
PAYROLL PLUS OF KANSAS, INC. NEWSLETTER

January 2017

FICA Reimbursements

As mentioned in December's Newsletter, 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). **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.**

Utilization Reports

All Employers will be receiving their Utilization Reports by the end of January. To claim reserves for a bonus, you will need to indicate the amount to apply to your workers. If Payroll Plus does not receive the Utilization Report on or before Feb 28th, any excess funds must be returned to the State. Payroll Plus will also be including a survey; the Employer or Representative Manager will need to complete, sign, and return to our office.

W-2 Forms & Address Changes

Payroll Plus mailed out W-2's. Again, if we do not have current addresses on file for workers then it will delay the workers from receiving their W-2. If any worker did not receive their W2 due to an address change, they should contact Payroll Plus to give us the new address so we can mail a new copy. When employees' addresses changes please contact Payroll Plus as soon as soon as possible so we can update our database.

Edits to AuthentiCare

As stated in the Amendment to the Contract and in December's Newsletter, **Employers are 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, incomplete shifts cannot be paid/billed for since it is implied that the Employer has validated those hours as non-worked.** If the edit was not done within the 72 hours, the Employer will **not** be able to edit any shift at a later time.



We encourage all Employers to be pro-active about ensuring that your workers are using AuthentiCare to clock in and out for every shift. We also encourage you to log into our website, www.payrollplusofkansas.com, using your Manager ID number and view your workers hours and submit any web corrections as errors occur.

Workers can also log into our website using their AuthentiCare ID numbers to view their hours that are documented in AuthentiCare. If you or your workers don't know what your user ID or password is, please call our office.

Publication 926: Household Employers

All of HCBS participant are classified as Household Employers and along with being a Household Employer there is a separate Guide for all taxes and requirements (Publication 926). The Guide for 2017 list some examples of what House Employers are and what type of work a House Employees could be doing.

Examples: Babysitter, butlers, caretakers, cooks, domestic workers, drivers, health aides, house cleaning workers, housekeepers, maids, nannies, private nurses, and yard workers.

Household Employers are required to follow many of the same regulations as regular Employers such as verifying that an Employer hires is legal to work in the US; however, there are some differences on the payroll taxes. There are some relationships to the Employer and age of the employee that can create an exemption to taxes. These are mandated exemptions and must be accounted for.

Payroll Plus encourages everyone filing there income taxes for 2016 to tell their accountant that they work for a Household Employer and if anything is questionable direct your tax preparer to Publication 926 for reference.

Power Outages Due to Ice Storm

Payroll Plus did experience some outages during the ice storm that took over most of Kansas last week. Staff was shorthand, but we tried our level best to keep up with the payroll. If anything was sent or missed due to these events, we are sorry for any inconvenience.

2014-7 Exemption

For situations where the Medicaid Participant lives in the home of the Direct Support worker employee, the worker may qualify for the IRS 2014-7 Difficulty of Care credit. If the Participant lives in the worker's home, the worker should check with their Tax Preparer to determine if they qualify to claim the credit for the 2014-7 Difficulty of Care. Ask your tax preparer if 2014-7 can be applied to your tax return.

Non-use of Services/I&A

Beginning January, if you do not have any PCS hours in a given month we will need the Employer or Representative Manager to fill out and return an Information and Assistance form. If you have no hours in any month, make contact with Payroll Plus to obtain the form that we need you to fill out and return to us.

W-2 Forms

Payroll Plus has mailed out all W-2 for 2016. If anyone did not receive theirs, please call us and we will provide you with a copy of your W-2.

A 3D graphic with the words "IT'S TAX TIME" in a bold, sans-serif font. "IT'S" and "TIME" are in blue, while "TAX" is in red. The letters have a slight shadow and a 3D effect.