



## West-Central Independent Living Solutions

E-Mail: [info@w-ils.org](mailto:info@w-ils.org)

Website: <http://www.w-ils.org>

### NOTICE OF EVV PAYROLL POLICY

- **CORRECTIONS:** If a correction is needed, the consumer must notify the CDS Payroll department immediately. You must provide a detailed explanation of why the correction is needed.
- If, for any reason, you are unable to use your approved phone(s) to clock in/out, make sure you use another phone to call in to inform the CDS Payroll department that you need a correction made and the reason for the correction. You may also come to the office to notify someone in person. **WILS will not accept corrections via voicemail.**
  - **If you forget to clock out and remember later in the day DO NOT clock out. Instead, just call the CDS Payroll department during business hours to provide the information. However, if you are using the mobile app, please clock out**
- Corrections made after 5:00 pm on Monday of pay week will be paid the following pay period.
- **Keep track of all clocks in and out in your EVV Booklet for reference.** If you have corrections to be made over the weekend, this is the place to write down the times so you can call on Monday to have them changed in the system. The case worker may ask to see this during the bi-annual home visit.
- **WILS is not responsible for delays in pay due to late correction reports.**
- **If an entire shift is worked but not clocked, contact your case worker because a missing shift form will need to be completed. The missing shift form is due by 2:00 pm on Monday following the end of the pay period.**

#### PCA Pay Policies:

- PCAs are not eligible to work or be paid for any time an employer spends time in a Hospital/Rehab/Nursing Facility.
- Time worked for the Employer when they are not Medicaid active is not payable through the CDS program.
- Direct Deposit into a bank account OR pay-card is mandatory.
- Paycheck stubs are available online through attendant portal only. W-ILS will no longer be printing pay stubs on request.
- Pay dates are always the same as the Payroll Calendar. Should a pay date fall on a Holiday, W-ILS will pay attendants the day before the pay date.



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*By signing below, I acknowledge that I have received a copy of the "EVV Payroll Policy" and the policy has been reviewed with me. I understand the information stated in the "EVV Payroll Policy".*

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*Consumer Name (print)*

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*PCA Name (print)*

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*Consumer Signature*

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*Date*

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*PCA Signature*

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*Date*

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*CDS Payroll Staff*

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*Date*