
PAYROLL PLUS OF KANSAS, INC.

NEWSLETTER

January 2018

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 2017, 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.**

Monthly Obligations Increase

In January 2018, all Monthly Obligations increased. If you previously had an Obligation or were recently assigned an Obligation, please make sure you have paid the correct amount by January to ensure the Participant does not lose their services. If you have any questions, please call our office.

Utilization Reports

All Employers should have received their Utilization Reports with this Newsletter. To claim reserves for a bonus, you will need to indicate the amount to apply to your workers, sign it, and return it to our office. **If Payroll Plus does not receive the completed Utilization Report on or before February 28th, the excess funds must be returned to the State.** A survey will be included along with the report; the Employer or Representative Manager will need to complete as well before sending it back. **Incomplete reports will NOT be processed!**



Edits to AuthentiCare

We encourage all Employers to be pro-active about ensuring that their workers are using AuthentiCare to clock in and out for every shift since the State of Kansas mandates it. We also encourage the Participant or their Representative Manager to log onto our website, www.payrollplusofkansas.com, using their Manager ID number and view their workers hours and submit any web corrections as errors occur.

After submitting a web correction, Payroll Plus will review the edit and reasoning to see if it is acceptable. Just because it submitted online, doesn't mean it was "accepted;" we have to review the edit first, and then make the correction in AuthentiCare. If we see any issues or have any questions about the edit that was submitted, we will contact the Participant or their Representative Manager.

As stated in many of our Newsletters, **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, it is implied that the Employer has validated those hours as non-worked, and will therefore appear on our website as a one minute shift. **In the amendment to our contract that each Manager signed in January 2017, the Manager agreed to make edits within 72 hours.**

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.

W-2 Forms & Address Changes

Payroll Plus mailed out all W-2s on January 16th, so it is important that we have the correct address on file for all workers. If we do not have current addresses on file for workers, then it will delay the workers from receiving their W-2. Please call our office to update any information as soon as possible.

Publication 926: Household Employers

All of HCBS participants 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 lists some examples of what Household Employers are and what type of work a Household Employee 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 a worker that is legal to work in the US; however, there are some differences on the payroll taxes. There are some relationships between 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 their income taxes for 2017 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.

AuthentiCare Issues

AuthentiCare is currently having issues when multiple whole new shifts are edited in; it won't save the claims. We have reached out to AuthentiCare concerning this issue, and they responded stating that they are trying to get the problem resolved but don't know for sure how long it will take. Again, please submit edits within 72 hours after an error occurs. If edits are submitted on a payroll day, getting edits done, and getting workers paid, may be delayed until the official pay dates (*the 25th for the 1st-15th of the month, and then the 10th for the 16th-end of the month.*)

Background Checks

Just a reminder, background checks are not started on a new worker until we have received the signed hire packet back in our office, and the worker has returned the signed background check release pages as well. **We cannot start/submit background checks for new workers without the signed releases.** If a worker has any record of any sort, the Criminal Background Check has been taking about 4 weeks to clear. ***According to Medicaid policy, workers are NOT eligible to begin providing services until the State has deemed the worker eligible by clearing ALL of their background checks.***

It's Tax Time!

2014-7 Exemption

For situations where the Medicaid Participant lives in the home of the Direct Support worker, 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.