

This form is an acknowledgment of what is needed for payroll and the tasks needed to go through payroll using our digital system. **THIS IS IMPORTANT.** Starting March 2019, if an employee misses the payroll deadline due to any of the state mandated requirements, they will not get a hand-written check, and will have to go through the next payroll. We will no longer be calling employees the day payroll runs for missing items.

Important guidelines to take into consideration:

- When missing a payroll there will be a \$15.00 late fee. When hours are processed late it is causing problems with billing.
- If the client or responsible party is not doing the Auto Visit to approve hours, you **NEED** a signed time card that is hand written, we **cannot** except electronic signatures unless client is using the app.
- Our pay days are the **7th and 22nd** of every month, unless it falls on a holiday or weekend then it's the day before or Friday.
- All documentation such as time cards, certificates, etc., must be handed in, faxed, or in PDF format if emailed. We **will not** except photos.
- Time cards or guardian approval is due **3 business days prior to pay day.**
- It is required to put your time in daily as you work the scheduled shift. If it requires e-trials, you need to do them as well when the time is entered. If you do not, the system may not let you do it and you will be charged \$30.00 when an office staff member needs to do it for you.
- You **can not** go over the consumers allowed hours for the year or week. If they have 600 respite for the year that breaks down to 11.5 hours per week. If you do more than that then you will run out of hours. For services given by week **you can not go over** that amount because the state does not allow it. Our weeks are Friday-Saturday. If you run out of hours but worked, you **will not get paid** for anything over their allowed hours which is listed in authorizations as well as the client orientation.
- Your file must comply and have all current certification, finger print clearance card, etc. It is important to plan so there are no gaps. You can view your certification on the autovisit.
- We send out automatic text reminders prior to payroll about when things are due. If you do not get these, you need to let the office know so we can add you to the system.
- It is a state requirement to have the responsible party of the individual receiving the services justify you were there during the times stated. If there is no verification from them either in writing or using their log in, we will not be able to pay you.

Please acknowledge you understand the guidelines listed in this form to be able to go through payroll and or reasons you may not get paid for hours stated to work with Care Givers of Arizona, Inc.

Print name

Sign Name

Date