

## LIFE PATTERNS, INC. EMPLOYMENT AND TIME REPORTING POLICIES

### **Direct Support Worker (DSW) Paperwork:**

The HCBS Participant/Employer (personally or by and through Employer's Responsible Party) will notify Life Patterns, Inc. in a timely manner of all new hires. ALL of the necessary paperwork must be completed and submitted to the Life Patterns, Inc. office before a KS *Authenticare* worker ID number is issued and before the Participant/Employer allows them to begin working. Life Patterns cannot process payroll for DSWs who have not completed the necessary paperwork. It is the Participant/Employer's responsibility to pay any hours that are not paid by Life Patterns, Inc.

### **Time Reporting:**

Per Kansas Medicaid regulations, DSWs must report time worked by using the KS *Authenticare* telephone call-in system. It is the responsibility of the Participant/Employer to ensure DSWs report their time correctly using the *Authenticare* system. Timesheets will not be accepted. If an employee provides support and does not call in or call out via *Authenticare* to record the time worked, they will not be paid. If the employee calls in but forgets to call out, or vice versa, the Participant/Employer must report the time change in writing to the Life Patterns office within 48 hours or the DSW will not be paid.

### **Time Changes:**

If you forget to clock in or clock out via *Authenticare*, you will need to notify the Participant/Employer immediately.

**Time changes will only be accepted in writing from the Participant/Employer. We must have written documentation from the Participant/Employer in order to enter any changes in *Authenticare*.** Time changes must be reported to Life Patterns within 48 hours of the date needing correction. Changes can be reported by the Participant/Employer online via our website (<http://www.lifepatternsks.org/report-time-change.html>); **this is strongly preferred.** If the Participant/Employer is unable to use the online form, changes may be written down as long as it includes ALL of the information requested on the form. Changes may be emailed to Michelle ([michelle@lifepatternsks.org](mailto:michelle@lifepatternsks.org)), faxed to (785) 273-3816 or mailed to our office. We process payroll as quickly as possible, and cannot guarantee timely payment for changes reported after 48 hours.

We will make a maximum of five (5) time changes per month *per individual receiving services*. It is the responsibility of the Participant/Employer to ensure employees report their time correctly using the *Authenticare* system and notify us of any time changes within 48 hours. If requested by the Participant/Employer, we will provide a report of the time logged in the *Authenticare* system for that pay period. If there are any adjustments needed, the employer must notify us within 48 hours.

### **Paydays & Pay Periods:**

Paydays are on the 1<sup>st</sup> and the 15<sup>th</sup> of each month, or the business day beforehand if those dates fall on a weekend or holiday.

Pay periods are as follows: the 1<sup>st</sup> – 15<sup>th</sup> of each month is paid on the 1<sup>st</sup> of the following month. The 16<sup>th</sup> – last day of the month is paid on the 15<sup>th</sup> of the following month.

**Example: October 1<sup>st</sup> – 15<sup>th</sup> would be paid on November 1<sup>st</sup>. October 16<sup>th</sup> – 31<sup>st</sup> would be paid on November 15<sup>th</sup>.**

### **Paystubs**

Paystubs are available to view online using a web application called CYMA Employee Self Service. You will receive an email from us with information on how to set up your account on CYMA Employee Self Service. This email contains the necessary links to do so. If you do not have an email address or did not provide one to us, you will need to contact us for more information on how to access your paystubs. Paystubs will become available on each pay day.