



## Financial Management Services

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*"Creating Opportunities for People"*

### PAYROLL BULLETIN

Dear Employer,

We would like to take this opportunity to discuss payroll timesheets and important measures that can be taken to ensure submitted timesheets are paid on schedule. Remember that, as the employer, it is your legal obligation to make sure your employees are paid on time for all hours worked.

**Coming soon employers on a DSS waiver program will have the option of using the Electronic Visit Verification (EVV) system. The EVV option will replace paper timesheets. EVV will only support employers with waiver services. CFC employers may be eligible if utilizing a waiver service. If you are interested, please call us at (860)386-1902 and leave a voicemail message with your contact information or you can email us at [evvinfo@alliedgroup.org](mailto:evvinfo@alliedgroup.org). Please note, EVV is being developed for people supported through the DDS waivers but is not available at this time.**

If you choose to continue using paper timesheets, then please read the following carefully as it describes how timesheets must be filled out in order to be processed without any delay.

#### General Information:

- Timesheets are due by 5PM on the Monday of the week your employees are due to be paid. Timesheets can be received via fax, postal mail or email. Timesheets received or post marked after 5PM on Monday will result in a delay of payment.
- If you choose to send your timesheets using email, please send them as a PDF attachment to [acr@alliedgroup.org](mailto:acr@alliedgroup.org). Timesheets that are not emailed as a PDF attachment could result in non-payment. Do not email timesheets directly to your payroll processor or this will result in a delay of payment.
- Employers must communicate any period of ineligibility, such as hospitalizations or vacations, to Allied. Employees are ineligible for payment of services during this time. Failure to communicate this information may result in a delay or incorrect issue of payment.
- Employers must stay within plan hours and/or approved budgets when submitting timesheets. Submitting timesheets over plan or over budget may delay payment for all employees.
- Employers cannot schedule employees for more than a combined total of 25.75 hours without a workers' compensation plan in place. Any hours submitted in excess will not be paid from program funds. If an employer does have a workers' compensation policy in place, then he/she may schedule each employee up to 40 hours per week if the plan or budget allows.
- Timesheets are legal documents that cannot contain white-out, write overs or cross outs. If an error is made on the timesheet that requires a correction, place a line through the error, make the correction and both the employer and employee must initial the correction or submit a new timesheet. Timesheets cannot be reused under any circumstance.

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- Unsigned and/or undated timesheets may result in a delay of payment.

### Timesheet Details:

- Program bubbles are located on the top right corner and should be completed to identify the appropriate program to ensure timesheets reach the appropriate processor.  
**(Note: this does not apply to the DDS timesheet.)**
- The “Pay Period End Date” at the top of the timesheet must be completed.
- The employee must identify the last four digits of the employee’s social security number.
- Service codes must be used to identify the service provided and must reflect what is included on the plan or budget. Incorrect service codes may result in a delay or incorrect issue of payment especially if the plan or budget includes multiple services.
- All service dates must be listed on the appropriate day(s) worked with hours totaled.
- **For CFC Participants** – A new timesheet will be coming soon. Please continue to use the DSS timesheet until the new timesheet is released. The new timesheet will require progress notes on Service Plan Outcomes.
- **For DSS Participants** – The Employee Daily Activity Check List, found in Part IV, must be completed daily. If not filled in correctly, this may result in a delay of payment. Note: some services may not apply, please contact your payroll processor for more information.
- **For DDS Participants** – Part IV – Bi-weekly IP Outcome progress notes must be completed and match the goal stated in the individual’s Individual Plan. Not completing this section could result in delay of payment.

### Signatory Responsibility:

- Employees must review, sign and date the timesheet **after** all services have been completed for the week. Employees should not sign or date the timesheet prior to the last day worked of the week being submitted. Unsigned or undated timesheets may result in a delay of payment.
- Employers and/or their authorized person must review timesheets for accuracy **after** all services have been completed and after the employee has signed the timesheet. Once reviewed, the employer and/or their authorized person must sign and date the timesheets before sending to Allied for processing.
- Employers who are authorized to sign with an “X” or a “stamp” must have a witness signature. The witness cannot be the employee who completed the service. “X” or “stamp” signatures missing the witness signature may result in delay of payment.

We appreciate your efforts to ensure that timesheets are submitted correctly and paid on time. Your continued assistance and compliance with these measures will be instrumental in the payroll process.

Sincerely,  
Payroll Department  
Allied Community Resources