



Imagine Enterprises
2019 Consumer Directed Services
Payroll Calendar & Information

PAY PERIOD	TIME SHEET DUE DATE **New due date**	PAY DATE
Use current time sheet submission methods for this pay period ONLY		
Dec 30, 2018 to January 12, 2019	Sunday, January 13	Wednesday, January 23
EFFECTIVE 1/13/19 use NEW time sheet submission methods (see below on page 1)		
January 13 to January 26	Sunday, January 27	Wednesday, February 6
January 27 to February 9	Sunday, February 10	Wednesday, February 20
February 10 to February 23	Sunday, February 24	Wednesday, March 6
February 24 to March 9	Sunday March 10	Wednesday, March 20
March 10 to March 23	Sunday, March 24	Wednesday, April 3
March 24 to April 6	Sunday, April 7	Wednesday, April 17
April 7 to April 20	Sunday, April 21	Wednesday, May 1
April 21 to May 4	Sunday, May 5	Wednesday, May 15
May 5 to May 18	Sunday, May 19	Wednesday, May 29
May 19 June 1	Sunday, June 2	Wednesday, June 12
June 2 to June 15	Sunday, June 16	Wednesday, June 26
June 16 to June 29	Sunday, June 30	Wednesday, July 10
June 30 to July 13	Sunday, July 14	Wednesday July 24
July 14 to July 27	Sunday, July 28	Wednesday, August 7
July 28 to August 10	Sunday, August 11	Wednesday, August 21
August 11 to August 24	Sunday, August 25	Wednesday, September 4
August 25 to September 7	Sunday, September 8	Wednesday, Sept 18
September 8 to September 21	Sunday, September 22	Wednesday, October 2
September 22 to October 5	Sunday, October 6	Wednesday, October 16
October 6 to October 19	Sunday, October 20	Wednesday, October 30
October 20 to November 2	Sunday, November 3	Wednesday, November 13
November 3 to November 16	Sunday, November 17	Wednesday, Nov 27
November 17 to November 30	Sunday, December 1	Wednesday, December 11
December 1 to December 14	Sunday, December 15	Thursday, December 26
December 15 to December 28	Sunday, December 29	Wednesday January 8, 2020
Dec 29, 2019 to Jan 11, 2020	Sunday, January 12, 2020	Wednesday, January 22, 2020

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

How To Submit A Time Sheet **NEW submission FAX & EMAIL effective 1/13/19**

Effective 1/13/19 there are 2 new methods to submit a time sheet, only send to one submission method. DO NOT SEND TIME SHEETS TO IMAGINE STAFF EMAIL ADDRESSES and do not send multiple times.

NEW → FAX: 903-663-3722
NEW → EMAIL: imagine.timesheets@gmail.com

Imagine Enterprises

Consumer Directed Services Payroll Information

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

Time Sheet Due Dates

- Time sheets are submitted on **SUNDAY by midnight on the due date**. *The due date is a **change** from the 2018 Pay Date Chart.*
- *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. This is a **change** from the 2018 Pay Date Chart.*
- 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.
- **PLEASE NOTE:** *our email and fax portal do not offer a response that time sheets have been received. It is imperative that the employer retain the fax confirmation or the sent email reflecting the PDF attachments in case the time sheets are not received.*

Acceptable Time Sheet Guidelines

- Time sheets sent via email must be in PDF format. Other formats such as JPEG, JPG, PNG, or TIFF file formats are not accepted; 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.
- Employee will 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. Do not circle AM or PM in the column header; mark each time entry with AM or PM.
- If there is more than one time sheets for an employee, please denote “Page ___ of ___.”
- 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 because the writing is distorted; the time sheet will be returned to the employer and this will delay payment.
- 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.
- Do not write any instructions or notes in your email such as authorization for paying a bonus, etc. Please include these on a separate document that is included in the PDF file, the employer must date and sign the authorization.

Blank time sheets, “CDS Time Sheet Guidelines,” and other CDS information can be found at 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 pay check 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 2019 CDS Payroll Calendar.

Available AFTER 1/23/19

*****You must set up the portal access to obtain your check stubs as of 1/23/19 as they will no longer be mailed or emailed. You can utilize your public library if you do not have internet access.**

Imagine Enterprises is pleased to announce online access to employee pay stubs and yearly W-2 documents. An employee can access these documents by following these steps:

You must receive a PIN number first before you can set up your account; the PIN will be emailed to you. If you do not receive the email contact Beverly Trivanovich at imagine.payroll@comcast.net.

1. Log onto the Portal:
<https://imagineenterprises.trapponline.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 = this is the Employee ID provided above (also on your paycheck).
 - Pin = this is the PIN number provided above.
 - 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.

Imagine Enterprises Staff Contact Information

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If you need additional assistance gaining access to your information, please call Beverly Trivanovich at 832-725-5582 or email imagine.payroll@comcast.net.

- 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