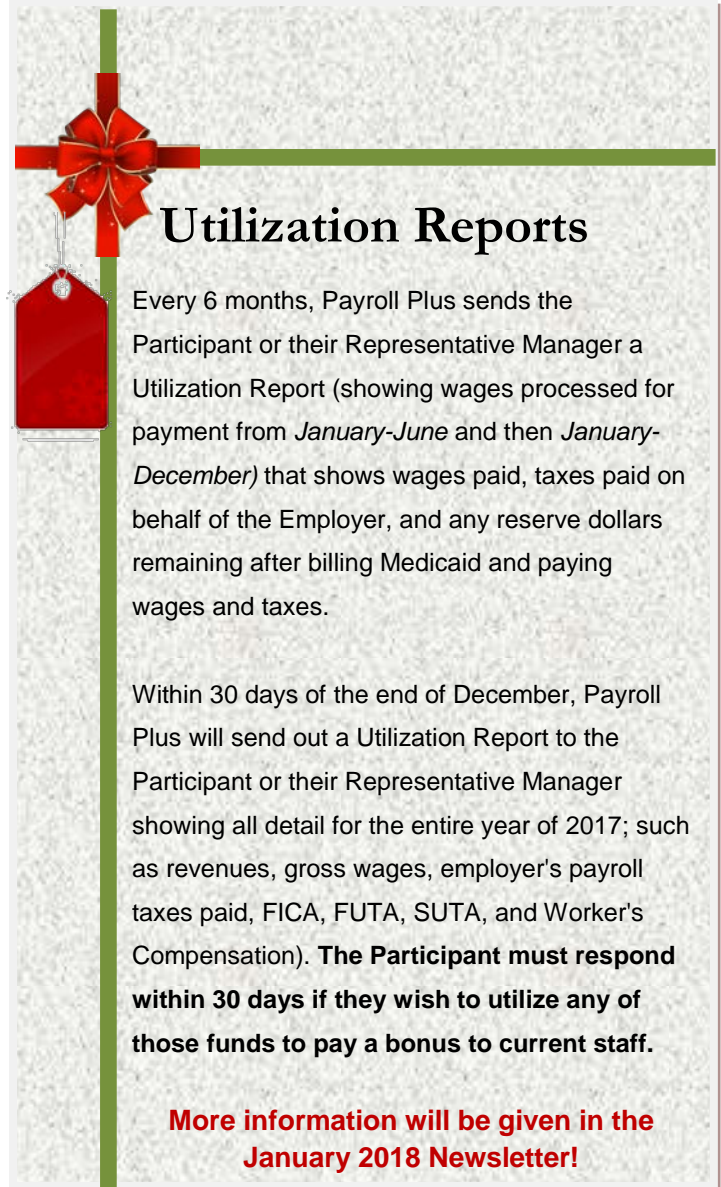

PAYROLL PLUS OF KANSAS, INC. NEWSLETTER

December 2017

Direct Deposit Information

Upon doing a hire packet via phone intake with Payroll Plus, the Payroll Plus staff will ask the new worker whether they wish to receive their pay via Direct Deposit or a Pay-Card (Global Cash Card). Payroll Plus takes the Account Number, Routing Number, Bank Name, etc. over the phone and pre-fills the packet. Once the Participant and the worker receive the packet, they must review all of the paperwork before signing off on the paperwork.

There have been several instances where the worker has given Payroll Plus the wrong banking information, which lead to the worker not receiving their pay. Workers should always review the packet and the Payment Request Form to ensure accuracy, and sign the form, agreeing that the account information is true and accurate. *Workers should **always** return with their packet a voided check, deposit slip, or a letter from their bank as stated on the form. Payroll Plus has not required this in the past, but will begin enforcing that a copy of account information is sent in with the worker's hire packet in the form of a voided check, deposit slip, or a letter from the worker's bank.* This change is due to some situations where workers have signed off on the bank information without reviewing the information they gave over the phone, did not provide a voided check, and then the workers didn't receive their pay. Please REVIEW all information before signing off, and send a voided check, deposit slip, or a letter from their bank verifying the Account/Routing number.



Utilization Reports

Every 6 months, Payroll Plus sends the Participant or their Representative Manager a Utilization Report (showing wages processed for payment from *January-June* and then *January-December*) that shows wages paid, taxes paid on behalf of the Employer, and any reserve dollars remaining after billing Medicaid and paying wages and taxes.

Within 30 days of the end of December, Payroll Plus will send out a Utilization Report to the Participant or their Representative Manager showing all detail for the entire year of 2017; such as revenues, gross wages, employer's payroll taxes paid, FICA, FUTA, SUTA, and Worker's Compensation). **The Participant must respond within 30 days if they wish to utilize any of those funds to pay a bonus to current staff.**

More information will be given in the January 2018 Newsletter!

Eligibility Issues

If the Participant has received notice about their eligibility ending, please contact the KanCare Clearinghouse to get this corrected as soon as possible. If the coding issue is not corrected, it will put a hold on your workers receiving pay since, according to KanCare, the Participant doesn't have HCBS Services. The Clearinghouse's contact information can be found on next page.

Claim-Sheet Deadline

As stated in the last two Newsletters, the last day Payroll Plus will be processing claim-sheets for December will be on **December 21st!** However, any incomplete/unclear shifts will NOT be processed until January. To avoid this, the Participant or Representative Manager needs to be proactive about checking our website to review hours, and make edits within 72 hours of the error occurring.

For more details, review last month's Newsletter.

KanCare Clearinghouse

If the Participant has any questions or issues with Client Obligations, ineligibility, renewing applications, etc. please contact the KanCare Clearing House.

The KanCare Clearing House deals with issues such as questions about the Participant's application, transfers from out of state, closing the Participant's account, for application renewals, etc.

Contact Information:

800-792-4884

Mailing Address for Applications:

PO Box 3599 Topeka, KS 66601-9738

KanCare Ombudsman

An Ombudsman is an advocate for individuals who receive long-term care. The Ombudsman Program is a program designed to defend the civil and human rights of Medicaid Participants and give a voice to those who might otherwise go unheard. The Medicaid Participant may reach out to the Ombudsman for assistance with issues concerning Medicaid Services, coverage, rights, etc.

Contact the KanCare Ombudsman Volunteer Coordinator, Lisa Churchill at **(785) 296-2081** (Lisa.Churchill@ks.gov) or call **1-855-643-8180**

Website:

<http://www.kancare.ks.gov/kancare-ombudsman-office>

FICA Reimbursements

Under Household Employer requirements, if an employee does not earn more than \$2000 in gross wages for the fiscal year, 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 2018.

W-2s and Address Changes

Please notify Payroll Plus of any address changes for your workers. Payroll Plus will be sending out W-2 Forms 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.

Payroll Plus will be closed on Monday, December 25th and Tuesday, December 26th in observance of Christmas & on Monday, January 1st 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.

