

PAYROLL PLUS OF KANSAS, INC.

NEWSLETTER

July 2017

Utilization Reports

Payroll Plus mailed out all Utilization Reports to Participants or their Representative Manager on July 13th.

The Participant must respond within 30 days (*by August 13th*) if they wish to utilize any of those funds to:

- **Pay a bonus to current staff**
- **Leave funds in the reserves to pay for any overtime**

The Participant or Representative Manager must indicate on the report as to how they wish to utilize those funds.

The Participant or their Representative Manager must list their current workers, the amount of the total excess (if any) they want to apply to their DSWs as a bonus and to pay the employer tax on that bonus. After that, sign the form, fill out the survey and send the report back to Payroll Plus to authorize the payment. Upon receiving the Utilization Report back, Payroll Plus calculates the amount of gross bonus that can be paid to the worker after calculating Employers Payroll Taxes, FICA, FUTA, SUTA, and Workers Compensation on the bonus. Within 30 days of receiving the report, Payroll Plus cuts the bonus check to the worker, as requested. **At the end of the year, any excess reserves not claimed must be reimbursed to the State.**

After you have sent the report back to Payroll Plus, please call to confirm that it has been received.



Weekly Tracking Tool

On the backside of this Newsletter, you will find a Weekly Tracking Tool that can help your workers keep track of how many hours they are working in a week. Keep in mind, weeks go from Sunday-Saturday, regardless of when a pay period begins or ends.

Kansas Reimbursement Rates

The State of Kansas has raised the reimbursement rates for all waivers by 3%, effective July 1st, 2017. Since reimbursement rates have increased, it leaves room to increase your workers' rates of pay. If you wish to increase your workers' rates of pay, please call our office, and we will help you calculate rates of pay that would be within the range of the new rates of reimbursement. If you wish to leave the rates of pay as they are, then the additional 3% will accumulate in the Utilization Reserve.



Workers Compensation

If you received another K-WC 51 Form in the mail, it is because the Kansas Department of Labor rejected several of the forms due to them not being a clear copy, or it was too blurry. We mailed out new forms to any Participants whose were rejected by the DOL. Please sign the form and send it back as soon as possible so that your workers have Workers Compensation coverage. Again, if the Employer does not wish to have their workers covered, then the employer must complete an affidavit that states that they take all responsibility if their workers hurt themselves while providing care for the Participant.

Primary Health Insurance

If the Participant has changed their Primary Health Insurance or has recently got health insurance (i.e. Blue Cross and Blue Shield, Cigna, etc.), please notify Payroll Plus right away. Payroll Plus is required to bill the Participant's primary health insurance before billing Medicaid, according to Medicaid policy, and not having current insurance information on file causes issues when we are billing. Please keep Payroll Plus updated on any changes in health insurance.



Payroll plus of Kansas, Inc.
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Weekly Tracking Tool

Date	/	/	/	/	/	/	/	/	/	/	/
Week Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
1 st Shift	Clock in	Clock out	Clock in								
2 nd Shift											
Total hours											
Date	/	/	/								
Week Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
1 st Shift	Clock in	Clock out	Clock in								
2 nd Shift											
Total hours											
Date	/	/	/								
Week Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
1 st Shift	Clock in	Clock out	Clock in								
2 nd Shift											
Total hours											
Date	/	/	/								
Week Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
1 st Shift	Clock in	Clock out	Clock in								
2 nd Shift											
Total hours											
Date	/	/	/								
Week Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday				
1 st Shift	Clock in	Clock out	Clock in								
2 nd Shift											
Total hours											
Total hours for Week											
Total hours for Week											
Total hours for Week											