



agency for persons with disabilities
State of Florida

June 16, 2008

Charlie Crist,
Governor

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Interim Agency
Director

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Dear CDC+ Participant:

The Agency for Persons with Disabilities (APD) wants to let you know about an upcoming change regarding the CDC+ payroll process. **Beginning June 16, 2008**, the CDC+ program will change from a semi-monthly payroll to a bi-weekly (every other week) payroll. This means that instead of the pay periods running from the 1st through the 15th and the 16th through the end of the month, pay periods will be exactly two weeks long, ending every other Sunday. This will result in 26 employee paychecks each year instead of the current 24. The CDC+ team has examined the impact of this change carefully, and we are confident that you will find it more convenient than the current system. The benefits of this change include:

- It will be easier for you to track your employees' time worked during a CDC+ work week to help guard against working overtime since the work week will no longer include multiple pay periods, as is often the case now;
- You will know that your payroll information deadline is **5 p.m.** (Eastern Time) every other Tuesday.
- Your employees will know every month when to expect their pay checks to be in their banks or in the hands of their employers. Payroll will be processed on the same day every other week. The only exception will be when a bank holiday occurs during the processing of the payroll, and everyone will know that in advance because APD has identified all pay dates on the enclosed pay schedule.
- You will enter your employees' timesheets in one-week blocks of time instead of having to enter time worked each day.

The CDC+ Purchasing Plan will continue to reflect a monthly budget. The funding you receive from Medicaid will be a month's allocation at a time. Independent contractors and vendors will continue to be paid for their services through the submission of an invoice each month. You will enter invoices and requests for reimbursement either via the web-based system or via the telephone system after you have received an invoice for services rendered or after you have made a purchase from a vendor with your own funds. You will be able to enter those invoices and requests for reimbursement from the time you receive them until **5 p.m.** (Eastern Time) on the Tuesday after the end of the next bi-weekly pay period.

In addition to the pay schedule, the following documents are enclosed with this letter to assist you with the transition to the bi-weekly payroll.

- A blank CDC+ WEEKLY Timesheet,
- A Sample completed CDC+ WEEKLY Timesheet,
- A screenshot of the Sample completed WEEKLY timesheet showing how to enter the service code totals at the bottom of the timesheet.

- Step-by-step instructions on how to enter the new WEEKLY timesheet into the Web-based payroll system.

Please note that the Timesheet is a WEEKLY Timesheet. As always, the paper timesheet is the official documentation of services provided. The timesheet must reflect time in and time out on a daily basis. This is what will be reviewed when you are audited. However, when you call in your employee's time worked or when you enter it on the Web-based payroll system, you will report **total hours worked** for each service for the whole week rather than for each day. This will speed up your data entry or time spent on the telephone with our customer service representatives. You can enter or call in your employees' timesheets at the end of each week after services have been delivered, if you choose, or you can enter both weekly timesheets after the second week of the pay period has ended. You set up the payroll entry schedule that works for you. Using the enclosed sample timesheet as an example, if your employee worked during the week of June 16, he or she would complete a timesheet for time worked from June 16 through June 22. If you enter the timesheet via the Web, you can begin on Sunday, June 22, after your employee has finished working and has signed the timesheet, or at 5 p.m., whichever is later. If you enter the timesheet by calling it in to Customer service, you can begin on Monday at 8 a.m. You can enter that week's timesheet anytime thereafter until **5 p.m.** on July 1st.

Please note this important change: On Tuesday, July 1, the last day to submit payroll information for the first bi-weekly pay period that ends June 29, the Web system will stop accepting payroll information at **5 p.m.** rather than **7 p.m.** This means that all entries that have been completed (submit button has been clicked) by **5 p.m.** on the last day of the pay period will be included in the next pay check. Any late submissions will be included in the following pay period. This schedule is necessary in order for the CDC+ team to complete processing of the payroll file and ensure no delays in payment. Please plan to submit information on the Web as early as possible to avoid problems.

We have provided you with all the tools that you will need to prepare for the first payroll. A copy of the blank timesheet has been posted on the CDC+ website under the Purchasing Plan tab at <http://apd.myflorida.com/cdcplus>. Also on the website is a more detailed set of payroll entry instructions. It is very important that you review the sample timesheet and the screenshot showing how the time is recorded at the bottom of the timesheet. We anticipate that this change will result in more streamlined and convenient service for you and your employees. If you have any questions about this new procedure, please call Customer Service at 866-761-7043.

Sincerely,

[Signature on File]

Sherry Jackson
CDC+ Program Administrator