



## IMAGINE ENTERPRISES

January 29, 2016

CDS Employers,

To start the new year off on the right path, below you will find information on time sheet submissions, incomplete time sheets, and bonus information. Late and incomplete time sheets have become a significant problem for our payroll specialists. During the December 2015 payrolls over 85 time sheets - for both pay periods - were submitted after the deadline and many had incomplete information, causing our billing specialists to return the time sheets. As your fiscal agent, we are here to support you and want to avoid future payroll issues.

### **Time Sheet Submission**

The deadline to submit a time sheet is Monday, 6:00 pm, this information is found on the 2016 CDS Pay Date chart, see the attached that was distributed in November 2015. Recognizing that the fax line is very busy during peak time on the due date, there is a grace period until midnight Monday.

- Remember, time sheets may be sent in early if the shifts are finished
- A times sheet cannot be fill out in advance of working and be paid for those shifts
- Dates for the next pay period will not be paid early
- Pay periods are a two week, Sunday through Saturday
- Fax time sheets to [281-271-8670](tel:281-271-8670) or e-mailed as an attachment to [imagineenterprises@bill.com](mailto:imagineenterprises@bill.com). Do not send to any other fax number such as to CDS staff (BJ Fulcher, Sherry Newlin or myself). Doing will delay payment until the next pay period.
- Time sheets received after the 6:00 pm deadline/12 midnight grace period will NOT BE PAID until the following pay period.
- Special checks are NO LONGER an option for late time sheets, only if:
  - o Imagine Enterprises made an error with your paycheck calculation
  - o If the time sheet was sent by the deadline and did not get paid, you must provide a copy of the sent email reflecting the attachment or a fax confirmation that shows the number of pages sent.
- Additional transmission issues to avoid:
  - o If the fax sent but you faxed the blank back sides, the error is not Imagines and time sheet will not be paid until the next pay period. Several employers do this every pay period, please pay close attention.
  - o Do not email your time sheet in the body of the e-mail, only email it with the time sheet as an attachment.

DADs requires legible time sheet during audits and will not access a computer to read a time sheet, they only utilize the printed version during an audit review. When looking at the picture on the computer or your smart phone, time sheets can be read, but colors, shadows, or dark backgrounds make the printed image illegible. Make sure the image contains the full time sheet inside the print parameters and the background white so time sheet is legible. Time sheets will be rejected for payment if not legible when printed.

### **Incomplete Time Sheets**

Time sheets must be filled in completely, see below for tips.

- For Service Type: Check the services provided box(es) that are noted on the time sheet. If you mark more than one service on the same time sheet, then you must also begin each log note by identifying the service.

- For Time In & Time Out: Every shift must have a begin time, end time, with the AM or PM for every entry
- For Service Date: Every shift date must have a month, day, AND YEAR.
- For Place of Service Every shift must have place of service as client home (H) or community (C). You may put both H and C if shift occurs both in client home and community. Do not write respite or the specific place of service under "place of service." Put the specific place in you log note, and only put H or C under place of service.
- For Written Narrative: narrative for CFC PAS HAB must be detailed and long enough to account for the length of your shift. Example: "Ate lunch" is not a sufficient log note for a 4 hour shift. For each service that is included on the time sheet, the narrative must begin identifying the service.
- For Signatures: Every time sheet must be signed AND DATED by both employer and employee. Remember signature dates cannot be prior to the last date on the time sheet. Time sheets without the employer signature will not be accepted.
- The employee may type the timesheet and electronic signatures are now allowed by DADS.

The original time sheets must be kept by the employer at the employer's home. The service coordinator will ask for these during home visits and the documents must be available so they can ensure that the services are being delivered as indicated in the Person Directed Plan.

### **Bonus Information**

Bonus requests:

- Imagine staff will not give bonus information to or take requests from employees. This information is in the CDS budget that is kept by the employer and can only be initiated by the employer.
- To request a bonus for your employee(s):
  - o Only the employer can request a bonus.
  - o The employer must write the bonus request directly on Page 1 of time sheet. The employer must note the amount, date the request and sign the request.
  - o Do not write instructions for bonuses in the body of an e-mail because we do not see the body of your e-mail in [bill.com](http://bill.com) so we will not see your instructions.
  - o As the employer you are welcome to contact BJ or Sherry about available bonus funds. This information is also on your monthly tracking sheet.
- Hours not used during the service plan year cannot be converted to a bonus.

Bonus monies must be included in the CDS budget. The bonus amount available is accrued from hours that the employee has worked for the specific service. Accrued means if employee works 30% of the PAS/HAB or Respite hours, they are only eligible for 30% of the bonus for that specific service. You cannot give a bonus greater than what has been accrued and you cannot request a bonus in the full amount if the hours have not been worked.

When your CDS budget renews each year please indicate that you desire your employees to have a bonus. Also convey if you want to include holidays or a workers compensation policy cost.

Please contact BJ Fulcher at [325-695-9431](tel:325-695-9431), Sherry Newlin at [713-923-9792](tel:713-923-9792) or myself if you have questions and thank you for choosing Imagine Enterprises as your FMSA.

Sincerely,

*Cheryl Harris*

Cheryl Harris  
Director of CDS