



## Imagine Enterprises 2020 Consumer Directed Services Payroll

PAY PERIOD	TIME SHEET DUE DATE	PAY DATE
Dec 15, 2019 to Dec 28, 2019	Sunday, December 29, 2019	Wednesday, Jan 8, 2020
Dec 29, 2019 to January 11, 2020	Sunday, January 12, 2020	Wednesday, Jan 22, 2020
January 12 to January 25	Sunday, January 26	Wednesday, February 5
January 26 to February 8	Sunday, February 9	Wednesday, February 19
February 9 to February 22	Sunday, February 23	Wednesday, March 4
February 23 to March 7	Sunday, March 8	Wednesday, March 18
March 8 to March 21	Sunday, March 22	Wednesday, April 1
March 22 to April 4	Sunday, April 5	Wednesday, April 15
April 5 to April 18	Sunday, April 19	Wednesday, April 29
April 19 to May 2	Sunday, May 3	Wednesday, May 13
May 3 to May 16	Sunday, May 17	Wednesday, May 27
May 17 to May 30	Sunday, May 31	Wednesday, June 10
May 31 to June 13	Sunday, June 14	Wednesday, June 24
June 14 to June 27	Sunday, June 28	Wednesday, July 8
June 28 to July 11	Sunday, July 12	Wednesday, July 22
July 12 to July 25	Sunday, July 26	Wednesday, August 5
July 26 to August 8	Sunday, August 9	Wednesday, August 19
August 9 to August 22	Sunday, August 23	Wednesday, September 2
August 23 to September 5	Sunday, September 6	Wednesday, September 16
September 6 to September 19	Sunday, September 20	Wednesday, September 30
September 20 to October 3	Sunday, October 4	Wednesday, October 14
October 4 to October 17	Sunday, October 18	Wednesday, October 28
October 18 to October 31	Sunday, November 1	Thursday, November 12
November 1 to November 14	Sunday, November 15	Wednesday, November 25
November 15 to November 28	Sunday, November 29	Wednesday, December 9
November 29 to December 12	Sunday, December 13	Wednesday, December 23
December 13 to December 26	Sunday, December 27	Wednesday, January 6, 2021
December 27 to January 9, 2021	Sunday, January 10, 2021	Wednesday, January 20, 2021

Highlighted in BLUE is a pay date change due to federal reserve closed.

**See pages 2-4 for information on how to submit time sheets, due dates, tips, payroll payment methods, and the Employee Self- Service Portal access.**

NOTE: Information has changed, it is important that you carefully read this information.

### How Do I Submit a Time Sheet?

There are two methods to submit time sheets:

- FAX: 903-663-3722
  - EMAIL: [imagine.timesheets@gmail.com](mailto:imagine.timesheets@gmail.com)
- ⇒ NOTE: Do not send time sheets to Imagine Enterprises CDS staff email or faxes.

### When are time sheets due?

- Time sheets are submitted on SUNDAY by midnight on the due date.
  - A grace period of up until noon on Monday is available. Time sheets received later than noon on Monday will be paid the following pay period.
  - Time sheets can be turned in earlier than the due date as long as they are turned in after the end time of the last shift on the time sheet.
- ⇒ NOTE: When emailing time sheets, you will receive an automatic email confirmation that the email was received. The fax does not provide an automatic confirmation. We strongly suggest the employer retain the fax confirmation.

### Time Sheets Tips

- Time sheets sent via email, the attachment must be in PDF format. Other formats such as JPEG, PNG, or TIF file formats cannot be accepted because our new system only accepts PDF files with a white background – they will not transmit to our receiving portal.
- Using a smartphone, you can download a free PDF Scanner application for both iPhones and Androids. Possible application is:
  - iScanner. This application will take a photo of the time sheet, convert it from a picture file to a PDF, and allow you to email the PDF document directly from the application.
- If emailing the time sheet, combine all of the time sheets into one PDF file. Do not attach multiple PDF files to an email. Multiple PDF files attached to an email will not transmit to our receiving portal.
- Our portal will not accept internet links or protected files – the time sheets must be sent as an attachment.
- Place each employee's time sheets in consecutive date order from oldest date to most current date before faxing/scanning.
- Employee must record time worked in quarter hour increments (example: 1:00 PM, 1:15 PM, 1:30 PM, etc.). Denote AM or PM for every time entry.
- If there is more than one time sheets for an employee, please denote "Page \_\_\_ of \_\_\_ " so we know to expect additional pages.
- Total the number of hours per service worked each day.
- Every date of work must have a log note completed.
- Use black ink only when completing a time sheet.
- All paperwork must be clear and legible with no mark outs and no white out. To correct an entry, simply draw a line through the error and initial, then write legibility above or below or write the entry on a new line. If the entry is not legible, Medicaid will not pay. The time sheet will be returned to the employer for correction and this can delay payment.
- All time sheets must be on a full size of white paper (8.5 x 11). Irregular sized documents or non-white paper will not be accepted.
- Under "Place of Service" on the time sheets, employee must denote "H" for work completed at the client's home or "C" for work completed in the community with the client. Time sheet will be returned if this is not completed; payment can be delayed.
- Mailed paper paychecks will not be re-issued until after 10 postal days.
- Blank time sheets, "CDS Time Sheet Guidelines," and other CDS information can be found at [imagineenterprises.org](http://imagineenterprises.org)

### Payroll Payment Methods

- Paper checks are mailed on the actual pay date. Paper checks are issued for new/first payroll employees. If the employee elects direct deposit, then the next paycheck will be direct deposited.

- If an employee changes their banking information (bank account number, type of bank account – savings/checking, or depository bank change), the next check will be a paper check and then after a successful pre-notification with your bank, the deposit will change to direct deposit.
- Direct deposit is paid on the pay date indicated on the CDS Payroll 2020 calendar.

### Employee Self Service for Check Stub and W-2 Retrieval

Many of you already use the Employee Self-Serve Payroll Portal for online access to your payroll information. This provides better, quicker access to paycheck statements without the wait of regular mail. Plus, the online statements can be retained and retrieved electronically for multiple years. **NOW – you can sign-up to receive your annual W-2 form through the Employee Self-Serve Payroll Portal.** To receive this service, you must provide your written consent, contact Beverly Trivanovich for an access form. An employee can access these documents by following these steps:

You must request a PIN number from Beverly Trivanovich first before logging into the portal and the PIN is sent in an email from Imagine Enterprises.

1. Log on to the portal: <https://imagineenterprises.traponline.com/ESS>
2. Select Company from pull down
3. Click on “Create New User.”
4. Complete the requested information:
  - Username = Type in a user name that you will remember.
  - Employee ID = enter your employee Employee ID found on your pay stub
  - PIN = enter your PIN number provided by Imagine Enterprises
  - New Password: Enter a new password into the New Password field.

⇒ NOTE: passwords must be between 8 and 20 characters, have at least one capital and lowercase letter, one number and one special character (@!#\$%^&\*).

- Confirm Password= Reenter the new password into the Confirm Password field.
  - Last 4 SSN = Enter the last four numbers of your social security number.
  - Zip Code = Enter the first 5 numbers of your home zip code.
5. Click on “Create User”.
  6. Click on “Continue” after your account has been created.
  7. You will be back on the Log In screen where you can enter your User Name and Password.
  8. Click “Login” to enter the employee portal home screen.
    - Once you are on the home page, Click “EMPLOYEE”
    - You can view the following information:
      - Select "Personal Info" to review your name, address, phone, hire date information.
      - Select "Features" to find out what deductions are calculated on your check.
      - Select "Check History" to view previous pay checks
      - Select "W2" to view an estimate of your W2 totals

#### Imagine Enterprises Staff Contact Information

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Be sure to write down your user name and password. Passwords cannot be reset. The only option is to reset the PIN and recreate the account.

Pay stubs are normally available on the portal the Monday before payday.

If you need additional assistance gaining access to your information, to change your address or withholding information, call Beverly Trivanovich.