
PAYROLL PLUS OF KANSAS, INC. NEWSLETTER

August 2017

Edits to AuthentiCare

It is the Representative Manager or the Employer's responsibility to complete Exceptions Reports or do Web Corrections, **NOT** the worker. Workers are not allowed to make edits to the AuthentiCare.

Again, edits must be completed within 72 hours of the error occurring. After the 72 hours have passed and an edit is not made, Payroll Plus will make the shift 1 minute long since it implies the Employer has validated those hours as non-worked. Policy indicates that after the 72 hours have passed, the Employer should not be editing the shift.

Employers should be proactive about making sure their staff is using AuthentiCare to clock in/out. If any mistakes are made, then the Employer or Representative Manager needs to do the edit within 72 hours, NOT the worker.

3% Reimbursement Rate Increase

As mentioned in last month's newsletter, the State of Kansas raised their reimbursement rates for all waivers by 3%. The Employer may choose to increase their workers' rates of pay, or they may opt to leave their workers' current rates of pay as they are and the additional 3% will accumulate in the Utilization Reserve.

If the Employer is interested in raising the rates of pay for any worker(s), 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.

Utilization Reports Due Soon

Payroll Plus mailed out Utilization Reports to all Participants or their Representative Managers on July 13th. **Utilization Reports must be returned Payroll Plus by the end of this month** (*error in the previous newsletter*). The Employer or Representative Manager may choose to utilize those funds to:

1. **Pay a bonus to current staff**
2. **Leave funds in the reserves to pay for any future overtime**

The Participant or their Representative Manager must list their current workers, the amount of the total excess (if any) they wish to apply to each staff worker for a bonus (amount applied will pay bonus and employer tax. The Employer or their Representative Manager must complete the survey, sign the report, and send it back to Payroll Plus to authorize payment. Within 30 days of receiving the report back, Payroll Plus calculates the amount of the gross bonus that can be paid to the worker after calculating Employers Payroll Taxes, FICA, FUTA, SUTA, and Workers Compensation. The bonus check is then paid to the worker(s), as requested by the Employer. **Any excess reserves not claimed by the end of the year will be sent to the State.**



Rerunning Criminal & DMV Background Checks

Just a reminder, when the State finalized their background check policy, it stated that background checks had to be rerun on all current workers by their hire date anniversaries.

The State of Kansas determines whether or not workers meet the background



requirements to be a Direct Support Worker under the HCBS program. If a worker has any convictions or a criminal record, the State will send Payroll Plus a letter that states

whether or not the convictions prohibit the worker from providing services under the HCBS Program. Upon receiving notice from the State of Kansas that a worker is prohibited/ineligible, Payroll Plus will contact the Participant or their Representative Manager and notify them of the worker's ineligibility. Payroll Plus cannot pay wages for the Participant if their worker is deemed prohibited, effective immediately. **If a worker is deemed ineligible by the State of Kansas, then termination of the worker will be immediate!**

What if a Worker is Prohibited?

If a worker is found prohibited, then

termination will be immediate. The worker may try to get their record Expunged by contacting the Kansas Bureau of Investigation (KBI), or they can apply for an exception through the Kansas Department for Aging and Disability Services (KDADS). Payroll Plus will mail the Participant or Rep. Manager a "Request Form For Exception to Waive Prohibition" for the worker to complete. After KDADS has reviewed the request for the exception, they will notify the worker if the exception was granted. Payroll Plus will need a copy of the granted exception before the worker will be eligible again.



Payroll Plus will be closed on Monday, September 4th in observance of Labor Day.

Introducing the Kansas Personal Care Directory



The Kansas Personal Care Directory is a *NEW* online resource that provides a comprehensive, up-to-date list of personal care and respite workers who are ready to provide care.

Families:

- Find personal care and respite workers faster and easier.
- Search for workers who meet your needs.
- Post your opening on our Job Board.
- Free to KanCare members.

Workers:

- Find a job that is right for you!
- Full-time and part-time positions. Flexible hours!
- Complete online application.
- Always free to apply
- New jobs posted daily on our Job Board.

For more information, visit:

www.RewardingWork.org/Kansas