



## Caregiver Payroll Information

- Payroll is weekly on Fridays. Some institutions may allow you to have your funds visible/available before Friday, but the official payday is every Friday. You will receive notification that your electronic check is available for viewing on Friday mornings.
- If you are using the correct app to clock in and out there should be no issue in being paid correctly or on time. If you are not using the correct apps to clock in/out, arriving to your shifts too early or too late, not completing the full process, experience unreported app/device issues, etc. could cause delays in payment and reimbursement at the EVV failure rates listed on the wage and acceptance form reviewed and signed during onboarding.
- In the rare instances that you must use a timesheet, there can be a delay if timesheets are not properly filled out or sent in to: [intake@sscares.com](mailto:intake@sscares.com) by Monday, 12pm Noon (CST) every Monday. **You should only submit a timesheet if instructed by your supervisor. It is the responsibility of the Caregiver to follow all clock in and out instructions for each shift.**
- You are the only one who can make changes to your direct deposit information. This can be done through the Paylocity website and mobile app.
- Same day pay is available through Tapcheck. Check out the Tapcheck FAQ or ask your supervisor for more information!
- Holiday pay is available for caregivers that work an actual shift on the following days: Thanksgiving, Christmas Day and New Year's Day.
- Office Closures:
  - New Year's Day (Monday, January 2nd)
  - Good Friday (Friday, April 7th)
  - Memorial Day (Monday, May 29th)
  - Juneteenth (Monday, June 19th)
  - Independence Day (Tuesday, July 4th)
  - Labor Day (Monday, September 4th)
  - Thanksgiving Day (Thursday, November 23rd)
  - Christmas Day (Monday, December 25th)



# Caregiver Payroll Information

## PAYCHECK TRANSPARENCY

- **PayDay** - Is every Friday, in the event that Friday is a Federal Holiday, pay day may be moved to Thursday.
- **Direct Deposit** - Is required. We will capture this information during your onboarding. This can be updated by the employee through the self service portal at any time during your employment. In the event that there is an error with your direct deposit, you will be notified so that you can update your direct deposit information and your paycheck will be reissued to your updated direct deposit account.
- **Pay Periods** - Run from Monday 12 am through Sunday 11:59pm prior to the Friday of the paycheck. If you use the correct system to manage your time punches, your paycheck will be processed with no issues.
- **Timesheets** - In the event a timesheet needs to be submitted, your pay for that shift may be delayed until we receive the proper documentation and get it approved by the payor source.
- **EVV Non-Compliant Shifts** - Are paid at the base rate of \$8/hour. Non-compliant EVV shifts are shifts where there was not a proper clock in or clock out for the clients insurance (United HealthCare, BlueCare, Amerigroup). If the EVV system is not functioning properly, the caregiver should call into the office to be advised of next steps to avoid an EVV failure.
- **Holidays** - Thanksgiving Day, Christmas Day and New Year's Day are eligible for Holiday pay.
- **Overtime** - Overtime is paid out at a blended rate. A blended rate (sometimes referred to as weighted OT) is required any time an employee who earns different wages for different roles works overtime in any of these roles. Importantly, an employee who works 35 hours in one role and six in another during one week still earns overtime pay. Although this employee worked less than 40 hours in each role, the roles together amount to over 40 hours. That sum is what the FLSA uses to determine whether blended overtime pay is required.

During one workweek, Bob works 15 hours as a line cook at \$20 per hour and another 35 hours as a server at \$15 per hour. He works a total of 50 hours during the week (40 regular and 10 overtime).

$$\$20 \times 15 = \$300 \text{ (line cook straight hourly earnings)}$$

$$\$15 \times 35 = \$525 \text{ (server straight hourly earnings)}$$

$$\text{Total straight hourly earnings} = \$825$$

$$\$825 / 50 \text{ total hours} = \$16.50 \text{ average hourly pay}$$

$$\$16.50 \times 0.5 = \$8.25$$

$$\$8.25 \times 10 = \$82.50$$

$$\text{Total hourly earnings for the week (including OT)} = \$825 + 82.50 = \$907.50$$

Since Bob worked more hours at \$15/hr than he did at \$20/hr, it logically follows that his weighted OT rate of \$24.75 (think  $\$16.50 + \$8.25$ ) is closer to \$22.50 ( $1.5 \times \$15$ ) than it is to \$30 ( $1.5 \times \$20$ ).