
PAYROLL PLUS OF KANSAS, INC. NEWSLETTER

March 2018

Utilization Reports

All Utilization Reports that were returned by February 28th and requested that the excess reserves be applied to any workers as a bonus were processed and paid out. As for any Utilization Reports that were not returned, the excess money has been sent back to the State.

AuthentiCare Usage

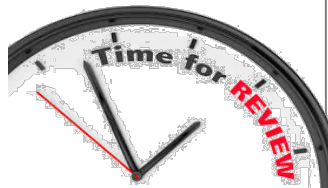


Non-Compliance

The use of AuthentiCare is not an option; as it is mandated by the State of Kansas, so it must be used. If the Participant or their Representative Manager is editing more than 10% of their workers' hours, then Payroll Plus will send out a warning to the Participant concerning the non-use of AuthentiCare. We will then monitor usage of AuthentiCare to see if your worker(s) have improved. Failure to ensure that your staff is using AuthentiCare for every shift could result in possible termination from Payroll Plus as your FMS, since it is Medicaid policy.

Making Edits

As mentioned in many of our Newsletters, the Participant or their Representative Manager must be making edits within 72 hours after an error occurs. When the Participant/Employer is making edits, please be very descriptive in your reasoning as to why hours are being changed/edited. The State has access to review all documentation and any changes that have been made in AuthentiCare.



Authorized Phones

To get a new phone number authorized in AuthentiCare, the Participant or their Representative Manager will need to contact our office. We will then send them a simple form to complete to get a new phone number authorized. **The phone must belong to the Participant, the Representative Manager, or be the home phone.** Authorized phones cannot belong to the worker; it is the Employer's responsibility to provide a phone for the worker to use for clocking in and out.

Along with adding new authorized phone numbers to AuthentiCare, if any old phone numbers need to be removed from AuthentiCare, please feel free to write that on the form as well or just notify us over the phone.

W-2 Forms

Payroll Plus mailed out W-2s to every worker in January. If anyone has not received their W-2, please call Payroll Plus as soon as possible, and we will provide you with a copy.

**The IRS Tax Deadline for 2018 is
Tuesday, April 17th!!**

**Payroll Plus will be closed on
Friday, March 30th
in observance of
Good Friday.**





AuthentiCare Maintenance

AuthentiCare had scheduled maintenance on **Thursday, March 8th from 9:30pm EST through Friday, March 9th 2:30am EST.** They have also scheduled maintenance for **Saturday March 17 from 9:00pm through Sunday March 18th 6:00am CST.** There is an expected outage of 10 minutes during this maintenance window. If your workers are trying to clock in or out during this timeframe and experience an issue, please have your worker attempt again later or after the maintenance window. **The Participant or Representative Manager must be making edits within 72 hours after the error occurs.**



Returning Paperwork

Email:

- ❖ **Anna or Lisa:** AuthentiCare Specialists, Data Intake
 - Email: payrollplus4@ucom.net
- ❖ **Laura:** PHI Specialist, Receptionist, Translator
 - Email: payrollplus2@ucom.net
- ❖ **Monica:** Accounts Receivable Clerk
 - Email: payrollplus6@ucom.net
- ❖ **Sara:** Human Resources
 - Email: payrollplus3@ucom.net
- ❖ **Eva:** Payroll and Office Manager
 - Email: payrollplus5@ucom.net
- ❖ **Terry:** Director

Mail:

- ❖ If you are mailing paperwork back, mail it to **PO Box 418 Montezuma, KS 67867.** Or If you would like to stop by our office, we are located at **101 W Mexitli St Montezuma, KS 67867.** Feel free to stop in anytime during our office hours.

Fax:

- ❖ Our fax number is 1-620-846-2340. Our Fax machine is on 24/7, so that paperwork can be sent back at any time.
- ❖ **What can be faxed?**
 1. Hire Packets and Enrollments
 2. Claim Sheets
 3. Exceptions Reports
 4. Any paperwork, as long as all signatures are visible.
- ❖ **What can NOT be faxed?**
 1. ID Documents (Driver's License, Social Security Cards, Passports, etc.) **Please send those via encrypted email or by mail. Do not send ID Documents via email if it's NOT encrypted.**

2018 Form W-4

The 2018 Form W-4 was released on February 28th along with updated worksheets and instructions. The IRS is encouraging everyone to check their withholding. If you are a worker, please check your withholding amounts to make sure that the amount is appropriate for your situation.

You may go online and use the IRS withholding calculator at <https://www.irs.gov/individuals/irs-withholding-calculator>.

The new 2018 W-4 Form can be found at <https://www.irs.gov/pub/irs-pdf/fw4.pdf>.

