



West-Central Independent Living Solutions

E-Mail: info@w-ils.org

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

NOTICE OF EVV PAYROLL POLICY

- **CORRECTIONS:** If a correction is needed, consumer must notify the CDS Payroll department immediately. You must provide an 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 or email!!**
 - **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 Tuesday of pay week will be paid the next pay period.**
- **Keep track of all clocks in and out on a calendar for reference.** If corrections need to be made from the weekend, this is where to write down the times so you can call on Monday to have them adjusted. The case worker may ask to see this during the annual home visit.
- **WILS is not responsible for delays in pay due to late correction reports.**

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.

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".

Consumer Name (print)

PCA Name (print)

Consumer Signature

Date

PCA Signature

Date

WILS Staff

Date