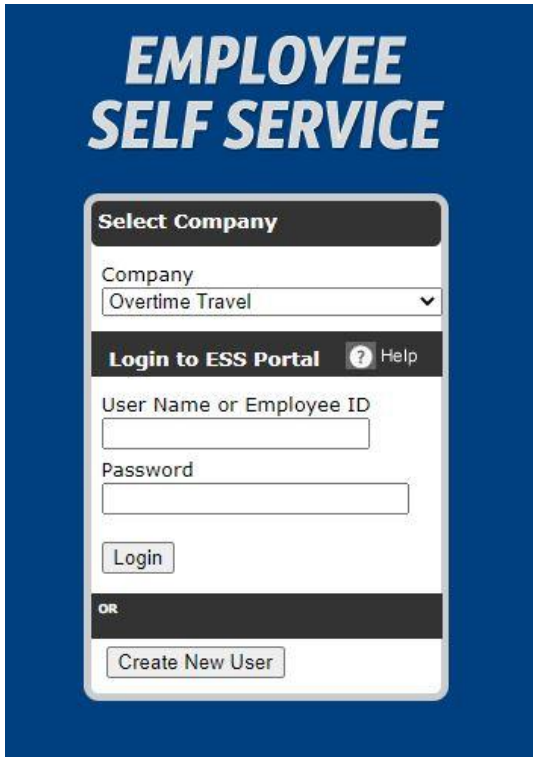
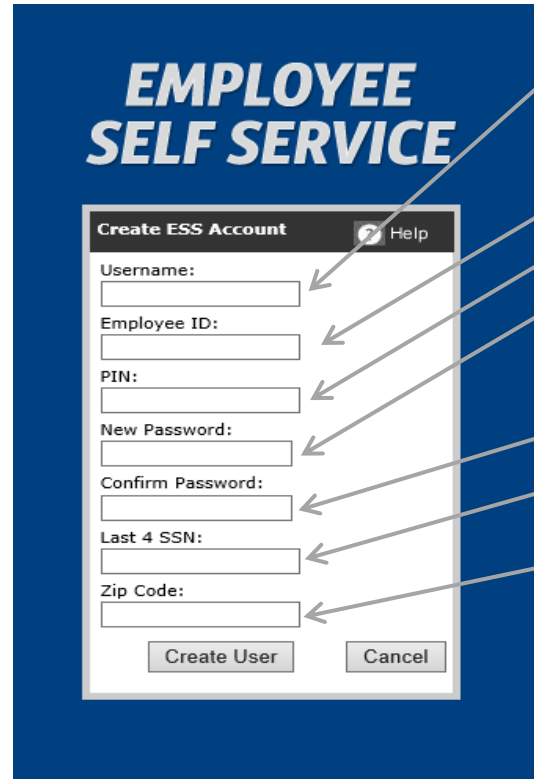


Once online, go to <https://P3.tempusunlimited.org> and you will see the following screen:



Click on the “Create New User” button and the following screen will appear:



Enter this information in the boxes:

**Username:** Type in any username that you will use in the future. Pick a Username that you will remember and record it in a safe place if you need to.

**Unique ID:** «Employee\_ID»

**PIN:** «ESS\_Pin»

**New Password:** Create a password that you will use each time you login to the portal. You will want to safeguard this password so only you can login to your account.

**Confirm Password:** Re-type the password.

**Last 4 SSN:** PCAs will enter the last 4 digits of their Social Security number,

**Zip Code:** PCAs will enter the zip code of the mailing address on file with your Fiscal Intermediary. If incorrect, use it for now and provide your Fiscal Intermediary with your updated address in writing.

After entering the information in the boxes click on “Create User”.

You will then see a screen with options to view your payroll information. Click on the “Employee” button in the upper left section of the screen and then click on “Check History” to view a list of Overtime and Travel time payroll checks or stubs with check dates 2021 and forward. The Overtime and Travel time checks and direct deposit stubs for 2020 and prior are not available in this portal.

You will be able to view and/or print Overtime and Travel time payroll stubs from this portal within hours of your payroll being processed.

If you forget or lose your password, you will go to the initial login screen (<https://P3.tempusunlimited.org>) and click on “Forgot Password” to create a new user. It is important to try to safeguard and keep your Username and password so you won’t have to start over again.

Again, this portal is only used to view Overtime and Travel payrolls for 2021 and forward. Overtime and Travel Time payrolls dated 2020 and prior can be viewed at the iSolved FEA Portal at <https://www8.paychoiceonline.com/fea/>.

1/8/2021

«AddressBlock»

**Memo To PCAs – Overtime and Travel Payments**

Dear PCA,

We want to make you aware of an important change. As of January 2021, the payroll for Overtime and Travel time payments will be processed by Tempus Unlimited. As a result, accessing your Overtime and Travel time pay stubs will also change. All checks dated in 2021 and forward will be accessible via the Employee Self Service Portal at (<https://P3.tempusunlimited.org>).

Instructions for registering and accessing your account can be found on the reverse of this page.

**Please note:** Current users of the Employee Self Service Portal are required to register an additional account in order to view Overtime and Travel time pay stubs.

For checks dated 2020 and prior, you will continue to access your check stubs via the iSolved FEA Portal at <https://www8.paychoiceonline.com/fea/>.