



Imagine Enterprises 2021 Consumer Directed Services Payroll

PAY PERIOD	TIME SHEET DUE DATE	PAY DATE
Dec 13, 2020 to Dec 26, 2020	Sunday, December 27, 2020	Wednesday, January 6, 2021

New EVV Pay Date Schedule

Dec 27, 2020 to Jan 9, 2021	Sunday, January 10, 2021	Tuesday, January 26, 2021
Jan 10, 2021 to January 23	Sunday, January 24	Tuesday, February 9
January 24 to February 6	Sunday, February 7	Tuesday, February 23
February 7 to February 20	Sunday, February 21	Tuesday, March 9
February 21 to March 6	Sunday, March 7	Tuesday, March 23
March 7 to March 20	Sunday, March 21	Tuesday, April 6
March 21 to April 3	Sunday, April 4	Tuesday, April 20
April 4 to April 17	Sunday, April 18	Tuesday, May 4
April 18 to May 1	Sunday, May 2	Tuesday, May 18
May 2 to May 15	Sunday, May 16	Tuesday, June 1
May 16 to May 29	Sunday, May 30	Tuesday, June 15
May 30 to June 12	Sunday, June 13	Tuesday, June 29
June 13 to June 26	Sunday, June 27	Tuesday, July 13
June 27 to July 10	Sunday, July 11	Tuesday, July 27
July 11 to July 24	Sunday, July 25	Tuesday, August 10
July 25 to August 7	Sunday, August 8	Tuesday, August 24
August 8 to August 21	Sunday, August 22	Tuesday, September 7
August 22 to Sept 4	Sunday, September 5	Tuesday, September 21
September 5 to September 18	Sunday, Sept 19	Tuesday, October 5
September 19 to October 2	Sunday, Oct 3	Tuesday, October 19
October 3 to October 16	Sunday, Oct 17	Tuesday, November 2
October 17 to October 30	Sunday, Oct 31	Tuesday, November 16
October 31 to November 13	Sunday, Nov 14	Tuesday, November 30
November 14 to November 27	Sunday, Nov 28	Tuesday, December 14
November 28 to December 11	Sunday, Dec 12	Tuesday, December 28
December 12 to December 25	Sunday, Dec 26, 2021	Tuesday, January 11, 2022
December 26 to January 8, 2022	Sunday, Jan 9, 2022	Tuesday, January 25, 2022

See pages 2-4 for information on how to submit time sheets, due dates, tips, payroll payment methods, and the Employee Self- Service Portal access.

Denotes updated information

How Do I Submit a Time Sheet?

There are two methods to submit time sheets:

- FAX: 903-663-3722
 - EMAIL: imagine.timesheets@gmail.com
- ⇒ NOTE: Do not send time sheets to Imagine Enterprises CDS staff email or faxes.

When are time sheets due?

- Time sheets are submitted on SUNDAY by midnight on the due date.
 - A grace period of up until noon on Monday is available. Time sheets received later than noon on Monday will be paid the following pay period.
 - Time sheets can be turned in earlier than the due date as long as they are turned in after the end time of the last shift on the time sheet.
- ⇒ NOTE: When emailing time sheets, you will receive an automatic email confirmation that the email was received. The fax does not provide an automatic confirmation. We strongly suggest the employer retain the fax confirmation.

Time Sheets Tips

- Time sheets sent via email, the attachment must be in PDF format. Other formats such as JPEG, PNG, or TIF file formats cannot be accepted because our new system only accepts PDF files with a white background – they will not transmit to our receiving portal.
- Using a smartphone, you can download a free PDF Scanner application for both iPhones and Androids. Possible application is:
 - iScanner. This application will take a photo of the time sheet, convert it from a picture file to a PDF, and allow you to email the PDF document directly from the application.
- If emailing the time sheet, combine all of the time sheets into one PDF file. Do not attach multiple PDF files to an email. Multiple PDF files attached to an email will not transmit to our receiving portal.
- Our portal will not accept internet links or protected files – the time sheets must be sent as an attachment.
- Place each employee's time sheets in consecutive date order from oldest date to most current date before faxing/scanning.
- Employee must record time worked in precise time, not quarter hour increments; this is a change due to Electronic Visit Verification.
- If there is more than one time sheets for an employee, please denote "Page ___ of ___" so we know to expect additional pages.
- Total the number of hours per service worked each day.
- Every date of work must have a log note completed. For the log note, list what activities you did with and for the client that day – do not write "PAS/HAB" or "Respite" or "Transportation;" these are the names of the service you provided, but not the activities.
- Use black ink only when completing a time sheet.
- All paperwork must be clear and legible with no mark outs and no white out. To correct an entry, simply draw a line through the error and initial, then write legibility above or below or write the entry on a new line. If the entry is not legible, Medicaid will not pay. The time sheet will be returned to the employer for correction and this can delay payment.
- All time sheets must be on a full size of white paper (8.5 x 11). Irregular sized documents or non-white paper will not be accepted.
- Under "Place of Service" on the time sheets, employee must denote "H" for work completed at the client's home or "C" for work completed in the community with the client. Time sheet will be returned if this is not completed; payment can be delayed.
- Mailed paper paychecks will not be re-issued until after 10 postal days.
- Blank time sheets, "CDS Time Sheet Guidelines," and other CDS information can be found at imagineenterprises.org

Payroll Payment Methods – first check and bank account change

- Paper checks are mailed on the actual pay date. Paper checks are issued for new/first payroll employees. If the employee elects direct deposit, then the next paycheck will be direct deposited.

- If an employee changes their banking information such as bank account number, type of bank account savings/checking, or depository bank change - the next check will be a paper check and then after a successful pre-notification with your bank, the deposit will change to direct deposit.
- Direct deposit is paid on the pay date indicated on the CDS Payroll 2021 calendar.

Employee Self Service for Check Stub and W-2 Retrieval

Many of you already use the Employee Self-Serve Payroll Portal for online access to your payroll information. This provides better, quicker access to paycheck statements without the wait of regular mail. Plus, the online statements can be retained and retrieved electronically for multiple years. **NOW – you can sign-up to receive your annual W-2 form through the Employee Self-Serve Payroll Portal.** To receive this service, you must provide your written consent, contact Beverly Trivanovich for an access form. An employee can access these documents by following these steps:

You must request a PIN number from Beverly Trivanovich first before logging into the portal and the PIN is sent in an email from Imagine Enterprises.

1. Log on to the portal: <https://imagineenterprises.traponline.com/ESS>
2. Select Company from pull down
3. Click on “Create New User.”
4. Complete the requested information:
 - Username = Type in a user name that you will remember.
 - Employee ID = enter your employee Employee ID found on your pay stub
 - PIN = enter your PIN number provided by Imagine Enterprises
 - New Password: Enter a new password into the New Password field.

⇒ NOTE: passwords must be between 8 and 20 characters, have at least one capital and lowercase letter, one number and one special character (@!#\$%^&*).

- Confirm Password= Reenter the new password into the Confirm Password field.
 - Last 4 SSN = Enter the last four numbers of your social security number.
 - Zip Code = Enter the first 5 numbers of your home zip code.
5. Click on “Create User”.
 6. Click on “Continue” after your account has been created.
 7. You will be back on the Log In screen where you can enter your User Name and Password.
 8. Click “Login” to enter the employee portal home screen.
 - Once you are on the home page, Click “EMPLOYEE”
 - You can view the following information:
 - Select "Personal Info" to review your name, address, phone, hire date information.
 - Select "Features" to find out what deductions are calculated on your check.
 - Select "Check History" to view previous pay checks
 - Select "W2" to view an estimate of your W2 totals

Imagine Enterprises Staff Contact Information

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Janice Norwood, CDS Case Manager – Abilene area
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Be sure to write down your user name and password. Passwords cannot be reset. The only option is to reset the PIN and recreate the account. Pay stubs are normally available on the portal the Monday before payday.

If you need additional assistance gaining access to your information, to change your address or withholding information, call Beverly Trivanovich.