
PAYROLL PLUS OF KANSAS, INC. NEWSLETTER

December 2016

Workers Compensation and Amendment to Contract

Payroll Plus sent out some paperwork to all Participants concerning Workers Compensation and an amendment to the Financial Management Services Agreement.

Workers Compensation

- Workers Compensation Insurance covers the liability that Employers have for work related injuries for their employees. This is not the same thing as health insurance.
- By **NOT** opting into Workers Compensation, if an injury happens on the job, then the Employer may be liable for that employee's medical cost and time missed from work. By opting in, Workers Compensation will cover the liability, and the Employer won't have to pay the worker's medical cost out of pocket.
- Workers Compensation is **NOT** an additional expense or cost. Workers Compensation is withheld from the Employer's share of taxes that have always been accounted for.

Amendment to the Financial Management Service Agreement

- Employers will be required to make any edits to AuthentiCare within 72 hours after an error occurs (i.e. not clocking in or out, clocking out late, etc.)
- If the Employer does not request an edit within 72 hours of the error, Payroll Plus will delete the...

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FICA Reimbursements

Under Household Employer requirements, if an employee does not earn more than \$2000 in gross wages for the fiscal year of 2016, then retroactively they are exempt from FICA (Social Security and Medicare taxes).

FICA is taxes that are withheld from the employee's gross wages and are also matched by the employer. If a worker hasn't reached the \$2000 threshold by year end, these reimbursements will be reimbursed to the employee and the employer's share will be put into their reserve account.

Any active or terminated workers that did not earn more than \$2000 will begin to see these deposits in their banking accounts or on their pay card in January 2017.

Address Changes

Please notify Payroll Plus of any address changes for your workers. Payroll Plus will be sending out W-2 Forms out in January, and if we do not have current addresses on file for workers then it will delay the worker(s) from receiving their W-2.

December Claim-Sheet Deadline

The last day Payroll Plus will be processing claim-sheets for December will be on December 22nd. Please get claim-sheets sent in as soon as possible for processing after this pay period is over.

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...incomplete shift since it is implied that the Employer has validated those hours as non-worked.

- **Beginning January 2017, Payroll Plus will be changing our official pay dates to the 25th** (pay period that goes from the 1st-15th), and **10th** (pay period that goes from the 16th-End of Month).
- Employers may submit their signed claim-sheets (printed or hand-written) after the end of the pay period to request payment **before** the official pay date. *Payroll Plus will work diligently to process and return payment to workers as soon as possible after having received the authorized claim-sheet.*
- Employers may desire **NOT** to send in their workers claim-sheets, and rather choose to have their workers paid **on** the official pay dates (10th or 25th). They believe the hours in AuthentiCare to be accurate, and desire Payroll Plus to make payment to their workers utilizing the hours that are in AuthentiCare. Understand that this option will cause workers to be paid on the official pay dates (*the 25th following mid-month payroll, and 10th following end-of-month payroll*).
- **Payroll Plus will be required to rerun all DSW's criminal background checks and driving records prior to their hire date anniversary.**
- **Any new employees being hired must not begin working until ALL background checks have been completed and are cleared by the respective agencies.**

***The forms must be returned to
Payroll Plus on or before
January 1st, 2017.***

Utilization Reports

After December is over, please turn in claim-sheets in a timely manner so that Payroll Plus can get all hours processed, and start getting ready to send out the Utilization Reports around the end of January.

To comply with Kansas Medicaid audit requirements, there will be a change concerning the range of dates included on Utilization Reports. In the past, Utilization Reports have shown all data for the Plan of Care month regardless of the date wages were paid; however, in the future, your Utilization Reports will show wages paid in the given 6 month look back.

KDADS Comment Period for Final Rule

As you all are aware, the Kansas Department of Aging and Disability (KDADS) has been through a transition called the Final Rule. This is to get the State of Kansas in compliance with federal regulations for new Rule 42 CFR 441.301©(4)-(5). Kansas is to be in complete transition for this new rule by March 2019. KDADS is seeking public comment until December 28th, 2016. Any family wanting to give comment may do so at:

[https://www.kdads.ks.gov/commissions/home-community-based-services-\(hcbs\)/hcbs-waivers](https://www.kdads.ks.gov/commissions/home-community-based-services-(hcbs)/hcbs-waivers) Also, any information concerning the new rule can be found at: <https://www.medicaid.gov/medicaid/hcbs/index.html>

Payroll Plus will be closed on Friday, December 23rd and Monday, December 26th in observance of Christmas & on Friday, December 30th and Monday, January 2nd in observance of New Year's.

Our fax machine will still be on during the holiday season for any paperwork or claim-sheets you need to send in.

