

PAYROLL PROCEDURES

In order to be paid correctly, avoid any delay, or forfeit the ability to be paid with Medicaid funds, the following payroll procedures must be followed.

Turning in Timesheets for Payment:

- **Please refer to the attached payroll calendar for scheduled pay days.**
 - All time worked must be reported within 14 days of the end of the pay period.
- **Timesheets received late and/or separate may not be paid on time.**
 - All timesheets for a Participant are to be faxed/e-mailed together **on the 1st & 16th**
- **Only correct timesheets will be processed.**
 - If a timesheet contains omissions or errors, it will be returned to the employer and payment may be delayed.
 - Overlapping time with another provider will not be processed.
- **Mileage logs must be turned in on the 1st & 16th with the corresponding timesheet.**
- **No photocopied signatures will be accepted.**
 - A new timesheet must be used each week. Duplicated timesheets are not accepted.
- **Do not include unauthorized hours on your timesheet.**
 - Unauthorized hours will not be paid.

Payment Methods:

- **Mail-out checks**
 - Paychecks will be received within 2-4 days of your pay date.
 - Missing checks may be reissued 10 business days from the date of the check. We do not reissue checks prior to that time.
- **Direct deposit**
 - Check stubs are sent via email.
- **Changes in payment method must be submitted in writing and may take 2-3 weeks to become effective.**
 - Do not close your bank account without providing our office with enough notification; otherwise your payment will be delayed.
 - Address changes must be submitted in writing.