

## **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 1<sup>st</sup> & 16<sup>th</sup>**
- **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 1<sup>st</sup> & 16<sup>th</sup> 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:**

- **Direct Deposit or Netspend Skylight ONE Payroll Card**
  - 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.